

Knox County Sheriff's Department

Merit Commission Rules

and

Regulations

Amended 2009

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I. Knox County Sheriff's Merit Commission Authority

The Knox County Sheriff's Commission adopts the provisions of the " Sheriff's Merit System Law" enacted by the Illinois General Assembly as P.A. 86-962, Art. 3-8001, et seq., Il Rev. Stat. See Appendix A.

II. Meetings of the Knox County Sheriff's Merit Commission

1. The Commission shall hold regular quarterly meetings and such other meetings and hearings as may be called by the Commission.
2. Two members of the presently constituted three-member Commission shall constitute a quorum for the transaction of business.
3. All meetings or hearings before the Commission shall be public in accordance with the Illinois Open Meetings Act with provisions for executive session.

III. Appointment Procedures

1. Residence

An applicant for examination shall be a citizen of the United States.

2. Physical Requirement- Age

- a. Body Structure- No minimum or maximum, but must be comparable for overall size and body structure.
- b. Vision
 - i. An applicant for original appointment to the Sheriff's Department must have at least 20/40 binocular vision without glasses correctable to 20/20 vision in each eye.
 - ii. An applicant shall not be color-blind.
- c. Age- An applicant shall not be less than 21 years of age.
- d. Proof of Age- Proof of birth date shall be submitted with the application.
- e. Medical Examination- Applicants for original appointment shall submit to a physical and medical examination by a license physician approved by the Commission, *when requested by the Commission.*
- f. Drug Test- *Drug tests to determine whether the applicant has used cannabis and / or controlled substances as found in the Illinois Compiled Statutes will be ordered prior to the actual hiring of any applicant for any position of the Sheriff Department under the Knox County Merit Commission.*
- g. Communicable Disease- The medical examination shall include a test to determine whether the applicant has an uncontrollable communicable disease.

3. Disqualification; Notice

- a. Disqualifying factors- The Commission may refuse to examine an applicant, or after examination, to certify an applicant as eligible:
 - 1) Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.
 - 2) Who is physically unable to perform the duties of the position to which he or she seeks appointment.
 - 3) Who is addicted to the habitual use of cannabis and/or controlled substances as defined in Illinois Compiled Statutes, Chapter 55, 410 ILCS 615.

- 4) Who has been convicted of a felony or any misdemeanor involving moral turpitude.
- 5) Who has been dismissed from any public service for good cause.
- 6) Who may be found disqualified in personal qualification or health, both mental and physical.
- 7) Whose character and employment references are unsatisfactory
- 8) Who does not possess a high school education or its equivalent.
- 9) Who gives false statements or misrepresents any material fact to the commission.

- b. Notice of Disqualification- Any person deemed disqualified shall be so notified by the chair and upon written request made by the applicant, with five days after the service thereof, shall be given an opportunity to be heard.

4. Notice of Acceptance; Physical Agility Test

- a. The chair shall notify all applicants whose applications have been accepted by the board to present themselves for a physical agility test.
- b. Notice shall include time, place and necessary equipment.

5. Release of Liability

- a. Before taking the physical agility test all applicants shall execute and deliver to the board a release of all liability as the result of taking the test in favor of the board.

6. Application – Form and Contents

- a. Form- The Commission shall furnish an application form for the position on the Sheriff's Department.
- b. Handwriting- The application shall be filled out by the applicant.
- c. Character References- *The applicant shall provide five character references who are not related to them, and are not former employers, who have known them for a period, preferably more than five years. All persons that they provide will be asked to appraise their knowledge of their character, ability, experience, personality and other qualities.*
- d. Documents- The applicant shall furnish to the Commission all school transcripts, a copy of his or her birth certificate and , if applicable, a copy of his or her armed services record and/or honorable discharge.
- e. Acknowledgement- The application shall be signed by the applicant. The truth of the contents of the application shall be sworn to under the penalty of perjury.

7. Application - Filing

- a. Place- Applications shall be filed with the Commission at the Knox County Law Enforcement Center, 152 S. Kellogg St., Galesburg, Illinois.
- b. Receipt- The Commission shall endorse on the application the date the application was received.

8. Application- Defective Applications

A defective application shall be returned to the applicant for correction, but only if the applicant is otherwise qualified for the position sought.

9. Application- Special Qualification

If the application for examination for a position requires special qualification, the Commission may require evidence of special training or practical experience.

Applicants must meet one of the following criteria: *Amended by the Commission December 11th 2007*

1. Two years Associate Degree in law enforcement or criminal justice or related field.
2. At least 60 credit hours at a four year institution in the same field;
3. At least 30 credit hours of college level course work in law enforcement or criminal justice or related field and 2080 hours of law enforcement work within the last three years;
4. Employed as a certified full time law enforcement officer within the last two years;
5. Two years in the military within the last five years with a honorable discharge and / or presently serving;
6. Certified as a part time law enforcement officer with at least 4160 hours of experience within the last four years.
7. At least two years employment as a Knox County Correctional Officer with at least fifteen hours of successfully completed college level course work.

IV. Examinations

Original Appointments

1. Examination- Notice

- a. Orientation meeting- The applicant shall attend an orientation meeting at a time and place fixed by the board. During the orientation meeting, the board may announce the date and time of any further examinations.
- b. Examinations- The examination for an original appointment to the Sheriff Department shall be held on the date and the time and place fixed by the board.
- c. Notice- Notice of the time and place of every orientation shall be given by the board by a publication at least two weeks preceding the orientation in a newspaper of general circulation published in the County of Knox.
- d. Postponement- Examinations may be postponed by the board. The order of postponement shall state the reason therefore and shall designate a new date for the examination. Applicants shall be notified of the postponement and of the new date and time fixed for the examination.

2. Vacancies

The board shall call examinations to fill vacancies in the class of service in which vacancies are likely to occur. A call for such examination shall be entered in the minutes of the board and shall include:

- a. The time and place of the examination.
- b. The position to be filled from the resulting eligibility list.
- c. A statement that applications will be received until a certain date.

3. Examinations- Subject Matter

The subject matter of the written and oral examination shall fairly test the applicant's capacity to discharge the duties of the position sought. No examination shall contain questions regarding the applicant's political or religious opinions or affiliations.

4. Examinations – Grading (Amended by the Commission Dec. 11th , 2007, & Feb 2nd 2009.

- a. Sequence. Examinations will be held in the following sequence:

Examination	% of Total Grade	Minimum Passing Grade
Physical Agility	-----	Pass or Fail
Written Test	50 %	66%
Background Investigation	-----	Pass or Fail
Oral Interview	50%	66%
Medical	-----	Pass or Fail

- b. Results- Add together $\frac{1}{2}$ of written and $\frac{1}{2}$ of oral tests. Add military preference- 5 %. Example: A candidate receiving a grade of 88% on his written test and 76% on his oral test. Add the two scores together $88+76 = 164$ and then divide that number by (2) ... 164 divided by $2 = 82$. So his score would be 82%. If the candidate has military preference add 5 % to his grade $82\% + 5\% = 87\%$
- c. Military Credits.
- 1) Candidates for original appointment who were engaged in the military or naval service of the United States for a period of at least one year and who were honorably discharged there from, or who are not or may hereafter be on inactive or reserved duty in such military or naval service (not including, however, in the case of offices, positions, and places of employment in the Sheriff's department, persons who were convicted by court martial of disobedience of order, where such disobedience consisted in the conscientious objections against war) shall be preferred for appointments to offices, positions, and places of employment on the Sheriff's Department.
 - 2) The board shall give preference for original appointment to persons whose names appear on any register of eligibles resulting from an examination for original entrance in the classified service of the Sheriff's Department by adding to the final grade average which they receive or will receive as the result of any examination held for original entrance, five points. The numerical result thus attained shall be applied by the board in determining the position of such persons on any eligibility list which has been created as a result of any examination for original entrance for purposes of preference in certification and appointment from such eligibility list.
 - 3) The board shall strike off the names of candidates for original appointment after such names have been on the list for more than two years.
 - 4) Military credits may be applied only twice. No person shall receive additional preference for a promotional appointment after he or she has received one promotion from an eligibility list on which he or she was allowed such preference.

- d. Polygraph; Psychological Examination

The background investigation may include a polygraph test and a psychological examination.

- e. Disqualification

Failure to achieve the minimum passing grade in any of the component parts of the examination disqualifies the applicant from any further participation. All grades are based on a maximum of 100% plus military credits.

Physical Agility Test

1. Physical Agility Test

All eligible applicants shall submit themselves to a physical agility test designed to test their ability to perform certain job related activities. *

2. Physician's Release

As a condition of participating in the physical agility test, the applicant shall submit a statement of physical fitness from his or her physician.

** Application for original appointment to the Sheriff's Department shall be measured by the standards promulgated from time to time by the Illinois Governmental Law Enforcement Training Board, " Physical Fitness Training Standards" (State of Illinois, July 1, 1987, and as there after amended).*

Written Examinations

1. Eligibility

Only candidates who have passed the physical agility test will be permitted to take the written examination.

2. Written Examinations – Content

The written Examination shall test the candidate's mental and mechanical ability to assimilate training as a Deputy Sheriff.

3. Written Examinations- Procedures

Instructions for the written examination will be given at the time of the examination. Candidates shall leave test materials in the examination room if they leave the room for any purpose. A candidate who violates this rule shall be disqualified.

4. Written Examinations- Grading

Written examinations are the property of the board. The grading of the examinations is final and conclusive and is not subject to review.

Oral Examination- Interview

1. Examination - Oral

All Commissioners shall participate in the oral examination unless excused for good cause.

2. Examination - Contents

Questions shall be asked of the candidates that will enable the Commission to properly evaluate and grade the candidate.

3. Examination - Scoring

On completion of each oral interview, the Commissioners shall discuss the candidate's suitability for the position. Each commissioner who participates in the oral examination will then grade the candidate on a percentage basis. The applicant's final grade shall be the average of the Commissioner's grades.

4. Examination- Medical

- a. A candidate, upon notification of a pending appointment, *may* be required to a medical examination by a physician designated by the commission and *may be required to take an illegal drug screening, paid for and scheduled by the Knox County Sheriff Department.*
- b. Failure to pass the medical examination *or drug screening* shall eliminate the candidate from the eligible register and from any further consideration.

5. Examination- Psychiatric

An applicant for an original position may be required to submit to a psychiatric or psychological examination by a psychiatrist or psychologist as the Commission designates.

6. Additional Qualification

A candidate for any original position, in addition to any other requirements, shall:

- a. Be able to safely and competently operate a motor vehicle and be licensed to do so.

- b. Have the health, mental and physical abilities necessary to perform the duties of the office.

7. Records

All candidates who have successfully passed the background investigation , physical agility, written and oral examination conducted for the position of deputy sheriff shall and who would otherwise be eligible to be posted on an eligible register shall furnish to the Commission a certified copy of their birth certificate and a copy of their armed service record and honorable discharge.

8. Eligible Register

- a. The Commission will prepare, post and keep an eligible register of the candidates successfully passing all examinations. Candidates shall take rank upon the eligible register in the order of their relative excellence as determined by examination without reference to priority of time of examination. To qualify for placement on the eligible register, a candidate must pass all “ pass/fail “ phases of the examination and attain a minimum score of 66% on both the written and oral examinations.
- b. *An eligible register shall be posted at the Knox County Law Enforcement Center and names on the register shall remain on the list for two years from the date of being placed on the register. The commission shall strike off the names of candidates for original appointment after such names have been on the list for more than two years. No person shall be removed from the eligible register solely by reason of his or her having failed to pass a subsequent hiring examination. If a person, who is already on the hiring register, completes an additional hiring process, prior to the removal of his or her name from the register, he/she will have several choices upon completion of the second hiring process. If he/she fails the subsequent hiring process, his/her name will remain on the register, until it had been on the list for two years. If he/she passes the subsequent hiring process with a higher score, his/her name will be placed in the appropriate spot on the list and will remain there for two years from the finishing of the subsequent hiring process. If he/she passes the subsequent with a score lower than what he/she already had on the initial hiring process, he/she will be given the following two choices: 1. Place his/her name at the appropriate level according to the grade of the subsequent hiring process, and it will remain there for two years from the time of posting. Or 2. Reject the subsequent score, and maintain the level on the register according to his/her initial score, but the name will be removed from the list two years from the date of the initial test.*
- c. Any person whose name appears on an eligible register may decline appointment for one time, but in the event a person declines an

appointment for a second time, it shall be optional with the Commission to strike the name from the eligible register.

9. Probation

- a. An original appointee shall be on probation for a period of 12 months.
- b. Final certification of probationary police officers shall be subject to successful completion of the Basic Training Course as provided by the Illinois Governmental Law Enforcement Training Board within the prescribed probationary period. Inability to successfully complete this course shall be grounds for dismissal.

Promotional Examinations and Appointments

1. General

The Commission shall provide for promotion in the Sheriff’s Department on the basis of ascertained merit and seniority in service and examination, and shall provide in all cases where it is practicable that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank who desire to submit themselves to such examination. The method of examination and rules governing the same are as provided for applicants for original appointment except as follows:

All officers who submit themselves to examination will be graded according to the following sequence: (*Amended by Commission Dec. 11th 2007 and Feb.2nd 2009*)

<u>Examination</u>	<u>% of Total</u>	<u>Minimum Passing Grade</u>
Medical Exam	-----	Pass or Fail
Physical Agility	-----	Pass or Fail
Written Test	40 %	66 %
Background	-----	Pass or Fail
Oral Interview	40 %	66%
Department Merit	10 %	66%
Efficiency rate (based On scale of 1-100 as per Sheriff)		
Seniority ½ % per year a maximum of 20 years for service to the county)	10%	----
Maximum	100%	

2. Additional Qualifications

A candidate for promotion, in addition to any other requirement shall:

- a. Be able to safely and competently operate a motor vehicle , and be licensed to do so.
- b. Have the health, mental and physical abilities necessary to perform the duties of the office.
- c. A Knox County Sheriff's Patrol Deputy must have 5 years of continuous law enforcement employment including 3 years of employment in the patrol division that he is employed in before he can take a promotional exam for the next higher rank.

3. Test- Psychiatric; Polygraph

Candidates for promotion may be required to be examined by a psychiatrist or psychologist and to take a polygraph test.

4. Military Preference

Military credit may be applied as prescribed by law. Military credits may be applied only once. No person shall receive additional preference for a promotion from an eligibility test on which he was allow such preference.

5. Injuries

Officers injured while on duty shall not be disqualified from promotion except people on disability who are not retired. When such injuries have occurred , the Sheriff shall notify the Commission in writing, stating the nature of the injuries and under what circumstances received.

6. Eligible Register

- a. The Commissioners shall prepare, post and keep a promotional eligible register of the candidates successfully passing all examinations.
- b. Candidates shall take rank upon the eligible register in order of their relative excellence as determined by examinations with reference to priority to time of examinations.
- c. A minimum grade of 66 %
- d. The eligible register will remain in force for two years from the date of posting.
- e. No person shall be removed from the eligible register solely by reason of his or her having failed to pass a subsequent promotional examination. *If a person passes a subsequent promotion examination with a score higher than the initial score then he/she will be placed on the list according to that score and will remain at that level for two years. If a person passes a subsequent promotion examination with a score lower than the initial score then that person will be given the following options: 1. Accept the lower score and be placed at the appropriate level on the list and stay there for two years from the date of the subsequent examination. 2. Reject the lower score and remain on the list at the level of the initial*

examination, but will be removed from the list two years from the date of the initial examination.

V. Order of Rank: Classification & Oath of Office

1. Rank

The order of rank in the Sheriff's Department shall be as provided by statute and county budget.

- a. For the purpose of administration and operation of the Merit System, the ranks of Deputy Sheriff shall be:
Captain, Lieutenant, Sergeant, Deputy Sheriff

- b. **Positions and Assignments**

The ranks listed above are considered positions rather than assignments and persons meeting the requirement of the qualifications and appointment procedures stated elsewhere in these rule and regulations can attain tenure in these positions.

The rank of Captain, Lieutenant and Sergeant shall be filled from a certified list of candidates in accordance with the procedures outlined in "Promotions."

- c. Patrol, detectives, equipment officer, etc., will be considered as assignments and will be filled by appointment at the discretion of the Sheriff only.

2. Classification

The Commission classifies such offices in the Sheriff's Department for the purpose of establishing and maintaining standards of examination and promotions based upon job descriptions and departmental regulations.

3. Probationary Officer

A probationary officer is not eligible to take a promotional examination.

4. Oath of Office

Any person about to become a member of the Sheriff's Department shall take the following oath which shall be administered by a person authorized to administer oaths in the State of Illinois:

I, _____ hereby solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of Deputy Sheriff to the best of my ability, so help me God.

(Signed) _____

Subscribed and sworn to before me this _____ day of ____ 20__.

VI. Leave of Absence

1. In addition to leave of absence granted by reason of military service or disability, the Commission shall have the right to grant a leave of absence for a period not to exceed one year for such reasons as in the Commission's discretion shall be proper.
2. If a leave of absence is granted during a probationary period, such probationary period shall be lengthened by an amount to time equal to the leave.

VII. Hearing Before the Sheriff's Merit Commission

1. Documents

a. All documents required by these rules and regulations to be served or filed shall be delivered personally to the party designated, or mailed by United States Mail in an envelope properly addressed with postage prepaid, to the designated party at his or her last known address, or if represented by counsel to the party's attorney of record.

b. Proof of service of any document may be made by the affidavit of any person so mailing the paper or delivering the same to the designated party personally, or by filing a return receipt showing that a paper was mailed by certified mail, return receipt requested, to a party's attorney of record.

2. Filing of Documents

a. All documents shall be filed with the Commission by mailing or delivering them to the secretary of the Merit Commission.

b. The filing date of any document shall be the date it was received by the Commission, in the event the document is delivered personally. In the event the document is delivered by mail, then the filing date shall be the date which is postmarked on the envelope of such document.

c. All documents filed with the commission shall be signed and shall contain the name, address and telephone number of the party originating the document and any attorney representing the party.

3. Pleading- Form of

a. All documents shall be typewritten and shall be on one side of the paper only and shall comply with the Illinois Code of Civil Procedure.

b. The lines shall be double spaced, except that quotations may be single spaced and indented.

c. All papers shall not be larger than 8 inches by 11 inches long and shall have inside margins of not less than one inch.

4. Charges

a. The complainant initiating any proceeding which provide for a hearing before the Commission has the burden of proof to establish that cause exist. The burden of proof shall be by a preponderance of the evidence.

b. "Cause" is some substantial shortcoming which renders continuance in employment detrimental to the discipline and efficiency of the public service and something which the law and sound public opinion recognize as a valid reason for the officer no longer occupying the position. The Commission shall determine what constitutes cause.

c. "Preponderance of the evidence" means the greater weight of the evidence; that is to say, it rests with that evidence which, when fairly considered, produces the stronger impression, has a greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.

d. Written charges shall be filed with the Commission in triplicate and shall contain a plain and concise statement of the facts upon which the complaint is based and the relief sought by the charging party.

e. The respondent shall be served with a copy of the charges.

f. The respondent may file an answer to any charge or complaint within 20 days from the date service was made on the respondent. Failure to file a written response, however, will not prejudice respondent in any way.

5. Probable Cause

After the expiration of 20 days from service of the charges on the respondent the Commission shall convene and determine whether or not there is probable cause for the charges, and the Commission may conduct such informal hearings as may be necessary for that purpose.

6. Scheduling of Hearing

Within 30 days after the Commission has determined that probable cause exists, the Commission shall set the date, time and place for a hearing to be held on the charges.

7. Continuance of Hearings

The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Commission.

8. Stipulations

The parties may stipulate to a continuance or to any other matter. Stipulations of fact shall be considered as evidence. In the event an officer desires a continuance, it shall also be stipulated that in the event said officer is to be retained in his position as a result of a decision of the Commission following a hearing of the cause then no compensation shall be paid to said officer during the period of said continuance.

9. Sufficiency of the Charges- Objection to

Motion or objections to sufficiency of written charges shall be filed at least three days prior to the hearing.

10. Subpoena

a. Any party in interest, at any time before the hearing, may make application to the Commission by filing with it a written request for subpoenas for any individual to appear for a hearing or to have any person produce books, papers, records accounts and other documents as may be deemed by the Commission to be relevant to the hearing. On the filing of such application, subpoenas will be issued for the named persons. Subpoenas may be served by any person of the age 18 years and upwards designated by the party requesting the subpoenas. Application for subpoenas should contain the names and addresses of the individuals to be subpoenaed and the identity of any documents which they are to produce.

b. Any request for continuance by reason of inability to serve subpoenas shall be filed with the secretary of the Merit Commission at least three days before the date set for such hearing, provided, however, that the Commission in its discretion may waive this rule.

11. Discovery

a. Any party upon written request made to the other party, shall be entitled to a list of the names and addresses of witnesses whom the other party intends to call to testify at the hearing; and

b. Inspect all books, papers, accounts and documents which the party proposes to offer into evidence.

12. Evidence Depositions

Evidence depositions may be ordered by the Commission or its duly appointed hearing officer upon a showing that at the time of the hearing the person deposed will not be available to participate in the hearing.

13. Pre-hearing Conferences

The Commission may direct the parties or their attorneys to appear for a conference prior to the hearing for the purpose of considering stipulations concerning admitted facts, authenticity of documents and the use by either or both parties of matter of record to avoid unnecessary introduction of proof when the parties and board can agree on a date for such conference.

14. Motions

a. All motions shall be in writing and be served upon every party of record and the Commission not later than 10 days prior to the date of the hearing.

b. All answers to such motions shall be in writing and served upon every party of record and the Commission not later than 5 days prior to the date of the hearing.

c. Oral arguments will be heard on any motion unless the Commission determines that such oral arguments would delay the hearing date.

15. Authority of the Commission at Hearing

a. All hearings before the Commission shall be deemed Administrative hearings and the procedures of the Illinois Code of Civil Procedure are not applicable.

b. All hearings shall be public in accordance with the Illinois Open Meeting Act with provisions for executive sessions.

c. All proceedings shall be recorded by an Illinois certified court report , at the Commissions expense.

d. The transcript of a hearing will not be transcribed by the court reporter unless requested by the Commission or by a party of interest. If a transcript is requested by a party in interest, that party shall pay the court reporter's fee for the transcript (but not for the reporter's attendance at the hearing) . If transcribed, the report shall file the original transcript with the Commission's secretary.

e. The Commission shall have all the powers necessary to conduct a hearing including the power to:

- 1) Administer oaths and affirmations.
- 2) Direct and regulate the course of a hearing.
- 3) Set the time and place for the hearing and provide for the taking of testimony by deposition if necessary.
- 4) Examine witnesses and direct witnesses to testify, limit the number of times a witness may testify and limit repetitious or cumulative testimony.
- 5) Rule upon offers of proof and admit relevant evidence in accordance with section 12 of the Illinois Administrative Procedure Act.
- 6) Issue properly executed subpoenas that require testimony and the production of books, papers, accounts and documents.

16. Conduct of a Hearing

a. A hearing shall be conducted in the following manner:

- 1) Presentation of agreed stipulations.
- 2) Presentation of opening statements.
- 3) Case in chief of the complaining party.
- 4) Case in chief of the respondent.
- 5) Closing argument of the complainant.

- 6) Closing argument of the respondent.
 - 7) Rebuttal argument of the complainant.
- b. The Commission may direct the parties to submit written briefs within 7 days after the close of the hearing.

17. Time- Computation of

The time within which any act under these rules is to be done shall be computed by excluding the first day and including the last unless the last day is Sunday or is a holiday as defined or fixed in any statute now or hereafter in force in the State and then it shall also be excluded. If the day succeeding such Sunday or holiday is also a holiday or Sunday , then such succeeding shall also be excluded.

18. Summary Suspension

a. The Commission may suspend any member of the Sheriff's Department (excluding the Sheriff) against whom charges have been preferred, pending a hearing of the charges. The suspension shall not exceed 30 days without pay.

b. The Sheriff may suspend any officer under his or her command for a period not to exceed 30 days in any 12 month period if no charges on the same offense have been filed and are pending before the Commission. The Sheriff shall notify the Commission in writing within 48 hours of the time of the suspension.

c. A suspended officer may appeal to the Commission for a review of the suspension within 48 hours after such suspension by filing notice of such appeal in writing with the Commission.

d. A hearing shall be held upon the appeal, with notice to the Sheriff and to the officer.

e. After hearing the appeal, the Commission may sustain the Sheriff's action, may reverse the action with instructions that the officer receive his or her pay for the period of suspension, may suspend the officer for an additional period of not more than 30 days or may discharge the officer.

19. Discharge or Suspension after Hearing

Discharge from office, or suspension from service in the Sheriff's Department shall be pursuant to the Illinois Sheriff's Merit System Act, Il Rev. Stat., Ch. 125, 151-169 et seq.

20. Scope of Ruling if Officer Found Guilty

If an officer , after hearing is found guilty of the charges, the officer may be removed , discharged or suspended for a period not exceeding 180 days without pay or loss of seniority.

21. Findings; Decisions

- a. The findings and decision of the Commission, following a hearing of charges, shall be filed with the Commission.
- b. Notice of the findings and decision and a copy thereof shall be served on the officer involved and on the department head for enforcement.
- c. If the Commission's decision is that an officer is guilty of charges, and the officer's discharge is ordered, the order of discharge shall become effective when filed with the Commission.

22. Violation of Rules

All members of the Sheriff's Department shall be subject to the rules and regulations of the department and the rules and regulations of this Commission. A violation of such rules or regulations shall be cause for filing of charges.

23. Violation of Law

The violation, by an officer, of any federal, state, or municipal law shall be cause for the filing of charges against such officer.

VIII. Political Rights / Contributions/ and Activities

1. Political Rights- Definition

“ Political rights” include , without limitation, the following political activities: To Petition, to make public speeches, to campaign for or against political candidates, to speak out on questions of public policy, to distribute political literature, to make campaign contributions and to seek public office.

2. Political Rights Protected

The Sheriff's Department shall not make or enforce any rule that in any way inhibits or prohibits any of its employees from exercising the employee's political rights.

No person in the Sheriff's Office may use his or her official position of employment to either coerce or inhibit others in the free exercise of their political rights or engage in political activities while at work or on duty.

3. Political Contributions

a. No person in the Sheriff's Department shall:

1. Be under any obligation to contribute to any fund or to render any political service, and no such person shall do so or to be removed or otherwise prejudiced for refusing to do so.
2. Discharge or promote or reduce or in any manner change the official rank or compensation of any other person in such service or promote or threaten to do so, for withholding or refusing to make any contribution or money or service or any other valuable thing for any political purpose.
3. In any other matter, directly or indirectly, use his or her official authority or influence to coerce the political action of any person or body or to influence any election.

b. Nothing in this section shall be construed to prohibit or prevent any person from :

- 1) Becoming or continuing to be a member of a political club or organization.
- 2) Attending political meetings.
- 3) Enjoying entire freedom from all interferences in casting his or her vote.
- 4) Expressing privately his or her opinion on any political questions.

IX. General

1. Scope of the Commission

These Rules and Regulations shall apply to all job classification in the Knox County Sheriff's Department who have been or may be in the future be placed under the Sheriff's Merit System by the Knox County Board.

2. Powers of the Commission

The Commission shall have such other powers and duties as are given it by the Illinois Law.

3. Amendments

- a. Amendments to these rules may be made at any meeting of the Commission.
- b. A notice containing the amendments shall be published in a newspaper to the date of such publication when the amendments take effect.
- c. The notice shall specify the date, not less than ten days subsequent to the date of such publication when the amendments take effect.

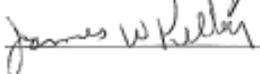
4. Policy Statement

The Knox County Sheriff's Merit Commission adopts the policies of Knox County, Illinois, that it is an equal opportunity employer and that it shall strive to employ all employees in accordance with all laws, orders, rules and regulations pertaining to Illinois County Government, without regard to race, color, sex, religion, age, national origin, ancestry or handicap.

Signatures

Date Adopted	December 7, 1994
Date Effective	January 1, 1995
Date Amended	March 30, 2004
Date Effective	April 15, 2004
Date Amended	July 1, 2007
Date Amended	December 11, 2007
Date Effective	January 1, 2008
Date Amended	January 6, 2009
Date Effective	February 2, 2009

Knox County Sheriff's Merit Commission

Chairman James Nelson	
Member Patrick Hennenfent	
Member James Kelley	

COUNTIES
(55 ILCS 5/) Counties Code.

(55 ILCS 5/Div. 3-8 heading)
Division 3-8. Sheriff's Merit System

(55 ILCS 5/3-8001) (from Ch. 34, par. 3-8001)
Sec. 3-8001. Subtitle. This Division shall be subtitled the "Sheriff's Merit System Law".
(Source: P.A. 86-962.)

(55 ILCS 5/3-8002) (from Ch. 34, par. 3-8002)
Sec. 3-8002. Applicability and adoption. The county board of every county having a county police department merit board established under "The County Police Department Act", approved August 7, 1967, as amended (repealed), or a merit commission for sheriff's personnel established under Section 58.1 of "An Act to revise the law in relation to counties", approved March 31, 1874, as amended (repealed), shall adopt and implement the merit system provided by this Division and shall modify the merit system now in effect in that county as may be necessary to comply with this Division.

The county board of any county having a population of less than 1,000,000 which does not have a merit board or merit commission for sheriff's personnel may adopt and implement by ordinance the merit system provided by this Division. If the county board does not adopt such a merit system by an ordinance and if a petition signed by not fewer than 5% or 1000, whichever is less, of the registered electors of any such county is filed with the county clerk requesting a referendum on the adoption of a merit system for deputies in the office of the Sheriff, the county board shall, by appropriate ordinance, cause the question to be submitted to the electors of the county, at a special or general election specified in such ordinance, in accordance with the provisions of Section 28-3 of "The Election Code", approved May 11, 1943, as now or hereafter amended. Notice of the election shall be given as provided in Article 12 of such code. If a majority of those voting on the proposition at such election vote in favor thereof, the county board shall adopt and implement a merit system provided in this Division. When a merit board or merit commission for sheriff's personnel has been established in a county, it may be abolished by the same procedure in which it was established.

This Division does not apply to any county having a

population of more than 1,000,000 nor to any county which has not elected to adopt the merit system provided by this Division and which is not required to do so under this Section.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8003) (from Ch. 34, par. 3-8003)

Sec. 3-8003. Appointment of Merit Commission. Any ordinance providing for the adoption and implementation of a merit system under this Division shall provide for the appointment of a Sheriff's Office Merit Commission consisting of 3 or 5 members appointed by the sheriff with the approval of a majority of the members of the county board. If the sheriff fails to make the appointments within 60 days after the adoption of the ordinance, the members of the commission shall be appointed by the chairman of the county board with the approval of a majority of the members of the county board. No member of the commission shall hold a statutory partisan political office.

Of the initial appointments to a 3-member Commission, one shall be for a term of 2 years, one for a term of 4 years and one for a term of 6 years. Of the initial appointments to a 5-member Commission, one shall serve for a term of 2 years, one for a term of 3 years, one for a term of 4 years, one for a term of 5 years, and one for a term of 6 years. If a 3-member Commission is increased to a 5-member Commission, the additional members shall be appointed to serve for terms of 3 and 5 years, respectively. The respective successors of the initial members shall be appointed in the same manner as the original appointments for 6 year terms.

If a vacancy occurs in the office of a commissioner, the sheriff, with the approval of a majority of the members of the county board, shall appoint a suitable person to serve the unexpired portion of that commissioner's term. If the sheriff fails to appoint a person to fill the vacancy within 30 days, the chairman of the county board shall appoint a person to fill the unexpired portion of the term, with the approval of a majority of the members of the county board.

In a 3-member Commission, no more than 2 of the members appointed may be affiliated with the same political party. In a 5-member Commission, no more than 3 members may be affiliated with the same political party.

However, in any county which has created a merit board or merit commission for sheriff's employees under prior law, the members of that board or commission shall serve out the unexpired portions of their respective terms and shall carry out their duties in accordance with this Division.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8004) (from Ch. 34, par. 3-8004)

Sec. 3-8004. Removal of Merit Commission. No member of a

Merit Commission shall be removed except for palpable incompetence or malfeasance in office upon written charges filed by or at the direction of the sheriff or the county board and heard before the Board of Hearings provided for in this Section. The chief judge for the judicial circuit in which the county is situated and the 2 circuit judges who have longest held judicial office shall constitute the Board of Hearing. If 2 or more circuit judges have held judicial office for the same longest or next longest length of time, choice

among those circuit judges shall be made by lot. If there are only 2 circuit judges in the circuit embracing the county, then those 2 judges shall select the third member of the Board of Hearing from among the circuit judges in contiguous circuits.

The Board of Hearings shall hear and determine the charges and its findings shall be final. If the charges are sustained, the member of the Commission so charged shall be forthwith removed from office by the Board of Hearings and the sheriff with the approval of a majority of the members of the county board shall thereupon proceed to fill the vacancy created by such removal. In any proceeding provided for in this Section, the Board of Hearings and each member thereof, shall have power to administer oaths and to compel by subpoena the attendance and testimony of witnesses and the production of books and papers.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8005) (from Ch. 34, par. 3-8005)

Sec. 3-8005. Meetings; officers. As soon as practicable after the members of the Merit Commission have been appointed, the sheriff shall call the first meeting and they shall meet and organize by selecting a chairman, a vice chairman and a secretary. The initial officers and their successor shall be selected by the Commission from among its members for a term of 2 years or for the remainder of their term of office as a member of the Commission, whichever is shorter. Two members of a three-member Commission, or 3 members of a five-member Commission, shall constitute a quorum for the transaction of business. The Commission shall hold regular quarterly meetings and such other meetings as may be called by the Commission.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8006) (from Ch. 34, par. 3-8006)

Sec. 3-8006. Appropriations. A sufficient sum of money shall be provided each year by the county board to carry out the provisions of this Division. The county board may establish per diem compensation for members of the Commission and shall allow reimbursement for reasonable and necessary expenses.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8007) (from Ch. 34, par. 3-8007)

Sec. 3-8007. Duties and jurisdiction of commission. The Merit Commission shall have the duties, pursuant to recognized merit principles of public employment, of certification for employment and promotion, and, upon complaint of the sheriff or states attorney as limited in this Division, to discipline or discharge as the circumstances may warrant. All full time deputy sheriffs shall be under the jurisdiction of this Act and the county board may provide that other positions, including jail officers, as defined in "An Act to revise the law in relation to jails and jailers", approved March 3, 1874, as now or hereafter amended (repealed), shall be under the jurisdiction of the Commission. There may be exempted from coverage by resolution of the county board a "chief deputy" or "chief deputies" who shall be vested with all authorities granted to deputy sheriffs pursuant to Section 3-6015. "Chief Deputy" or "Chief Deputies" as used in this Section include the personal assistant or assistants of the sheriff whether titled "chief deputy", "under sheriff", or "administrative assistant".

(Source: P.A. 86-962.)

(55 ILCS 5/3-8008) (from Ch. 34, par. 3-8008)

Sec. 3-8008. Prior appointments. Notwithstanding anything in this Division to the contrary, any person certified pursuant to a merit system in effect before January 1, 1981 shall remain under the jurisdiction of the Commission. Any certified person appointed and serving before January 1, 1981 shall not be subject to the provisions of Section 3-8010.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8009) (from Ch. 34, par. 3-8009)

Sec. 3-8009. Rules and regulations. Pursuant to recognized merit principles of public employment, the Commission shall formulate, adopt and put into effect, rules, regulations and procedures for its operation and the transaction of its business.

The Commission shall set standards and qualifications for each class.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8010) (from Ch. 34, par. 3-8010)

Sec. 3-8010. Certification of applicants. The appointment of all personnel subject to the jurisdiction of the Merit

Commission shall be made by the sheriff from those applicants who have been certified by the Commission as being qualified for appointment.

A Commission may, by its rules and regulations, set forth the minimum requirements for appointment to any position. In addition, the Commission's review of any application may include examinations, investigations or any other method consistent with recognized merit principles, which in the judgment of the Commission is reasonable and practical for any particular classification. Different examining procedures may be set for the examinations in different classifications but all examinations in the same classification shall be uniform. However, the Merit Commission may by regulation provide that applicants who have served with another sheriff's office, a police department, or any other law enforcement agency, or who are graduate law enforcement interns as defined in the Law Enforcement Intern Training Act, may be exempt from one or more of the minimum requirements for appointment. Preference may be given in such appointments to persons who have honorably served in the military or naval services of the United States.

The sheriff shall make appointments from those persons certified by the Commission as qualified for appointment. If the sheriff rejects any person so certified, the sheriff shall notify the Commission in writing of such rejection.

The rules and regulations of a Commission shall provide that all initial appointees shall serve a probationary period of 12 months during which time they may be discharged at the will of the sheriff.

(Source: P.A. 92-83, eff. 7-12-01.)

(55 ILCS 5/3-8011) (from Ch. 34, par. 3-8011)

Sec. 3-8011. Certification for promotion. Whenever a position in a higher rank is to be filled, the Merit Commission shall certify to the sheriff the names of eligible persons who stand highest upon the promotional register for the rank to which the position belongs. The Commission shall make certifications for promotion on the basis of ascertained merit, seniority of service, and physical and other qualifying examinations.

The sheriff shall appoint from those whose names were certified. If the sheriff rejects all persons so certified, he shall state his reasons for such refusal in writing to the Commission.

All vacancies in all ranks of deputy sheriff above the lowest shall be filled by promotion, except that the Merit Commission may by regulation provide that a former sheriff may be appointed by a successor sheriff of the same county to any rank after he has been certified by the Commission or that applicants who have served with another sheriff's office, a police department, or any other law enforcement agency, may be given credit for time so served and may receive an initial appointment to a rank above the lowest.

Persons appointed to a higher rank shall be on probation in such higher rank for a period of 12 months. Such appointees may be demoted by the sheriff to their former rank at any time during the period of probation, if, in the opinion of the sheriff, they have failed to demonstrate the

ability and the qualifications necessary to furnish satisfactory service.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8012) (from Ch. 34, par. 3-8012)

Sec. 3-8012. Political affiliation. All appointments and promotions shall be made in accordance with the provisions of this Division and the rules and regulations of the Commission, without consideration of the political affiliation of any applicant.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8013) (from Ch. 34, par. 3-8013)

Sec. 3-8013. Disciplinary measures. Disciplinary measures for actions violating either the rules and regulations of the Commission or the internal procedures of the sheriff's office may be taken by the sheriff. Such disciplinary measures may include suspension of any certified person for reasonable periods, not exceeding a cumulative 30 days in any 12-month period. However, on and after June 1, 2007, in any sheriff's office with a collective bargaining agreement covering the employment of department personnel, such disciplinary measures and the method of review of those measures shall be subject to mandatory bargaining, including, but not limited to, the use of impartial arbitration as an alternative or supplemental form of due process.

(Source: P.A. 95-136, eff. 1-1-08.)

(55 ILCS 5/3-8014) (from Ch. 34, par. 3-8014)

Sec. 3-8014. Removal, demotion or suspension. Except as is otherwise provided in this Division, no certified person shall be removed, demoted or suspended except for cause, upon written charges filed with the Merit Commission by the sheriff. Upon the filing of such a petition, the sheriff may suspend the certified person pending the decision of the Commission on the charges. After the charges have been heard, the Commission may direct that the person receive his pay for any part or all of this suspension period, if any.

The charges shall be heard by the Commission upon not less than 14 days' certified notice. At such hearing, the accused certified person shall be afforded full opportunity to be represented by counsel, to be heard in his own defense and to produce proof in his defense. Both the Commission and the sheriff may be represented by counsel. The State's Attorney of the applicable county may advise either the Commission or the sheriff. The other party may engage private counsel to advise it.

The Commission shall have the power to secure by its subpoena both the attendance and testimony of witnesses and the production of books and papers in support of the charges and for the defense. Each member of the Commission shall have the power to administer oaths.

If the charges against an accused person are established by the preponderance of evidence, the Commission shall make a finding of guilty and order either removal, demotion, loss of seniority, suspension for a period of not more than 180 days, or such other disciplinary punishment as may be prescribed by the rules and regulations of the Commission which, in the

opinion of the members thereof, the offense justifies. If the charges against an accused person are not established by the preponderance of evidence, the Commission shall make a finding of not guilty and shall order that the person be reinstated and be paid his compensation for the suspension period, if any, while awaiting the hearing. The sheriff shall take such action as may be ordered by the Commission. However, on and after June 1, 2007, in any sheriff's office with a collective bargaining agreement covering the employment of department personnel, such disciplinary measures and the method of review of those measures shall be subject to mandatory bargaining, including, but not limited to, the use of impartial arbitration as an alternative or supplemental form of due process and any of the procedures laid out in this Section.

The provisions of the Administrative Review Law, and all amendments and modifications thereof, and the rules adopted pursuant thereto, shall apply to and govern all proceedings for the judicial review of any order of the Commission rendered pursuant to this Section. The plaintiff shall pay the reasonable cost of preparing and certifying the record for judicial review. However, if the plaintiff prevails in the judicial review proceeding, the court shall award to the plaintiff a sum equal to the costs paid by the plaintiff to have the record for judicial review prepared and certified. (Source: P.A. 95-136, eff. 1-1-08.) (55 ILCS 5/3-8015) (from Ch. 34, par. 3-8015)

Sec. 3-8015. Subpoenas; witnesses' fees; perjury. Any person who shall be served with a subpoena to appear and testify, or to produce books and papers, issued by the Merit Commission, or by any member thereof, and who shall refuse or neglect to appear, or to testify, or to produce books and papers relevant to such investigation, as commanded in the subpoena, shall be guilty of a Class B misdemeanor.

The fees of witnesses for attendance and travel shall be the same as the fees of witnesses before the circuit court of this State.

Any circuit court of this State, or any judge thereon, upon application of any member of the Commission, or any person acting under the orders of the Commission, may, in his discretion, compel the attendance of witnesses, the production of books and papers, and giving of testimony before the Commission by an Attachment for Contempt or otherwise in the same manner as production of evidence may be compelled before the court. Every person who, having taken oath or made affirmation before a member of the Commission, shall willfully swear or affirm falsehoods, shall be guilty of perjury and upon conviction shall be punished accordingly. (Source: P.A. 86-962.)

(55 ILCS 5/3-8016) (from Ch. 34, par. 3-8016)

Sec. 3-8016. Reports to Merit Commission. The sheriff shall promptly notify the Merit Commission of all appointments, permanent or temporary, all promotions, suspensions, resignations or vacancies from any cause, and a record of the same shall be kept by the Commission. The sheriff shall prepare and furnish to the Commission annual efficiency reports for each person covered by merit system.

The sheriff shall also furnish the Commission copies of all letters of commendation, academic achievements and reprimand and such other reports as the Commission may reasonably request.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8017) (from Ch. 34, par. 3-8017)

Sec. 3-8017. Enforcement of orders. If any provision of this Division or any order of the Merit Commission is violated by any person, regardless of whether that person's employment is under the jurisdiction of the Division, the Commission may apply to the circuit court for relief by injunction, mandamus or any other proper relief. The State's Attorney of the county where the violation occurred shall prosecute such action. Whenever the State's Attorney for the county where a violation is alleged to have occurred refuses to prosecute the action, or fails to begin to prosecute such action within 30 days after the date the Commission brings the matter to his attention, the Commission may retain special counsel of its own choice to prosecute such action.

(Source: P.A. 86-962.)

(55 ILCS 5/3-8018) (from Ch. 34, par. 3-8018)

Sec. 3-8018. Multi-county operation. The county boards of 2 or more counties may, by enactment of uniform reciprocal ordinances consistent with this Division create a multi-county Merit Commission which shall be subject to this Division.

(Source: P.A. 86-962.)

**Amendments to the
Knox County Merit Commission Rules
Effective June 01, 2011**

Article IV; Section A.4; Paragraph 9: Examinations – Oral Examinations – Probation
(page 16).

9. PROBATION (*effective June 1st, 2011*)

- a. An original appointee shall be on probation for a period of ~~12 months~~ 365 days from his/her date of hire. The probation period will be extended for every day that the employee is off-duty due to any of the following reasons:
 1. Off Duty Sick – Includes paid or non-paid sick time.
 2. Family Medical Leave Act (FMLA)
 3. Workers' Compensation Act
 4. Military Leave or Training – First 2 weeks per year and 1 weekend per month will not cause probation period to extend. Any additional time off for Military Leave or Training will extend the probation period day for day.

- b. Final certification of a probationary Deputy shall be subject to successful completion of the Basic Police Training Course as required by the Illinois Governmental Law Enforcement Training and Standards Board within the prescribed probationary period. ~~Inability to successfully complete this course shall be grounds for dismissal and a final certification by the Sheriff of Knox County that the Deputy is qualified to be a non-probationary Deputy.~~

- c. Upon mutual agreement between the Sheriff of Knox County and the Probationary Deputy, the period of probation may be extended for up to six (6) months, due to the need for additional training.

Article IV; Section B.1: Examinations - Promotional Examinations & Appointments – General (page 16)

1. GENERAL (*effective June 1st, 2011*)

The Commission shall provide for promotion in the Sheriff's Department on the basis of ascertained merit, seniority in service and examination, and shall provide in all cases where it is practicable that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank who desire to submit themselves to such examination. The method of examination and rules governing the ~~same~~ examination and probationary period are as provided for applicants for original appointment except as follows:

All officers who submit themselves to examination will be graded according to the following sequence (*amended February 2nd, 2009 and December 11th, 2007*):

<u>Examination:</u>	<u>% of Total:</u>	<u>Minimum Passing Grade:</u>
Medical Exam	-----	Pass or Fail
Physical Agility	-----	Pass or Fail
Written Test	40%	66%
Background	-----	Pass or Fail
Oral Interview	40%	66%
Department Merit	10%	66%
Efficiency Rating:		
<i>(Scale of 1-100 determined by the Sheriff)</i>		
Seniority:	10%	-----
<i>(0.5% per year of service up to 20 years)</i>		
<u>Maximum:</u>	<u>100%</u>	

Knox County Sheriff's Merit Commission

The following amendments to the Merit Commission Rules will take effect on March 30, 2017.

Amendments:

Page 11, #4 a: Examinations-Grading – Minimum passing grade for test and oral interview is 70%. (Changed minimum passing grade from 66% to 70%)

Page 15, #8 a: The Commission will prepare post and keep an eligible register of the candidates successfully passing all examinations. Candidates shall take rank upon the eligible register in the order of their relative excellence as determined by examination without reference to priority of time of examination. To qualify for placement on the eligible register, a candidate must pass all “pass/fail” phases of the examinations and attain a minimum score of 70% on both the written and oral examinations. (Changed minimum passing grade from 66% to 70%)

Page 16, #1: General: Regarding minimum passing grades for promotions – Minimum passing grades are 70% for written test, oral interviews and departmental merit efficiency ratings. (Changed minimum passing grades from 66% to 70%)

Page 17, #6 c: Eligible Register – A minimum grade of 70%. (Changed from 66% to 70%)

James H. Nelson
Chairman, Knox County Sheriff's Merit Commission



KNOX COUNTY SHERIFF'S DEPARTMENT

David L. Clague

Sheriff

KNOX COUNTY SHERIFFS DEPT
152 S. KELLOGG ST.
GALESBURG, IL 61401
Phone: (309) 345-3733
Fax: (309) 345-3724
Email: Sheriff@ci.galesburg.il.us

Amendment to Knox County Merit Rule's –Effective August 22nd 2017

9. Lateral Entry:

A. General Process for Applicants that wish to be placed on Lateral Entry List

1. Must be currently a Full Time Certified in Either Law Enforcement from any state or Full Time Certified in Corrections in the State of Illinois.
2. Must have at least one (1) year of experience as a Full Time Certified Law Enforcement Officer or Correctional Officer, with their current Agency.
3. The Officer or Deputy must complete the required Application for either Law Enforcement or Corrections. The Sheriff Department will accept applications for Lateral Entry year round.
4. The normal Back Ground Investigation will be conducted by the Knox County Sheriff Department.
5. The Merit Commission will Conduct Interviews of Lateral Entry Applicants using the same scoring procedure used in the interview of all non-lateral entry applicants.
6. The Merit Commission will waive the following minimum requirements for Lateral Entry Applicants as allowed by 55 ILCS 5/3-8010:
 - A. Orientation Meeting
 - B. Agility Test
 - C. Written Test

B. Duration of Lateral Entry Eligibility and Military Preference:

Once a Lateral Entry Applicant is certified by the Knox County Sheriff Department Merit Commission, their name is placed on the Lateral Entry Applicant List according to the score they received during their interview. They will receive the same Military Service Preference of 5 points as all other applicants with the Knox County Sheriff Department. Their name will be removed from the Lateral Entry Applicant List two (2) years after being placed on the list. It will be the responsibility of the applicant to either reply through the Lateral Entry Process or through the normal non-lateral entry applicant process.

C. Failure of being certified by the Knox County Sheriff Department Merit Commission:

1. An applicant that is not certified by the Knox County Sheriff Department Merit Commission to be placed on the Lateral Entry Eligibility List is not eliminated from testing through the normal (Non) Lateral Entry Application Process when those applications are accepted.
2. An applicant that applies but is not certified on the Lateral Entry Applicant List may (not) reapply as a Lateral Entry Applicant for at least two (2) years from the date that the Merit Commission made the decision not to certify the Applicant.

D. Appropriate Lateral Entry Hiring List

1. All Law Enforcement Lateral Entry Applicants if certified by the Merit Commission will be placed on the Law Enforcement Lateral Entry List.
2. All Correctional Lateral Entry Applicants if certified by the Merit Commission will be placed on the Correctional / Court Security Lateral Entry List.
 - A. Correctional Lateral Entry Applicants may be hired to fill vacancies in both Corrections and in Court Security.
 - B. Lateral Entry Applications for Court Security are not accepted from an applicant unless the applicant is currently serving as Correctional Officer within the State of Illinois and has been serving as a Full Time Correctional Officer in the State of Illinois for a minimum of one (1) year, at their current agency.

E. Knox County Sheriff Appointments:

The Sheriff of Knox County when filling a vacancy, may chose an applicant from the Lateral Entry Applicant List or from the Non-Lateral Entry Applicant List.

F. Suspension of Accepting Lateral Entry Applicants:

At any time the Knox County Sheriff Department Merit Commission by majority vote or the Sheriff of Knox County may suspend accepting Lateral Entry Applicants for Law Enforcement or Corrections or both.

10. Probation: Change **9. Probation** (*Before Amendment*) to **10. Probation** (*After Amendment*)