

**VILLAGE OF OAK PARK
ENTRY LEVEL APPOINTMENT COMMITTEE**

**A RESOLUTION OF THE ENTRY LEVEL APPOINTMENT
COMMITTEE OF THE VILLAGE OF OAK PARK, STATE OF ILLINOIS
ADOPTING RULES AND REGULATIONS
FOR FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS**

ADOPTED BY THE
ENTRY LEVEL APPOINTMENT COMMITTEE
VILLAGE OF OAK PARK
THIS 28th DAY OF OCTOBER, 2020

**A RESOLUTION OF THE ENTRY LEVEL APPOINTMENT
COMMITTEE OF THE VILLAGE OF OAK PARK, STATE OF ILLINOIS ADOPTING RULES AND
REGULATIONS FOR FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS**

BE IT HEREBY RESOLVED by the Entry Level Appointment Committee of the Village of Oak Park, Cook County, Illinois:

Section 1. Adoption of Rules and Regulations for Fire Department Entry Level Appointments. The Rules and Regulations for Fire Department Entry Level Appointments ("Rules and Regulations"), attached hereto and incorporated herein by reference, are hereby adopted and approved by the Entry Level Appointment Committee of the Village of Oak Park and shall supersede all previous versions of the Rules and Regulations adopted by the Entry Level Appointment Committee for Fire Department Entry Level Appointments.

Section 2. Severability and Repeal of Inconsistent Rules and Regulations. If any section, paragraph, clause or provision of the attached Rules and Regulations for Fire Department Entry Level Appointments shall be held invalid, the invalidity thereof shall not affect any of the other provisions of said Rules and Regulations. All Rules and Regulations in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. Effective Date. The attached Rules and Regulations shall be printed immediately for distribution upon adoption and approval by the Village Manager pursuant to Section 2-29-3. The Rules and Regulations may be obtained thereafter from the Human Resources Department of the Village of Oak Park, 123 Madison Street, Oak Park, Illinois 60302, and notice of the adoption and approval of the Rules and Regulations shall be published in a newspaper of general circulation within the Village of Oak Park and said Rules and Regulations shall take effect ten (10) days subsequent to said publication pursuant to 65 ILCS 5/10-2.1-5.

APPROVED this 28th day of October, 2020.



Member John Hedgeman



Member John Hedges



Member Kira Tchang



Member Tom Ebsen

CHAPTER I - ADMINISTRATION

SECTION 1- AUTHORITY

The Entry Level Appointment Committee of the Village of Oak Park, Illinois, derives its power and authority from the President and Board of Trustees of the Village of Oak Park pursuant to Article 29 of Chapter 2 of the Code of the Village of Oak Park ("Village Code") and from an Act of the General Assembly entitled, "Division 2.1 Board of Fire and Police Commissioners," 65 ILCS 5/10 - 2.1-1 et seq., as amended ("the Board of Fire and Police Act"). Where there is a conflict between these Rules and the Board of Fire and Police Act or the Village Code, the Act and/or the Village Code shall prevail.

SECTION 2 - ORGANIZATION

The Board of Fire and Police Commissioners of the Village of Oak Park, Illinois, hereinafter shall be referred to as the "Board."

The Entry Level Appointment Committee of the Village of Oak Park, Illinois hereinafter shall be referred to as the "Committee."

The Committee shall hold meetings as needed for the transaction of business.

The Committee shall consist of the members set forth in Section 2-29-1 of the Oak Park Village Code, as amended.

The Committee shall employ a Secretary to serve at the pleasure of the Committee.

Three (3) members of the Committee shall constitute a quorum for the transaction of business.

SECTION 3 - DUTIES

The Chair of the Committee shall be the Chair of the Board. The Secretary of the Committee shall be the Secretary of the Board.

The Committee Chair shall be the Executive Officer of the Committee, shall preside at all meetings, and shall attend to all duties pertaining to such office.

The Secretary shall: (1) keep the minutes of the Committee's proceedings as a permanent record; (2) be the custodian of all papers pertaining to the business of the Committee; (3) cause a record to be kept of all examinations held; and (4) perform all other duties prescribed by the Committee.

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

SECTION 4 - MOTIONS

Motions or resolutions may be made orally by a member and shall be recorded in the minutes of the Secretary together with the action upon same.

SECTION 5 - ORDER OF BUSINESS

The order of business at the meeting of the Committee shall be determined by the Chairperson. Any old or new matters may be raised by any member.

SECTION 6 - MEETINGS

Meetings of the Committee shall be scheduled by the Committee and public notice shall be given by posting a copy of the notice at the principal office of the Village of Oak Park and by supplying copies of such notice to any news medium that has filed an annual request for such notice with the Village of Oak Park in compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., as amended ("Open Meetings Act"). All such meetings shall be open to the public. An agenda for each meeting shall be posted in the principal office of the Village of Oak Park at least forty-eight (48) hours in advance of the holding of the meeting, 5 ILCS 120/2.02, as amended.

During any meeting, a closed session may be held upon a majority vote of a quorum present. Closed sessions may be limited to Committee members and such invited persons as the Committee deems necessary. The vote of each member of the Committee on the question of holding a closed session and a citation to the specific exception to the Open Meetings Act set forth in Section 2 of the Open Meetings Act, 5 ILCS 120/2, as amended, authorizing the closing of the meeting to the public, shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. The secretary shall record the motion to close the meeting, record the roll call vote of the members on said motion and keep a verbatim record of all closed session meetings in the form of an audio tape. Only topics specified in the vote to enter into a closed session may be considered during the closed session, 5 ILCS 120/2.06, as amended. Minutes of the closed session shall be taken by the secretary and shall be made available to the public after the Committee determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, 5 ILCS 120/2.06(f), as amended.

SECTION 7 - PROCEDURE

The parliamentary procedure applicable to Board meetings shall be the procedures set forth in the latest edition of Robert's Rules of Order.

SECTION 8 - AMENDMENTS

Amendments to these Rules and Regulations may be made at any meeting of the committee, subject to Section 2-29-3 of the Village Code, as amended, and approval by the Village Manager. All amendments shall be printed for distribution. The Committee shall give notice of the place(s)

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

where the printed Rules and Regulations may be obtained and of the date, not less than ten (10) days subsequent to the time of publication when the rules or changes therein shall go into effect. This notice shall be published in a newspaper of general circulation in the Village of Oak Park pursuant to the Board of Fire and Police Act, 65 ILCS 5/10-2.1-5, as amended.

CHAPTER II APPLICATIONS

SECTION 1 - FIREFIGHTER/PARAMEDIC QUALIFICATIONS

An applicant for the position of Firefighter/Paramedic shall provide a current applicant physical ability test (CPAT) card or a CPAT certificate from an authorized CPAT testing entity in effect for twelve (12) months or less from the last date applications are accepted by the committee. Failure to provide proof of successful completion of the CPAT test shall exclude an applicant from participating in the application process. An applicant shall also provide a copy of his or her license as an Emergency Medical Technician-Paramedic (EMT-P) from the Illinois Department of Public Health prior to the time of hire. An applicant shall also provide a copy of his or her Illinois Ladder Climb Certification. Any costs associated with the CPAT test and certification and with obtaining an EMT-P license shall be an applicant's expense.

SECTION 2 - APPLICATION FORMS AND FEE

Applications to be a Firefighter/Paramedic of the Fire Department shall be filed utilizing forms furnished by the Committee and applicants must comply with the requirements of said form in every respect. An application must be filed with the Committee prior to an applicant taking an examination to be a member of the Fire Department.

Every applicant must be of good character, not a habitual drunkard, gambler, or a person who has been convicted of a felony or a crime involving moral turpitude, of sound health and must be physically and mentally able to perform the duties of the applicable position as more fully set forth herein. An applicant bears the burden that he or she meets these requirements.

The applicant shall furnish the following with his or her application:

Birth certificate;

High school diploma or GED Certificate;

Valid driver's license;

College diploma from an accredited institution, or transcripts indicating completion of credit hours, if applicable;

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

Current Illinois Department of Public Health EMT-P license, if applicable; and

A current applicant physical ability test ("CPAT") and Ladder Climb Certification card as set forth in Section 1 of this Chapter.

A false statement knowingly made by an applicant in an application for examination, a false statement made in any certificate which may accompany such application or complicity in any fraud touching the same, shall be regarded as good cause for exclusion from the examination and/or employment with the Village of Oak Park.

All applicants shall pay a non-refundable \$40 application fee at the time of application.

All applicants shall execute and deliver upon a form prescribed and furnished by the Committee a release in favor of the Committee, the Board and the Village of Oak Park, as well as each of their officers, agents and employees, releasing all liability, loss, damage or expense that may arise in connection with an applicant's participation in any phase of the testing process.

By making application for a position with the Fire Department, each applicant expressly authorizes the Committee to conduct such investigation into the applicant's background and character to determine that the applicant would not be disqualified under the requirements of these Rules and Regulations. All applicants shall execute a form prescribed and furnished by the Committee or the Committee's designee authorizing the Committee or the Committee's to conduct a background investigation of the applicant.

All applicants may be required to attend an orientation program.

SECTION 3 - DISQUALIFICATION

The Committee may refuse to examine an applicant or, after examination, certify an applicant as ineligible under any of the following circumstances:

The applicant is found lacking in any of the established requirements for the applicable position;

The applicant is physically and/or mentally unable to perform the duties of the position to which he or she seeks employment;

The applicant is addicted to the use of intoxicating beverages to the extent that the applicant will be under the influence of alcohol while on duty, has illegally and/or excessively used, or is using, cannabis as defined in/and or is regulated by the Cannabis Control Act, 720 ILCS 550/1et seq., as amended, and/or controlled substances as defined in and/or is regulated by the Illinois Controlled Substances Act, 720 ILCS 570/110 et. seq., as amended

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

The applicant has been convicted of a felony or any misdemeanor involving moral turpitude, as set forth in Board of Fire and Police Act, 65 ILCS 5/10-2.1-6(j), as amended. No person with a record of misdemeanor convictions except those under Sections 11-6, 11-7, 11-9, 11-14, 11-15, 11-17, 11-18, 11-19, 12-2, 12-6, 12-15, 14-4, 16-1, 21.1-3, 24-3.1, 25-1, 28,3, 31-1, 31-4, 31-6, 31-7, 32-1,32-2, 32-4,32-8and subsections (1), (6) and (8) of Section 24-1 of the Criminal Code of 1961, 720 ILCS 5/1-1et seq., as amended, or arrested for any cause but not convicted on that cause shall be disqualified from taking the examination to qualify for a position in the Fire Department on grounds of habits or moral character pursuant to the Board of Fire and Police Act, 65 ILCS 5/10-2.10-6(c), as amended, nor shall any person be disqualified for appointment because of his or her record of misdemeanor convictions except those set forth in this subsection or arrested without conviction on that cause. Any such person who is in the Fire Department who has been convicted of any such charge set forth in this subsection may be removed on charges brought pursuant to the Board of Fire and Police Act, 65 ILCS 5/10-2.1-69(j), as amended, and these Rules and Regulations;

The applicant has been dismissed from any public service for good cause;

The applicant has provided fraudulent information or attempted any deception in his or her application;

The applicant is unable to perform job related functions because of a medical condition(s);

The applicant's character and employment references are unsatisfactory;

The applicant has suffered the amputation of any limb pursuant to 65 ILCS 5/10-2.1-6(h), as amended, unless the applicant's duties will be only clerical or as a radio operator;

The applicant does not possess a high school education or an equivalent high school education;
or

The applicant is classified by his local selective service draft board as a conscientious objector, or has ever been so classified.

Any applicant deemed disqualified hereunder shall be notified by the Committee as to the reason(s) for disqualification.

SECTION 4 - DEFECTIVE APPLICATIONS

The committee shall be under no obligation to consider applicants who provide a defective application in any respect. The Committee shall declare such applicant as ineligible.

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

SECTION 5 - CONDITIONS OF APPOINTMENT

All original appointments of applicants shall be conditioned upon the favorable results of a background investigation, an in-depth psychological examination and a thorough medical examination. A medical examination shall include a test to screen for the use of cannabis end/or controlled substances. Examinations will be conducted by a licensed physician and/or psychologist appointed by the Committee. All applicants must attend an original appointment orientation program.

SECTION 6 - PHYSICAL/MENTAL REQUIREMENTS

Applicants for the position of Firefighter/Paramedic must meet applicable physical/mental aptitude abilities in order to perform all of the job-related functions of a Firefighter/Paramedic.

SECTION 7 - AGE REQUIREMENTS

Applicants shall be at least twenty-one (21) years of age.

No person who is thirty-five (35) years of age or older shall be eligible to take an examination for the position of Firefighter/Paramedic unless the person has had previous employment status as a firefighter in the Fire Department. The age limitation does not apply to any person previously employed as a full-time firefighter in a regularly constituted fire department of (i) any municipality or fire protection district located in Illinois; (ii) a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act, 70 ILCS 705/0.01 et seq., as amended; or (iii) a municipality whose obligations were taken over by a fire protection district.

Any person placed on a Final Eligibility Register who exceeds the age requirement before being appointed to the Fire Department shall remain eligible for appointment until the list is abolished, or his or her name has been on the list for a period of two (2) years. No person who has attained the age of thirty-five (35) years shall be appointed to the Fire Department, except as otherwise provided in this Section.

CHAPTER III - EXAMINATIONS

SECTION 1- CALL FOR EXAMINATIONS

The Committee shall call examinations to fill Firefighter/Paramedic vacancies. A call for such examination shall be entered in the minutes of the Committee and shall include:

The time and place where such examination will be held; and

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

The location where applications may be obtained and the date by which applications must be returned to the Committee.

SECTION 2 - NOTICE OF EXAMINATION

Examinations shall be held on the dates fixed by the Committee and advertised in a newspaper of general circulation within the Village at least two (2) weeks preceding the examination pursuant to the requirements of the Board of Fire and Police Act.

Examinations may be postponed by order of the Committee, which order shall provide the reason of such postponement and shall designate a new date for said examination. If an examination is postponed, notice shall be given of the new examination date in compliance with this Section and all applicants shall be provided said notice.

The notice shall provide the time, place, general scope, merit criteria for any subjective component, and fee for the examination/application on. The notice shall be published in a newspaper of general circulation within the Village of Oak Park, or shall be posted on the Village's Internet website as determined by the Committee.

Additional notice of an examination may be give as determined by the Committee.

SECTION 3 - NATURE OF EXAMINATIONS

The examinations for employment to the Fire Department shall be practical in character and relate to those matters that will fairly test the capacity of the persons examined to discharge the duties of the position of Firefighter/Paramedic. No examination shall contain questions regarding an applicants' political or religious opinions or affiliations in compliance with the Board of Fire and Police Act, 65 ILCS 5/10-2.1-6(h), as amended.

SECTION 4 - REQUIRED EXAMINATIONS

The following examinations may be required by the Committee and conducted by the committee or the Committee's designee for the original appointment for the position of Firefighter/Paramedic. Failure to achieve the minimum passing grade at any point in the process shall disqualify an applicant from further participation. Each weighted component of the examination process shall be based upon a scale of 1to 100. The examination sequence may vary at the discretion of the Committee and shall generally be as follows:

PRELIMINARY ELIGIBILITY REGISTER

Examination Requirement

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

Written test at or above a score determined by the Committee or the Committee's designee prior to a given written examination, which shall be announced by the Committee and shall be supported by appropriate validation evidence, or as otherwise required by state statute or applicable law.

INITIAL/FINAL ELIGIBILITY REGISTER

Oral Interview Pass/Fail

CONDITIONAL OFFER OF EMPLOYMENT

Background Investigation Pass/Fail

Psychological Examination Pass/Fail

Medical Examination Pass/Fail

SECTION 5 - ORAL INTERVIEWS

Oral interviews shall be conducted by the Committee, or the Committee's designee. Questions may be asked by the Committee members, or the Committee's designee. Questions shall be asked of an applicant that will enable the Committee or the Committee's designee to properly evaluate and score the applicant on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill and general fitness for the position of Firefighter/Paramedic. The number of applicants on the Preliminary Eligibility Register that shall participate in oral interviews shall be at the discretion of the Committee and shall be conducted in the order of an applicant's placement on the Preliminary Eligibility Register. An applicant's placement on the Preliminary Eligibility Register shall be based upon an applicant's score on the written examination.

Upon completion of each oral examination, the Committee or the Committee's designee will assign a score for the applicant.

SECTION 6 - PLACEMENT ON INITIAL ELIGIBILITY REGISTER

An applicant's position on the Initial Eligibility Register shall be determined by the following: (i) the applicant's score on the written examination; and (ii) the person's results on the oral interview. The examination components for the Initial Eligibility Register shall be graded on a 100-point scale, with the written examination accounting for 65 points and the oral interview accounting for 35 points.

No more than sixty (60) days after each examination, the Initial Eligibility Register shall be posted by the Committee. The list shall include the final grades of the applicants without reference to

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

priority of the time of examination and subject to claim for preference points as set forth in Section 7 below.

SECTION 7 - PREFERENCE POINTS

The Committee shall prepare an "Initial Eligibility Register" provided above which shall be subject to change with the addition of the preference points as set forth herein.

A dated copy of the Initial Eligibility Register shall be sent to each person appearing thereon.

Veteran's preference. The Committee shall add 5 points for any person that has served a minimum of one (1) year of active duty and has been honorably discharged, or is still serving in the active or inactive reserve who is entitled to a veteran's preference whose name appears on a register as eligible for employment pursuant to the Board of Fire and Police Act, 65 ILCS 5/10-2.1-6.3(h)(1), as amended.

Educational preference. Persons who have successfully obtained an associate's degree shall be awarded 2 points, for a bachelor's degree a maximum of 3 points, non-cumulative.

Paramedic preference. Persons who have obtained certification as an Emergency Medical Technician-Paramedic (EMT-P) shall be awarded 1 preference point.

Experience preference. Persons with Basic Operations certification shall be awarded 1 point. Persons with Advanced Certification shall receive 2 points, non-cumulative.

Residency preferences. Persons who have resided in the Village of Oak Park for the past 12 months shall be awarded 1 point.

Additional preferences. Applicants who are immediate family members of a sworn fire or police officer who suffered a line of duty death in the Villages of Oak Park, shall be awarded 3 preference points.

Scoring of preferences. If an applicant earns the maximum number of preference points in all categories set forth in Section 10 (c)-(i) above, that number may not be more than twenty-five (25). The Committee shall give preference for original appointment to persons designated in Sections 10 (c)-(i) by adding the requisite number of points to the final grade for each recognized preference achieved. The numerical result thus attained shall be applied by the Committee in determining the Final Eligibility Register and appointment from the Final Eligibility Register.

No person entitled to any preference shall be required to claim the credit before any examination held under the provisions of this Section 7, but the preference shall be given after the posting or

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

publication of the Initial Eligibility Register at the request of a person entitled to a credit before any certification or appointments are made from the Final Eligibility Register, upon the furnishing of verifiable evidence and proof of qualifying preference credit.

Applicants who are eligible for preference credit shall make a claim in writing within ten (10) days after the posting of the Initial Eligibility Register, or the claim shall be deemed waived.

The Final Eligibility Register shall be established after the awarding of verified preference points. The background investigation and medical and psychological examinations set forth in Section 9 shall be conducted last, and may only be performed after a conditional offer of employment has been extended.

SECTION 8 - FINAL ELIGIBILITY REGISTER

The Committee shall prepare a "Final Eligibility Register" which shall include claimed preference points added to the original score of the applicants as set forth in Section 7 above.

A dated copy of the Final Eligibility Register shall be sent to each person appearing thereon. The dated copy shall include the two year date of expiration of the Register. If more than one (1) examination has been given and new eligibility registers are issued, such registers shall reflect the expiration date of the register for each individual on the Register, indicating the date that it will expire as to each individual.

The Committee shall strike off the names of applicants for original appointment after the names have been on the Final Eligibility Register for more than two (2) years pursuant to the Board of Fire and Police Act, 65 ILCS 5/10-2.1-6.3(h), as amended.

In the event of a tie score, the placement of the tied applicants' names on the Final Eligibility Register shall be determined by lot in the presence of a quorum of the Committee in whatever manner the Committee deems appropriate.

SECTION 9 - PROFESSIONAL EXAMINATIONS AND INVESTIGATION

The Committee shall conduct the following additional examinations and investigation after establishment of the Final Eligibility Register to determine whether an applicant shall be appointed as a Firefighter/Paramedic to the Fire Department after a conditional offer of employment has been extended:

A background investigation;

An in-depth psychological examination performed by an Illinois licensed psychologist; and

RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020

A Medical examination performed by an Illinois licensed physician(s).

SECTION 10 - BACKGROUND INVESTIGATION

Applicants shall be subject to a background investigation, which shall include verification of the applicant's qualification credentials, such as educational achievement, employment history, age, citizenship, driving records, criminal history, verification of personal references, and investigation of the applicant's integrity and character.

The background investigation shall include fingerprinting pursuant to Section 6.1 of the Board of Fire and Police Act, 65 ILCS 5/10-2.1-6.1, as amended. A classifiable set of fingerprints of every person who is offered employment as a certificated member of the Fire Department shall be furnished to the Illinois Department of State of Police and to the Federal Bureau of Investigation by the Committee pursuant to the Board of Fire and Police Act, 65 ILCS 5/10-2.1-6.3(h), as amended.

SECTION 11- PSYCHOLOGICAL EXAMINATION

Applicants shall submit to a psychological examination by such psychologist or psychiatrist as the Committee may designate, that is licensed in Illinois to conduct such examinations. Such examination shall be without expense to the applicant. Failure of the applicant to take or pass such examination shall be grounds for disqualification.

SECTION 12 - MEDICAL EXAMINATION

Applicants shall submit to a thorough medical examination, which may include a test of the applicant's vision and hearing, a test for the presence of communicable diseases and drug screening test for the purpose of screening the applicant for the use of cannabis and/or controlled substances as defined in or regulated by the Cannabis Control Act, 720 ILCS 550/1 et. seq., as amended, and/or the Controlled Substances Act, 720 ILCS 570/110 et. seq., as amended. Failure of an applicant to pass such examination shall be grounds for disqualification.

SECTION 13 - OFFER OF EMPLOYMENT

An applicant's score for the background investigation, psychological examination and medical examination set forth above shall be pass/fail. Upon passage of the investigation and examinations, an applicant shall be eligible for appointment as a Firefighter/Paramedic.

SECTION 14 - FINALITY

All examination results will be and become the property of the Committee and the grading thereof by the Committee shall be final and conclusive. Applicants who fail to achieve a passing score pursuant to any investigation and/or examination will be notified of the reason(s) and shall be eliminated from all future consideration.

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

SECTION 15 - CHANGE OF ADDRESS.

Applicants whose names are placed on the Initial or Final Eligibility List must notify the Board of any change of address while their names remain on such list.

CHAPTER IV - APPOINTMENTS

SECTION 1- PROBATIONARY APPOINTMENT

Applicants shall be appointed from the Final Eligibility Register eligibility list in descending order who have passed the background investigation, psychological examination and medical examination. Pursuant to Section 6.3(b) of the Board of Fire and Police Act, 65 ILCS 5/10-2.1-6.3(b), as amended, if the Committee has reason to conclude that the highest ranked person fails to meet the minimum standards for the position or if the Committee believes an alternate applicant would better serve the needs of the Fire Department, the Committee has the right to pass over the highest ranked person and appoint either: (i) any person who has a ranking in the top 5% of the Final Eligibility Register; or (ii) any person who is among the top 5 highest ranked persons on the Final Eligibility Register if the number of people who have a ranking in the top 5% of the Final Eligibility Register is less than 5 people. The appointment date shall be the date an applicant is appointed to a position by the Committee.

Any applicant may pass on an appointment without losing his or her position on the Final Eligibility Register. Any applicant who passes a second time may be removed from the Final Eligibility Register by the Committee. Such removal shall not prejudice a person's opportunities to participate in future examinations, including an examination held during the time an applicant is already on the Committee's Final Eligibility Register.

All certificates of appointment issued to any Firefighter/Paramedic of the Fire Department shall be signed by the Chair and Secretary, respectively, of the Committee upon appointment of such Firefighter/Paramedic to the Fire Department by action of the Committee.

The probationary period for a new Firefighter/Paramedic who has previously obtained a paramedic certification shall be twelve (12) months pursuant to the Board of Fire and Police Act, 65 ILCS 5/10-2.1-4, as amended. Upon successful completion of the probationary period, seniority shall be retroactive to the date of hire.

In the event that any applicant who has been found eligible for appointment and whose name has been placed upon the Final Eligibility Register who has not been appointed within one (1) year after the date of his or her physical ability examination, the Committee may cause a second examination to be made of that applicant's physical ability prior to his or her appointment. If, after the second examination, the physical ability of the applicant shall be found to be less than

**RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020**

the minimum standard fixed by this Rules, the applicant shall not be appointed. The applicant's name may be retained upon the Final Eligibility Register for appointment and that applicant may be again examined and if the physical ability of that applicant is found to be less than the minimum standard fixed by these Rules, the applicant shall not be appointed and the name of the applicant shall be removed from the Final Eligibility Register.

The Fire Chief shall submit a semi-annual detailed progress report from the date of hire on each probationary Firefighter/Paramedic concerning training progress to the Committee.

SECTION 2 - CERTIFICATION

Final certification of probationary Firefighter/Paramedics shall be subject to successful completion of the Certified Firefighters Basic Training Course as prescribed by the Office of the Fire Marshall of the State of Illinois. Inability to successfully complete said requirements shall be grounds for termination of employment.

Once licensed by the Illinois Department of Public Health, a Firefighter/Paramedic must maintain his or her paramedic license as a condition of continued employment.

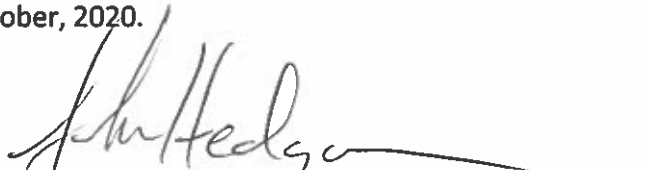
SECTION 3 – LEAVES OF ABSENCE

Any non-probationary Firefighter/Paramedic may be granted a leave of absence by the Village Manager for a period of time up to six (6) months, subject to extension up to an additional six (6) months with the approval of the Village Manager, from the Fire Department to perform public health/emergency response duties with the Village's Health Department. Upon completion of said public health/emergency response duties and subject to the condition set forth below, a Firefighter/Paramedic who is still qualified to perform Firefighter/Paramedic duties which the Firefighter/Paramedic left shall be immediately reinstated to the position with the same increases as earned by a Firefighter/Paramedic during the leave. If a Firefighter/Paramedic does not accept reinstatement at the conclusion of a leave of absence, the right to future employment as Firefighter/Paramedic with the Village shall be forfeited. Reinstatement of employment as a Firefighter/Paramedic shall be provided if the Firefighter/Paramedic provides notice to the Village Manager and the Fire Chief that the Firefighter/Paramedic intends to return to his or her position as a Firefighter/Paramedic prior to the completion of an applicable leave of absence.

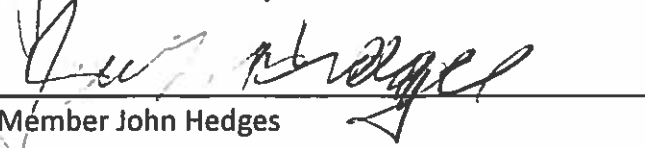
RULES AND REGULATIONS OF THE ENTRY LEVEL APPOINTMENT COMMITTEE FOR
FIRE DEPARTMENT ENTRY LEVEL APPOINTMENTS
VILLAGE OF OAK PARK, ILLINOIS
As Amended Through October 28, 2020

THESE RULES AND REGULATIONS WERE PROMULGATED BY ORDER OF THE FIRE AND POLICE COMMISSIONERS OF THE VILLAGE OF OAK PARK ON THE 28th DAY OF OCTOBER 2020, AND INCORPORATES AMENDMENTS THROUGH THE 28TH DAY OF OCTOBER 2020.

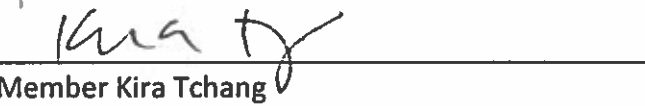
APPROVED this 28th day of October, 2020.



Member John Hedgerman



Member John Hedges



Member Kira Tchang



Member Tom Ebsen

REVIEWED AND APPROVED BY:



Cara Pavlicek, Village Manager