

Effective Date: August 8, 2015

7/2/2015

**100-O-15**

**AN ORDINANCE**

**Amending Title 2, Chapter 3 of the City Code  
to reflect changes in the Public Safety  
Civil Service Commission Rules**

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
EVANSTON, COOK COUNTY, ILLINOIS, THAT:

**SECTION 1:** That section 2-3-6 of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

**2-3-6: RULES AND REGULATIONS OF THE PUBLIC SAFETY CIVIL SERVICE  
COMMISSION**

The Evanston Public Safety Civil Service Commission Rules attached to Ordinance 62-O-12 as Exhibit A are hereby redacted in full and replaced by the Public Safety Civil Service Commission Rules which are attached to Ordinance No. 100-O-15 as Exhibit 1 and incorporated herein as if fully restated.

**SECTION 2:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:** If any provision of this Ordinance 100-O-15 or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid application of this Ordinance is severable.

**SECTION 4:** The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.


**SECTION 5:** This Ordinance 100-O-15 shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Introduced: July 13, 2015

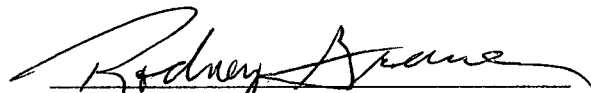
Adopted: July 27, 2015

Approved:

July 29, 2015

  
Elizabeth B. Tisdahl, Mayor

Attest:

  
Rodney Greene, City Clerk

Approved as to form:

  
W. Grant Farrar, Corporation Counsel

**EXHIBIT A**

**PUBLIC SAFETY CIVIL SERVICE COMMISSION RULES**

## RULES AND REGULATIONS OF THE PUBLIC SAFETY CIVIL SERVICE COMMISSION

These Rules and Regulations (“Rules”) of the Public Safety Civil Service Commission, as amended, replace all prior versions in their entirety, by adoption by the Public Safety Civil Service Commission and the City Council of the City of Evanston.

### I. ADMINISTRATION

**A. Purpose:** The Public Safety Civil Service Commission (“Commission”) of the City of Evanston (“City”), Cook County, Illinois makes original appointments (of entry-level police officers and firefighters) in accordance with the Civil Service Act, 65 ILCS 5/10-1-1 *et seq.* (the “Act”). The purpose of the Commission is to promote fair and equal treatment and opportunity under the law.

**B. Effective Date:** The Rules, as amended, shall take effect upon the adoption by the City Council and subsequent approval by the Mayor of Ordinance 62-O-12. The final eligibility lists in place as of the Effective Date of the passage of these Rules (for either the Police or Fire Department candidates for initial appointment) shall not be impacted by the revisions to the Rules. After the expiration of the current final eligibility list(s) and the commencement of a new hiring process, these Rules shall be implemented.

**C. Authority:** The Commission derives its power and authority from the Act and from Title 2, Chapter 3 “Public Safety Civil Service Commission and Division of Human Resources,” as amended. The Act and these Rules govern the procedures by which the Commission must operate and appoint candidates. Adherence to the Act and all other applicable federal, State, and local regulations are of paramount concern and consideration, including but not limited to rules and regulations of the U.S. Equal Employment Opportunity Commission.

**D. Definitions:**

1. The word “Commission” shall mean the Public Safety Civil Service Commission.
2. The word “Officer” shall mean any individual holding a permanent office as a full time sworn member of the Police Department of the City of Evanston as described under the provisions of the Code of Ordinances of the City of Evanston, Cook County, Illinois, as amended. It shall include probationary members, except when otherwise specified.
3. The word “Firefighter” shall mean any firefighter/paramedic holding a permanent office as a full time sworn member of the Fire Department of the City of Evanston as described under the provisions of the Code of Ordinances of the City of Evanston, Cook County, Illinois, as amended. It shall include probationary members, except when otherwise specified.
4. Any time reference is made to the “Police Chief” or “Fire Chief,” the terms shall include any person duly acting in place of the Police Chief or Fire Chief.

5. The word "City" shall mean the City of Evanston, Cook County, Illinois.
6. "Corporate Authorities" shall mean the Mayor and City Council of the City of Evanston.
7. "City Code" shall mean the City of Evanston Code.
8. "Commissioner" shall mean a member of the Public Safety Civil Service Commission.
9. "Employee Manual" shall mean and refer to the Employee Manual of the City of Evanston which sets forth the established procedures to implement and carry out the policies of the City of Evanston regarding the personnel system as contained in the City Code, Title 2, Chapter 3, and further contained in the Rules of the Public Safety Civil Service Commission.
10. "Competitive Examination Process" shall mean and refer to the specific preference points and questions agreed upon by the Commissioners prior to the commencement of the application process of original appointment for either the Fire Department or Police Department.

**E. Commissioners:** The Mayor, with the approval of the City Council, shall appoint seven (7) persons who shall constitute and be known as the Public Safety Civil Service Commission. The Commission shall annually, on the first meeting of the year, elect a Chairman. Those holding office at the time of the effective date of this Ordinance shall continue in office until the expiration of the terms to which they have been appointed. After the expiration of the terms of the existing Commissioners, the Mayor shall, in like manner, appoint person(s) as the successor of the respective Commissioner whose term will expire that year to serve as such Commissioner for three (3) years and until his/her successor is appointed and qualified. At the discretion of the Mayor, each Commissioner may be reappointed for just one (1) additional term. Human Resource Division Manager or assigned designee will function as the secretary for the Commission.

**F. Duties of the Commission:**

1. The Commission shall review and approve the Competitive Examination Process for original appointment of police officers and firefighters. All other hiring will be conducted by the Human Resource Division Manager at the direction of the City Manager or his/her designee and completed in accordance with the Employee Manual and other rules, regulations and laws. The Commission's role during the Competitive Examination Process includes the task of reviewing and affirming the process contemplated by the Human Resources Division Manager and Fire Chief or Police Chief for the appointment of the respective vacancy or vacancies prior to commencement of any acceptance of applications for said vacancy. See Section III for further detail and guidance.

2. Participation on final Commission interviews: On a rotating basis, described further below, each Commissioner will be expected to participate in final Commission interviews of candidates. The applicants who pass all preceding examination elements shall be required to undergo a final Commission interview as discussed below.

3. The Commission shall be responsible for the certification of persons for initial hire to the Fire Department and Police Department. The Commission shall certify these candidates of the Departments in accordance with, and to the extent provided in, these Rules.

4. The Commission is also charged with the recruitment of qualified local candidates for open vacancies for initial hire to the Police and Fire Departments.

**G. Meetings:**

1. Meetings may be scheduled at the mutual convenience of the Commission members as needed. Notice shall be posted and meetings shall be open to the public and conducted in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

2. Special meetings shall be open. Notice of a special meeting shall be posted forty-eight (48) hours prior to convening. A meeting may be called by the filing of a notice, in writing, with the secretary and signed either by the chairperson of the Commission or, in the event of the absence of the chairperson, a member of the Commission. This notice shall contain a brief statement of the business to be submitted for the consideration of the Commission at such special meetings. It shall set forth the time and place of such special meeting. No other business shall be considered at such special meeting unless if a quorum of Commissioners is present.

3. During any regular or special meeting, a closed session may be held upon a proper motion made by any single member of the Commission for the purpose of discussing personnel. No closed session meetings shall be held at a special meeting unless the closed session is noted on the agenda. Closed sessions may be limited to Commission members and such invited persons as the Commission may deem necessary. The secretary will record the motion to close the meeting and keep minutes of the closed session. Closed sessions shall be taped, audibly or visually, with said tapes being maintained for a period not less than 60 days.

**H. Quorum:** A quorum of the Commission shall be a majority of the commissioners appointed.

**I. Order of Business:** The order of business shall be dictated by a packet and agenda prepared and presented to the Commission in advance and the order of business shall typically be as follows:

I. Approval of the minutes

- II. Communications
- III. Chief Forum and updates from the Departments
- IV. Old Business
- V. New Business
- VI. Adjournment

**J. Rules of Procedure:** The Commission shall be guided by parliamentary law as prescribed in *Roberts Rules of Order*, as amended, unless in conflict with these Rules and Regulations.

**K. Amendments to the Rules:** Proposed amendments to these Rules may be made at any meetings of the Commission and shall be done in consultation with the City Manager and the Corporation Counsel. The proposed amendments shall be posted on the City of Evanston website prior to adoption by the Commission no later than 30 days prior to a meeting set to review any amendments. Any and all amendments adopted by the Commission shall be posted on the City's website. The City Council shall be advised by the City Manager of any amendments approved by the Commission.

**L. Employee Manual:** In the event of any conflict between the City of Evanston Code restrictions and regulations and these Rules, the City Code shall prevail. In the event of any conflict between the restrictions and provisions set forth in the Employee Manual and the Public Safety Civil Service Commission Rules, the terms and conditions of Public Safety Civil Service Commission Rules shall supersede, prevail and dictate. Any term or condition within the Employee Manual not addressed within the Public Safety Civil Service Commission Rules shall remain in full force and effect. Pursuant to the City Code, the Commission has no authority to revise or amend the Employee Manual.

## **II. ORIGINAL APPOINTMENT PROCESS FOR FIRE DEPARTMENT**

This section outlines each step in the original appointment hiring process for firefighter/paramedic applicants.

1. Affirmation of Process:  
The Commission reviews the process prior to posting for each vacancy or vacancies.
2. Notice of testing process:  
Application, job description, testing processes will be posted at least 30 days prior to the administration of the written examination.
3. Minimum requirements:
  - (a) Proof of passing score on the CPAT and Ladder Climb.
  - (b) Possession of at least a high school diploma or GED.

(c) Age Limits:

- Applicant must be at least 21 years of age at time of hire, but can be 20 years of age at the time of application and testing.
- Cannot be over the age of 34 at time of application (exception: previous full-time experience as a firefighter/paramedic).

(c) Other pre-requisites may be recommended by the Fire Chief and approved by the Commission during the affirmation of the process, *see* Section III (A).

(d) Disqualifications: an applicant's criminal record, depending on the nature of the offense(s), can disqualify a candidate, as more fully described in the Act, as amended.

4. Written Exam:

Scored on a 100 point scale; requires passage of the written exam. The cut-off score for the written examination will be based on the recommendation of the developer of the written examination and will be consistent with the minimally qualified performance in the firefighter position. Applicants who do not receive a minimum passing score on the written exam will be disqualified and removed from further consideration.

5. Preliminary List:

Names of applicants shall be placed on the Preliminary List in rank order of written exam score, highest first (and only those scoring at or above the minimum score established by the Commission prior to the test in consultation with the developer of the exam). Interviews of the applicants under the Subjective Component are done according to rank on the preliminary list, starting with the highest scoring applicant.

6. Subjective Component:

Scored on a 100 point scale, based on merit criteria as determined by the Commission and in consultation with the Fire Chief and Human Resources; the structured interview will be conducted by an Interview Panel comprised of the Fire Chief or designee and two additional Fire sworn staff members. The minimum passing score of the Subjective Component is 70. Candidates who do not receive a passing score on the Subjective Component will be disqualified and removed from further consideration.

7. Initial Eligibility List:

An applicant's position on the list is determined by the following examination components, graded on a 100 point scale, based on the following:

- Written exam score weighted 60%, and
- Subjective Component score weighted 40%.

Initial Eligibility List will be posted within 60 days after Subjective Component completed.



8. Preference Points:

The City or its assigned testing agent shall send written notice to qualified applicants on the Initial Eligibility List of the opportunity to apply for preference points within 10 business days of posting the Initial Eligibility List.

At least 10 points but no more than 30 points may be awarded as follows:

- (a) Residency: applicant resides within the City – 0-5 points
- (b) Education – 0-5 points
- (c) Paramedic License – 0-5 points
- (d) Other – 0-5 (bilingual, cadet program, etc.)
- (e) Veteran Status – 5 points (one year active, honorable discharge)
- (f) Experience – 0-5 points (cannot be used to move above an applicant on the list with veteran points)

10. Final Eligibility List:

The list will be certified by the Commission prior to the posting and will be valid for two years. An applicant's position on the Final Eligibility List will be based on the applicant's total score, with any preference points included.

In the event a Final Eligibility List is exhausted prior to the expiration of the Preliminary List, the City may return to the Preliminary List and interview additional applicants under the Subjective Component in accordance with this subsection. Appointments will be made from the Final Eligibility List according to rank or passed over as described in the Act, as amended.

11. Conditional Offer of Employment:

An applicant who has been made a conditional offer of employment has 5 business days to accept; applicant is allowed to waive appointment once.

If more than one year has passed since an applicant submitted to the CPAT and Ladder Climb in Section II.3 above, the applicant must submit to and pass an additional CPAT and Ladder Climb before additional professional testing will take place. Applicants who fail the CPAT and Ladder Climb will be disqualified and removed from further consideration.

12. Additional Professional Testing:

Employment is subject to the following professional examinations (which are not subject to appeal rights) performed by outside consultants appointed by the Commission in consultation with the Chief or designee:

- (a) Background: Pass/Fail

- (b) Polygraph: Pass/Fail
- (c) Psychological: Pass/Fail
- (d) Medical: Pass/Fail

13. Final Commission Interview:  
Pass/Fail; the final Commission interview will be conducted by a Panel composed of 5 panelists, including 2 Commissioners, Fire Chief or designee, one additional sworn Fire staff member, and a Human Resources representative. Each panelist must assign a Pass or Fail for the candidate based on the overall performance during the interview. A candidate must receive 3 or more Pass scores to be considered. A candidate who fails the final Commission interview will be disqualified and removed from further consideration.

### **III. ORIGINAL APPOINTMENT PROCESS FOR POLICE DEPARTMENT**

This section outlines each step in the original appointment hiring process for police officer applicants.

1. Affirmation of Process:  
  
The Commission reviews the process prior to posting for each vacancy or vacancies.
2. Notice of testing process:  
Application, job description, testing processes will be posted at least 30 days prior to the administration of the written exam. Instructions on how to apply for preference points will be included in this notice.
3. Minimum requirements:
  - (a) 60 Credit Hours from an accredited college or university.
  - (b) Age Limits:
    - Applicants who are at least 20 years of age and who have successfully completed 60 credit hours of law enforcement studies at an accredited college or university may be considered for appointment to active duty with the police department; however, if the candidate is appointed to active duty, he/she shall not have power of arrest, nor shall the applicant be permitted to carry firearms, until he or she reaches 21 years of age.
    - Applicants must be under 35 years of age at time of application (up to 10 years credit for active military service) and must be under 36 years of age at time of appointment (up to 10 years credit for active military service).
  - (c) Disqualifications: an applicant's criminal record, depending on the nature of the offense(s), can disqualify a candidate, as more fully described in the Act, as amended.

3. **Physical Fitness Exam:**  
Pass/Fail; applicants must pass a physical fitness test administered by the City. This physical fitness test will be comparable to the Illinois POWER test in physical requirements. Applicants who do not pass the physical fitness test will be disqualified and unable to proceed through the process.
4. **Written Exam:**  
Scored on a 100 point scale; passage of the written exam is a score at or above the score of 70. Applicants who do not receive a minimum passing score on the written exam will be disqualified and removed from further consideration.
5. **Preference Points:** A maximum of 10 preference points may be awarded as follows:
  - (a) Veteran Status – 5 points (one year active, honorable discharge)
  - (b) Residency: applicant resides within the City – 5 pointsPreference points cannot be awarded to applicants who do not receive passing scores on the written exam. Preference points for residency cannot move a candidate above a veteran on the Initial Eligibility List.
6. **Initial Eligibility List:**  
Names of applicants shall be placed on the Initial Eligibility List in rank order of written exam score, including preference points. Interviews of the applicants under the Subjective Component are done according to rank on the Initial Eligibility List.  
  
Candidates currently employed as full-time sworn law enforcement officers by a municipal or state police department will be moved to the top of the list. Candidates currently certified by the Illinois Law Enforcement Training Standards Board or other reciprocal state training boards as full-time sworn law enforcement officers but not currently employed as sworn law enforcement officers will also be moved to the top of the list and placed under candidates who are currently employed as full-time sworn law enforcement officers.  
  
The Initial Eligibility List will be posted within 60 days of administration of the written exam.
7. **Subjective Component:**  
Scored on a 100 point scale; examination components will consist of a structured interview and a written assessment. The structured interview will be conducted by an Interview Panel comprised of the Chief of Police or designee and two additional sworn officers. The minimum passing score of the Subjective Component is 70. Candidates who do not receive a passing score on the Subjective Component will be disqualified and removed from further consideration.
8. **Final Eligibility List:**

An applicant will be placed, by ranked score, on the Final Eligibility List as graded on a 100 point scale, determined by the following examination components:

- Written Exam score weighted 40% and
- Subjective Component score weighted 60%.

In the event a Final Eligibility List is exhausted prior to the expiration of the Initial Eligibility List, the City may return to the Initial Eligibility List and interview additional applicants under the Subjective Component in accordance with this subsection.

The Final Eligibility List will be certified by the Commission and will be posted within 60 days after completion of the Subjective Component and is valid for 2 years from posting. Appointments will be made from the Final Eligibility List according to rank.

9. Conditional Offer of Employment:

An applicant who has been made a conditional offer of employment has 5 business days to accept; applicant is allowed to waive appointment once.

If more than one year has passed since an applicant submitted to the physical fitness test in Section III.3 above, the applicant must submit to and pass an additional physical fitness test before additional professional testing will take place. Applicants who fail the physical fitness test will be disqualified and removed from further consideration.

10. Additional Professional Testing:

Employment is subject to the following professional examinations (which are not subject to appeal rights) performed by outside consultants appointed by the Commission in consultation with the Chief or designee:

- (a) Background: Pass/Fail
- (b) Polygraph: Pass/Fail
- (c) Psychological: Pass/Fail
- (d) Medical: Pass/Fail

11. Final Commission Interview:

Pass/Fail; the final Commission interview will be conducted by a Panel composed of 5 panelists, including 2 Commissioners, Chief of Police or designee, one additional sworn Police staff member, and a Human Resources representative. Each panelist must assign a Pass or Fail for the candidate based on the overall performance during the interview. A candidate must receive 3 or more Pass

scores to be considered. A candidate who fails the final Commission interview will be disqualified and removed from further consideration.

12. **Appointment:**

Candidates who are certified as sworn law enforcement officers will be immediately appointed to active duty.

Other candidates will be required to successfully complete a certified basic police recruit academy, which will require the following:

- (a) Illinois POWER Test (if candidates should fail any portion of the POWER test, they will be given one chance to retake the failed portion(s); if they fail the retake, they will be disqualified and removed from further consideration;
- (b) Firearms qualification;
- (c) Graduation from the police academy; and
- (d) Passage of the Illinois Police Officer's State Certification Exam (if candidates should fail the State Certification Exam, they will be given two chances to retake it; if they fail both retakes, they will be disqualified and removed from further consideration).

**IV. EXAMINATIONS/OVERVIEW OF PROCESS COMPONENTS FOR ORIGINAL APPOINTMENT**

**A. Affirmation of Process:** The Commission shall review and affirm the process contemplated by the Human Resource Division Manager and Fire Chief or Police Chief for the appointment of the respective vacancy or vacancies prior to commencement of any acceptance of applications for said vacancy or vacancies. For fire department applicants, the affirmation of process and emphasis on certain preference points can change based on each testing process.

**B. Notice of Examinations:** Examinations shall be held on the dates fixed by the Human Resources Division and advertised at least thirty days preceding the written examination. Each notice must include the time, place, scope, merit criteria for subjective components and any required processing fees. The notice must also be published in a local newspaper or on the City's website. Examinations may be postponed but the Human Resources Division must state the reason for such postponement and shall designate a new date for said examination and notify applicants of the postponement and new date. In addition, to cover the costs of administering such examinations and posting eligibility lists, the applicants may be required to pay a processing fee at the time their application for employment is tendered.

**C. Application:** Applicants for examination must be citizens of the United States (65 ILCS 5/10-1-7). Applications shall be submitted according to directions provided by the Human Resources Divisions and applicants must comply with the minimum requirements set forth in the application in every respect. Every applicant must be of good moral

character, of temperate habits, of sound health and must be physically able to perform the duties of the position applied for. The burden of establishing these facts rests upon the applicant alone.

**D. Type of Examinations:** Applicants will be required to participate in a physical aptitude test, written, oral and other examinations as determined by the Commission and as more particularly set forth in subparagraph E below. No examination shall contain questions regarding an applicant's political or religious opinions or affiliations. The examination and qualifying standards shall be based on mental aptitude, physical ability, preferences, moral character and health. The mental aptitude, physical ability and preference components determine the applicant's qualification for and placement on the final register of eligibles. Examinations will include a subjective component based on merit criteria.

**E. Physical Examination:** The physical ability component requires all candidates to undergo an exam of their physical ability to perform the essential functions of the job. These exams are to be open, competitive and based on industry standards to test physical abilities.

1. Fire Department candidates will be required to pass the State of Illinois designed Candidate Physical Ability Test ("CPAT") and Ladder Climb test which are minimum requirements for the application.

2. Police Department candidates will be required to pass a physical exam similar to the Illinois Peace Officer Wellness Evaluation Report ("POWER") Test which is a requirement to enter the police training academies.

**F. Written Examinations:** All examinations and testing results shall be and remain the property of the Commission and the City and the grading thereof by the Commission or its designee shall be final and conclusive and not subject to review by any person, any other board or tribunal of any kind. Candidates who fail to achieve a passing grade, or passing testing result in any category, will be notified and eliminated from all further consideration. Scoring of the written examinations for firefighters will be based on the Act, as amended. Scoring of the written examination for police officers will be on a 100 point scale.

**G. Initial Eligibility List:**

1. The Human Resources Division Manager shall prepare an Initial Eligibility List of the candidates successfully completing the physical ability test, written test, and the subjective component. The order of the testing components and the qualifiers needed for the Initial Eligibility List for either a police officer or a firefighter/paramedic applicant is outlined in Sections II and III.

2. A dated copy of the Initial Eligibility List shall be posted within sixty (60) days after the subjective component is completed.

**H. Preference Points:** Preference points may be added to scores of candidates as follows and added to scores in accordance with the process outlined in Sections II and III. Preference points must be claimed in writing or the claim is waived. Directions on how to apply for preference points will be provided on the notice of testing process. The following are the categories of possible preference points:

1. **Military Service:** For either Fire Department or Police Department candidates, any person who is engaged in the military service of the United States for total period of at least one year and who was honorably discharged therefrom, or who is now or may hereafter be on inactive or reserve duty in such military service for at least one year shall upon request, be awarded five (5) preference points. It shall be the responsibility of the Applicant to provide evidence of qualifying military service as listed above with the original application for employment in order to be considered for preference points. Acceptable evidence of qualifying military service shall be an official Department of Defense document, such as a DD 214 Copy #4, DD 214 Copy #1 and proof of honorable service from the Department of Defense such as a DD 256 A/N/AF or other official Department of Defense documentation as deemed acceptable by the Human Resources Division.

2. **Residency:** Applicants for the Fire Department or Police Department who have resided in the City of Evanston for a continuous twelve-month period prior to testing shall be granted preference in accordance with the process outlined in Sections II and III.

3. **Education:** An applicant for a firefighter/paramedic position who has successfully obtained an associate's degree in the field of fire service or emergency medical services, or a bachelor's degree from an accredited college or university may be preferred for appointment to and employment with the fire department. No person who does not possess at least a high school diploma or an equivalent high school education shall be placed on an eligibility list.

4. **Paramedic Certificate:** Firefighter/paramedic applicants who have an Illinois paramedic certificate shall be granted 0-5 preference points.

5. **Past Experience:** Firefighter/paramedic applicants with experience as a full-time or part-time firefighter/paramedic with another municipality or fire protection district may be given 0-5 preference points. No application of experience preference points may allow a non-veteran candidate to pass a veteran on the Final Eligibility List.

6. **Other:** Firefighter/paramedic applicants may be given 0-5 preference points for other job related categories, such as bilingual status or past cadet program participation at the discretion of the Fire Chief in consultation with the Commission.

**I. Additional Professional Testing:** The order with which additional professional testing occurs varies depending on the department to which the applicant is applying; see Sections II and III.

**J. Structured Interview:** In conducting the structured interview for the Subjective Component, the Interview Panel shall conduct structured interviews with candidates passing the written examination. Pre-determined questions will be asked of each candidate that will enable the Interview Panel to properly evaluate the candidate on merit criteria and grade the candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skills and general fitness for the position. The questions will be delegated among the persons on the Interview Panel for the structured interview. On completion of each structured interview, the Interview Panel will discuss the candidates' abilities and each panelist will then evaluate the candidate. Candidates who fail the structured interview will be notified and eliminated from all further consideration.

Each member of the Interview Panel must assign a score for the candidate based on their overall performance in the interview. The interviews will be scored on a 100 point scale, and a candidate must receive a passing score, as described in Sections II and III, in order to move forward in the process.

There are no appeal rights for an applicant to any examination conducted during the course of the application process.

**K. Final Eligibility List and Probationary Appointment**

1. The Final Eligibility List shall include candidates listed in ranked order based on their final weighted score.

2. Firefighter/Paramedic appointment: Upon the request of the Fire Chief to fill an authorized vacancy, the City Manager, at the recommendation of the Fire Chief, shall issue a conditional offer of probationary employment to the candidate with the highest total score on the Final Eligibility List, unless the highest ranking candidate fails to meet the minimum standards for the position or an alternate candidate would better serve the needs of the department. If this exception applies, the City Manager may pass over the highest ranking candidate and appoint either: (1) any candidate with a ranking in the top 5% of the register of eligibles, or (2) any candidate among the top 5 highest-ranked candidates if the number in the top 5% is less than 5 people. Any person whose name appears on the Final Eligibility List may decline appointment one (1) time without being stricken from the Final Eligibility list.

The offer of probationary employment shall be conditioned on the satisfactory passing of a psychological examination, a polygraph examination, a background investigation, and a medical examination which shall include, but not be limited to, a drug test and medical exam.

For firefighters on the final eligibility list who have not been appointed within one year of their physical ability examination, the City Manager may require the firefighter to submit to a second physical ability examination prior to appointment.



3. Police Officer appointment: Upon the request of the Police Chief to fill an authorized vacancy, the City Manager shall issue a conditional offer of probationary employment to the candidate with the highest total score on the Final Eligibility List. The offer of probationary employment shall be conditioned on the satisfactory passing of a retake of the physical fitness test (if over one year), psychological examination, a polygraph examination, a background investigation, and a medical examination which shall include, but not be limited to, a drug test and medical exam. Any person whose name appears on the Final Eligibility List may decline appointment one (1) time without being stricken from the Final Eligibility List.

3.