



BOARD OF FIRE & POLICE COMMISSIONERS LATERAL HIRE POLICY

CHAPTER III.A. – EXAMINATIONS

LATERAL ENTRY

SECTION 1 – SOURCE OF AUTHORITY

In accordance with § 10-2.1-14 of the Act, the Board may prepare and keep a second register of persons who have previously been full-time sworn officers of a regular police department in any municipal, county, university, or State law enforcement agency, provided they are certified by the Illinois Law Enforcement Training Standards Board and have been with their respective law enforcement agency within the State for at least two (2) continuous years. The persons on this Lateral Hire Eligibility List shall take rank upon the register as candidates in the order of their relative excellence as determined by members of the Board and may be considered for lateral entry ahead of non-certified applicants.

SECTION 2 – INTENT OF PROCESS

The Village recognizes the need to expand the pool of eligible candidates for appointment as police officers to include trained individuals whose knowledge, skills, abilities, and level of experience meet the specific and defined needs to the Police Department. The Director of Public Safety may request the Board solicit applications for lateral appointment to the position of police officer when he or she identifies such need. In such circumstances, the provisions of this Section shall apply. It is intended that the call for, evaluation of, and ultimate appointment of a lateral candidate having particular knowledge, skills, abilities, and level of experience will be a more streamlined process that will enable the Police Department to address critical functional and staffing needs expeditiously.

SECTION 3 – LATERAL HIRE PROCESS AND APPLICATIONS

- a) Following a request from the Director of Public Safety for creation of a Lateral Entry Eligibility List, the Board shall cause to have published electronically an advertisement of its intention to establish a hiring list consisting of a candidate pool for lateral entry as Police Officers. This advertisement shall also be posted on the Illinois Chiefs of Police Association web page, Theblueline.com, the office of the Board and at the Police Department, as well as any other means of disseminating this notice.
- b) Applications shall be obtained at the Village of Riverside website with a deadline established by the Board. The completed application will be submitted to the Village Clerk at 27 Riverside Road.
- c) Applications received shall be reviewed by the Director of Public Safety or his designee for completeness and compliance with all requirements.
- d) The candidate's application shall include three professional references and all training and certification documentation, documentation to show that their current responsibilities and duties are similar to those of a "Police Officer" in the Village of Riverside, as well as all other information required of applicants in this Chapter III.A. and in Chapter III.
- e) A background investigation of qualified candidates shall be conducted by the Village of Riverside Police Department and/or a firm of the Village's choice.

SECTION 4: LATERAL ENTRY CANDIDATE CRITERIA AND QUALIFICATIONS

All persons possessing certification from the Illinois Law Enforcement Training and Standards Board may be considered for lateral entry. Lateral entry candidates selected must first meet all of the following criteria:

- a) Be in compliance with the age requirements as stated in Chapter II, Section 5.
- b) Be in compliance with the residence requirements as stated in Chapter II, Section 1.
- c) Be currently certified as a full-time sworn Law Enforcement Officer, as established by the officer's previous law enforcement agency and verified by the Illinois Law Enforcement Training and Standards Board, and have two years of continuous service as a full-time sworn police officer in any municipal, county, university or State law enforcement agency.
- d) Be in compliance with the requirements set forth in Chapter II, Section 2, and provide any documentation as required in Chapter II, Section 2.
- e) Possess a valid Illinois drivers' license and FOID card.
- f) Have fewer than two (2) chargeable vehicle accidents within the past 36 months at the time of application. Chargeable accidents are defined as accidents where fault was established by a law enforcement investigative body.
- g) Have no convictions for DUI and no loss of license as a result of a moving violation within the past 36 months at the time of application.
- h) Have no felony convictions.
- i) Have no convictions of domestic related charges.
- j) Have no convictions for serious misdemeanors involving moral turpitude as defined in 65 ILCS 5/10-2.1-6.

Have a clean disciplinary record, including, but not limited to: no sustained violations involving excessive force or dishonesty, including stealing, lying or being under the influence of alcohol or drugs, either on or off duty. A sustained violation is defined as a finding by a law enforcement investigating body that is/was more likely true than not true that the accused did what he/she was accused of doing.

SECTION 5 – DISQUALIFICATION

The Board may refuse to examine an application, or, after examination, to certify he or she as eligible, pursuant to Chapter II, Section 3.

SECTION 6 – DEFECTIVE APPLICATIONS

Defective applications shall be returned to the applicant for correction, provided the applicant is not otherwise disqualified for the position sought.

SECTION 7 – TYPE OF EXAMINATIONS

Applicants for lateral entry may be required to participate in a physical aptitude test, written and oral examination as determined by the Board and as more particularly set forth in Chapter III of these Rules and Regulations. The need for applicants to participate in the written test and/or physical aptitude test may, however, be waived at the discretion of the Board.

SECTION 8 – RELEASE OF LIABILITY

All applicants shall execute and deliver to the Board a release of all liability as the result of taking a “Physical Aptitude Test” in favor of the Village and the Board on a form to be prescribed by the Board.

SECTION 9 - JOB EXPERIENCE AND DIVERSIFICATION PROCESS

This screening process is based upon documented specialized police specific training, certificates or specialized assignment units. The Director of Public Safety or his or her designee shall assist in evaluating the application and testing documentation.

SECTION 10 – ORAL INTERVIEWS

Oral Interviews shall be conducted in accordance with Chapter III, Section 7, and shall, in addition to the subject matter of questions specified therein, include questions designed to solicit information on specific skills, abilities, or knowledge the police department is seeking to obtain in a candidate.

SECTION 11 - LATERAL ELIGIBILITY POOL

- a) All applicants who are selected for Lateral Entry will be ranked according to the established criteria and placed on a Lateral Hire Eligibility List. Candidates shall be placed on the Lateral Hire Eligibility List in order of their relative excellence as documented by the aggregate of their test (if any) and interview scores as determined by members of the Board, and in consultation with the Director of Public Safety.
- b) When the Director of Public Safety has determined an immediate emergency need for staffing or there is a need for hiring an officer(s), a Lateral Entry candidate may be selected over an existing candidate(s) on the Original Appointment Final Eligibility Registry. In the case of a Lateral Entry candidate, a conditional offer of employment may be made to the most qualified candidate of the top five ranked candidates as determined by the Board consistent with the duties and responsibilities of a Riverside Police Officer and needs of the Village.
- c) Appointment from the Lateral Hire Eligibility List is subject to and conditioned on satisfactorily passing an In-depth Psychological Examination, a Polygraph Test, Background Investigation, and a thorough Medical Examination (which may include a test of the applicant’s vision, hearing, for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics).
- d) Any person whose name appears on the Lateral Hire Eligibility List may decline appointment. If requested in writing by the individual so involved, it shall be the option of the Board to strike from or maintain upon the List the name of such candidate without otherwise altering the candidate’s original position on the Lateral Hire Eligibility List.
- e) The Lateral Entry Eligibility List shall be valid for a two year period of posting unless the BFPC determines that the creation of a new list will achieve higher quality recruits.

SECTION 12 – PREFERENCE POINTS

No preference points shall be applied to lateral entry applicants.

SECTION 13 – PROBATIONARY APPOINTMENT

All lateral entry appointments to the police department shall be for a probationary period of eighteen (18) months. The probationary period of a newly appoint lateral entry officer shall commence as of the first date said individual reports for work with the department. The lateral entry officer shall be subject to the same benefits and seniority as an officer appointed from the Initial Eligibility Register. Probationary employees may be summarily dismissed by the Board without cause and are not entitled to the protection afforded to other full-time officers or fire fighters by statute or these rules.

IN ADDITION – EXISTING SECTION 11 (PROBATIONARY APPOINTMENT) OF CHAPTER III IS AMENDED AS FOLLOWS:

SECTION 11 – PROBATIONARY APPOINTMENT

a) All vacancies in the Police or Fire Department shall be filled by individuals from the Final Eligibility Register in the order in which their names appear on the register and having met all requirements previously listed or from the Lateral Hire Eligibility List as specified in Chapter III.A.

b) All original appointments to the police department shall be for a probationary period of *(amended May 2018)* **eighteen (18)** months The probationary period of a newly appointed police officer shall commence as of the first date said individual reports for work with the department *(amended May 2018)* **after graduating from the police academy.**