

WILL COUNTY SHERIFF'S
OFFICE

MERIT COMMISSION

**RULES
and
REGULATIONS**

Updated May 2026

RULES AND REGULATIONS

The following are the Rules and Regulations adopted by the Will County Merit Commission. These rules to become effective February 1, 1993 and each subsequent time they are amended.

ARTICLE I

ADMINISTRATIVE MATTERS

- A. **OFFICE AND EMPLOYEES.** The Commission shall maintain an office at such place designated by the Commission where such staff assistants as it requires shall function and where its files and records shall be kept.

- B. **CONFIDENTIAL MATTERS.** The files of the Commission relating to all personnel matters of the County Sheriff's Office shall be confidential; except that any member of the Sheriff's Office or his duly authorized agent shall be permitted on written request to the Commission to examine his file. Said examination shall take place in the presence of any member or staff assistant of the Commission. The reason or reasons for rejection of an applicant for appointment to the Sheriff's Office shall not be disclosed.

- C. **REGULAR MEETING.** A regular meeting of the Commission shall be held at its office in Joliet, Illinois, on the first Monday of each month, or at such other times or place as the Commission may designate. The annual meeting and election of officers shall be held at the regular September meeting. The Commission may postpone a meeting to such other time or place as the Chairman may fix, but not later than the last day of the same month.

- D. **SPECIAL MEETINGS.** Notice of special meetings shall be given by the Chairman to each of the Commission members, the news media and be published in the weekly newsletter of the Sheriff's Office specifying the time and place of such special meeting at least five days before the date thereof.

- E. **VOTING.** On all matters, the concurrence of at least three members of the Commission shall be necessary to a decision and the action of such a majority shall be the act of the Commission.

- F. **QUORUM.** At all meetings, three members of the Commission shall constitute a quorum and may conduct any and all business of the Commission.

- G. **CHANGE IN PROCEDURES, RULES AND REGULATIONS.** Any member of the Commission may at any regular or special meeting present a motion for amendment of the Commission Rules and Regulations. Notice of the proposed change shall be submitted to the Sheriff and all Deputies and Correctional Officers by delivering a copy of any proposed changes to the liaison officers representing the Sheriff's Deputies or Correctional Officers and by posting a notice in the Will County Building of any proposed changes at least seven days prior to the meeting at which the Rule amendment shall be voted upon. Any proposed amendments shall automatically be brought up for vote at the next regular meeting following the date that any such amendment may be proposed.

- H. **OFFICERS OF THE COMMISSION.** The officers of the Commission shall be: Chairman, Vice-Chairman and Secretary.

The Chairman shall preside at all meetings and shall perform all duties required by him by these Rules and Regulations.

The Vice-Chairman shall preside at meetings in the absence or disability of the Chairman.

The Secretary shall preside at meetings in the absence or disability of the Chairman and Vice-Chairman.

The Director or admin shall keep the minutes and records of the Commission.

The term of office for all officers of the Commission shall be one year or until their term of office as a member of the Commission shall expire, whichever period is shorter.

- I. **MINUTES AND RECORDS.** The Commission shall keep and maintain a Minute Book of meetings in which will be recorded the actions of the Commission and decisions rendered at each meeting.

- J. **DEFINITION.** The use of the terms Deputy and/or Correctional Officer refer to individuals who by Illinois Revised Statutes are under the control of the Merit Commission no matter what rank or position those individuals hold in the Will County Sheriff's Office.

ARTICLE II

CLASSIFICATION OF RANKS

- A. The Merit Commission shall prepare and certify eligibility lists for the Sheriff for the following ranks:

1. Lieutenant

2. Sergeant

3. Deputy Sheriff

4. Correctional Lieutenant

5. Correctional Sergeant

6. Correctional Officer

7. Court Security Officer

ARTICLE III

APPOINTMENT TO THE SHERIFF'S OFFICE

A. **QUALIFICATIONS**

An applicant for appointment as Deputy Sheriff or Correctional Officer to the Will County Sheriff's Office must:

1. Be no younger than 20 years of age, provided further that no applicant shall be eligible for certification until his 21st birthday;

Deputy Sheriff – Have a high school diploma or GED certificate.

Correctional Officer - Have a high school diploma or GED certificate.

2. Pass a written examination which minimum test score will be established by the Commission after consultation with the testing agency administering the examination. The testing agency will supply the Commission with a cut-off score suggestion which in no case will be lower than 70%.
3. Pass a drug screening test of a blood or urine sample at a facility approved by the Merit Commission;
4. Pass such written examinations of intelligence, reasoning and judgment as the Commission may from time to time prescribe;
5. Pass such other screening examinations (e.g. polygraph examination) as the Commission may from time to time prescribe;
6. Be acceptable to the Commission following investigation of background, reputation and character;
7. Be acceptable to the Commission on oral interview;
8. Have a valid Driver's License;

9. Deputy: must be a resident of Will County or live within 10 miles of the Will County border within two (2) years of appointment and remain a resident of Will County during the time of his/her employment with the Sheriff's Office;
10. C.O.'s and C.S.O.'s: Be a resident of the State of Illinois, or if not a resident of Illinois, agree to become a resident of Illinois within two years after appointment as a Correctional Officer or C.S.O., and remain a resident of Illinois during the time of your employment with the Sheriff's Office.
11. Not have a felony conviction from any jurisdiction;
12. Be a citizen of the United States of America;
13. Pass a medical and/or psychological examination after receiving conditional employment approval. Waiver of liability, waiver of confidentiality of medical records, and medical permission must be submitted within one week prior to agility exam.

B. MILITARY SERVICE

Those applicants for appointment as a Deputy and/or Correctional Officer to the Will County Sheriff's Office who have honorably served in the military service of the United States shall file with their Supplementary Employment Questionnaire a sworn or certified copy of their Certificate of Honorable Service, or of such other evidence as they may have of honorable service in or honorable discharge from, such service of the United States. Applicants with military service shall receive such additional credit therefore as the Commission may from time to time allow.

C. CERTIFICATION FOR APPOINTMENT

After completing all required Merit Commission assessments, those applicants who have been found to possess the prescribed requisites for appointment shall be so informed by the Commission. Such applicants constitute an eligibility list which shall remain valid for two years from the date of certification. However, a current oral examination and/or drug screening and/or updated background

investigation may from time to time be required by the Commission from a certified applicant.

Thereafter, the Commission shall certify for appointment those applicants deemed by the Commission to be most qualified. The Commission may, if it chooses, certify for appointment the entire remaining eligibility list. An applicant certified for appointment who shall decline to accept appointment within three (3) days after it is offered to him, shall be deemed to have withdrawn his application and his name shall be stricken forthwith from the list of those certified.

D. PROBATION

All newly appointed Deputies, Correctional Officers, and C.S.O.'s shall be on probationary status for a period of eighteen (18) consecutive months of active-duty service during which time they can be discharged by the Sheriff without charges being filed with the Commission.

E. LATERAL ENTRY

Any individual who by virtue of his or her experience, education and training in related Law Enforcement or Corrections may make written request to the Commission to be considered for appointment to the Will County Sheriff's Office.

ARTICLE IV

PROMOTIONS

A. SHERIFF'S POLICE OFFICE

1. TO SERGEANT

- a. Eligibility: To be eligible for promotion to Sergeant, a Deputy:

- (1) Must have four consecutive years of law enforcement experience with the Will County Sheriff's Office prior to writing the examination.
- (2) At the time of notification of the holding of an examination for promotion, must not be under suspension from the Sheriff's Office or the Commission.
- (3) Must take written and oral examinations.
- (4) Must have a minimum of thirty (30) semester hours or forty-five (45) quarter hours of college credit to be eligible for promotion testing occurring after January 1, 1993 and prior to October 1, 2002;
- (5) Must-have a minimum of forty-five (45) semester hours or sixty-seven and one half (67.5) quarter hours of college credit to be eligible for promotion testing occurring on or after October 1, 2002 and prior to October 1, 2004;
- (6) Must have a minimum of sixty (60) semester hours or ninety (90) quarter hours of college credit to be eligible for promotion testing occurring on or after October 1, 2004.
- (7) Must have a minimum of sixty (60) semester hours or ninety (90) quarter hours of college credit from a regionally accredited college to be eligible for promotion testing occurring on or after June 1, 2015.
- (8) Must have a high school diploma or GED certificate on or after May 4, 2026.

b. Examination:

- (1) The promotional examination for the position of sergeant shall consist of three parts: a written examination, a job performance evaluation and an oral examination which may, at the Commission's discretion, consist of either a face-to-face interview by the Commission or an Assessment Center exercise or both.

(2) The performance evaluation to be used by the Commission in the promotional process for sergeant shall be either prepared by the Sheriff as part of an ongoing performance appraisal and forwarded to the Commission, or the Commission may choose to have job performance data collected during the examination process to be used only for the promotional process and not to be included in an applicant's personnel file.

(a) The performance evaluation shall be provided by the applicant's immediate supervisor.

(b) All sworn personnel covered by the merit system shall have an annual on-going performance evaluation, which if implemented by the Merit Commission, to be used during any promotion process. The annual evaluation shall be conducted in such a manner and by such criteria as approved by the Commission and shall be completed in November of each calendar year and submitted to the Merit Commission by December 31 of each calendar year. An additional performance evaluation may be required within 90 days before any promotional exam.

(c) The oral examination may consist of a face-to-face interview by the Commission and/or an Assessment Center exercise. The face-to-face interview shall consist of similar questions for all applicants and shall be conducted by a quorum of the Merit Commission. The Assessment Center exercise will be conducted by an outside consultant chosen by the Commission. Oral examinations in the Assessment Center will be judged by no fewer than three Illinois senior police or sheriff department officials from outside the Will County Sheriff's Department. These outside assessors will be independent, objective law enforcement professionals experienced in objective Assessment Center techniques that have no past or present relationship with anyone being assessed.

c. The promotional examination process shall be as follows:

(1) The written examination will be administered first and a minimum test score of 70% will be required to pass.

(2) Those passing the written examination will move to the next phase of the evaluation process which will include oral examinations by face-to-face

interviews with the Commission, and/or Assessment Center exercises, and also include performance evaluations.

- (3) Each of the individual promotional components listed below shall comprise 25% of the total grade for the promotional examination.
- A. Written promotional examination score
 - B. Performance evaluation
 - C. Merit Commission oral interview
 - D. Assessment Center exercise

(4) PREFERENCE POINTS:

Preference points will be applied to the final promotional eligibility score as outlined below:

- Four (4) or more years of consecutive active-duty military service: **1 point**
- Four (4) or more years of consecutive reserve or national guard service: **0.5 point**
- Associate degree or completion of sixty (60) college credit hours from a regionally accredited college: **0.5 point**
- Bachelor's degree from a regionally accredited college: **1 point**
- Master's degree from a regionally accredited college: **1.5 points**

Preference points may be applied to **one (1) promotional examination only during your employment with WCSO.**

You must request to use your preference points within 48 hours after written results are emailed. You will then have two weeks to get us your proof of points if we do not have them in your file.

d. Eligibility listing:

- (1) The Commission shall notify those who have taken the promotional examination of their total score computed in accordance with the above formula and of their numerical rank among those who took the examination. The names of all those passing the overall examination shall constitute the Sergeant Eligibility Listing. Deputies must obtain an accumulative grade of 70% or higher to be placed on the Sergeant Eligibility Listing.
- (2) The Eligibility Listing, or a copy thereof, shall be posted in the central office and in the various stations of the County Sheriff's Office.
- (3) The Eligibility Listing shall remain in force for two years from the date of posting. However, a current oral examination and/or performance evaluation (see Section c above) may from time to time be required by the Commission.

e. Certification for promotion to Sergeant:

- (1) The Commission shall certify a list for promotion. The top three candidates from the certified list for each vacancy then existing shall be considered for promotion to the rank of Sergeant. Those candidates not selected shall remain on top of the list in their respective order.
- (2) If the Sheriff does not wish to promote from the top three of those certified, he must justify his reasons to the Commission in writing.
- (3) An applicant certified for appointment to the rank of Sergeant who shall decline to accept such an appointment within ten days after it is offered to him shall remain on the eligibility list.

f. At the time of any examination for promotion, and after adhering to the eligibility requirements as listed above, if an insufficient number of candidates to fill existing vacancies shall be found by the Commission to be qualified for promotion to the rank of Sergeant, the Commission may at its discretion reduce or eliminate the requirements of Article IV, § A. 1.

- g. All newly appointed Sergeants shall be on probationary status for a period of eighteen (18) consecutive months of active duty service during which time they may be demoted to their previous rank without charges being filed with the Commission.

2. TO LIEUTENANT

- a. Eligibility: To be eligible for promotion to Lieutenant, an officer:
 - (1) Must have passed the 18-month probation as a Sergeant with the WCSP prior to writing the examination;
 - (2) At the time of notification of the holding of an examination for promotion, must not be under suspension by the Sheriff's Office or the Commission;
 - (3) Must take written and oral examinations;
 - (4) Must have a minimum of sixty (60) semester hours or ninety (90) quarter hours of college credit to be eligible for promotion testing occurring after January 1, 1993 and prior to February 1, 2002;
 - (5) Must have a minimum of eighty (80) semester hours or one hundred twenty (120) quarter hours of college credit to be eligible for promotion testing on or after February 1, 2002 and prior to February 1, 2004;
 - (6) Must have at least one hundred (100) semester hours or one hundred fifty (150) quarter hours of college credit to be eligible for promotion testing on or after February 1, 2004 and prior to February 1, 2006;
 - (7) Must have at least a bachelor's degree from an accredited college or university to be eligible for promotion testing on or after February 1, 2006.
 - (8) Must have at least a bachelor's degree from a regionally accredited college or university to be eligible for promotion testing on or after June 1, 2015.
 - (9) Must have a high school diploma or GED certificate on or after May 4, 2026.

b. Examination:

- (1) The promotional examination for the position of lieutenant shall consist of three parts: a written examination, a job performance evaluation and an oral examination which may, at the Commission's discretion, consist of either a face- to-face interview by the Commission or an Assessment Center exercise or both.

- (2) The performance evaluation to be used by the Commission in the promotional process for lieutenant shall be either prepared by the Sheriff as part of an ongoing performance appraisal and forwarded to the Commission, or the Commission may choose to have job performance data collected during the examination process to be used only for the promotional process and not to be included in an applicant's personnel file.
 - (a) The performance evaluation shall be provided by the applicant's immediate supervisor.

 - (b) All sworn personnel covered by the merit system shall have an annual on-going performance evaluation, which is implemented by the Merit Commission, to be used during any promotion process. The annual evaluation shall be conducted in such a manner and by such criteria as approved by the Commission and shall be completed in November of each calendar year and submitted to the Merit Commission by December 31 of each calendar year. An additional performance evaluation may be required within 90 days before any promotional exam.

- (3) The oral examination may consist of a face-to-face interview by the Commission and/or an Assessment Center exercise. The face-to-face interview shall consist of similar questions for all applicants and shall be conducted by a quorum of the Merit Commission. The Assessment Center exercise will be conducted by an outside consultant chosen by the Commission. Oral examinations in the Assessment Center will be judged by no fewer than three Illinois senior police or sheriff department officials from outside the Will County Sheriff's Department. These outside assessors will be independent, objective law enforcement professionals experienced in objective Assessment Center techniques that have no past or present relationship with anyone being assessed.

- c. The promotional examination process shall be as follows:
- (1) The written examination will be administered first and a minimum test score of 70% will be required to pass.
 - (2) Those passing the written examination will move to the next phase of the evaluation process which will include oral examinations by face-to-face interviews with the Commission, and/or Assessment Center exercises, and also include performance evaluations.
 - (3) Each of the individual promotional components listed below shall comprise 25% of the total grade for the promotional examination.
 - A. Written promotional examination score.
 - B. Performance evaluation.
 - C. Merit Commission oral interview.
 - D. Assessment Center exercise.

(4) PREFERENCE POINTS:

Preference points will be applied to the final promotional eligibility score as outlined below:

- Four (4) or more years of consecutive active-duty military service: **1 point**
- Four (4) or more years of consecutive reserve or national guard service: **0.5 point**
- Associate degree or completion of sixty (60) college credit hours from a regionally accredited college: **0.5 point**
- Bachelor's degree from a regionally accredited college: **1 point**
- Master's degree from a regionally accredited college: **1.5 points**

Preference points may be applied to **one (1) promotional examination only during your employment with WCSO.**

You must request to use your preference points within 48 hours after written results are emailed. You will then have two weeks to get us your proof of points if we do not have them in your file.

d. Eligibility listing:

- (1) The Commission shall notify those who have taken the promotional examination of their total score computed in accordance with the above formula and of their numerical rank among those who took the examination, the names of all those passing the overall examination shall constitute the Lieutenant Eligibility Listing. Applicants must obtain an accumulative grade of 70% or higher to be placed on the Lieutenant Eligibility Listing.
- (2) The Eligibility Listing, or a copy thereof, shall be posted in the central office and in the various stations of the County Sheriff's Office.
- (3) The Eligibility Listing shall remain in force for two years from the date of posting. However, a current oral examination and/or performance evaluation (see Section c above) may from time to time be required by the Commission.

e. Certification for Promotion to Lieutenant:

- (1) The Commission shall certify a list for promotion. The top three candidates from the certified list for each vacancy then existing shall be considered for promotion to the rank of Lieutenant. Those candidates not selected shall remain on the top of the list in their respective order.
- (2) If the Sheriff does not wish to promote from the top three of those certified, he must justify his reasons to the Commission in writing.
- (3) An applicant certified for appointment to the rank of Lieutenant who shall decline to accept such an appointment within ten days after it is offered to him shall be deemed to have withdrawn his application and his name shall remain on the eligibility list.

f. At the time of any examination for promotion, and after adhering to the eligibility

requirements as listed above, if an insufficient number of candidates to fill existing vacancies shall be found by the Commission to be qualified for promotion to the rank of Lieutenant, the Commission may at its' discretion reduce or eliminate the requirements of Article IV, § A.2.

g. All newly appointed Lieutenants shall be on probationary status for a period of eighteen (18) consecutive months of active-duty service during which time they may be demoted to their previous rank without charges being filed with the Commission.

B. SHERIFF'S CORRECTIONAL DEPARTMENT

1. TO C.O. SERGEANT

a. Eligibility: To be eligible for promotion to C.O. Sergeant, a Correctional Officer:

- (1) Must have four consecutive years of correctional officer experience with the Will County Sheriff's Office prior to writing the examination.
- (2) At the time of notification of the holding of an examination for promotion, must not be under suspension from the Sheriff's Office or the Commission.
- (3) Must take written and oral examinations.
- (4) Must have a high school diploma or GED to be eligible for promotional testing occurring after October 2025.

b. Examination:

- (1) The promotional examination for the position of sergeant shall consist of three parts: a written examination, a job performance evaluation and an oral examination, which may, at the Commission's discretion, consist or either a face-to-face interview by the Commission or an Assessment Center exercise or both.

(2) The performance evaluation to be used by the Commission in the promotional process for sergeant shall be either prepared by the Sheriff as part of an ongoing performance appraisal and forwarded to the Commission, or the Commission may choose to have job performance data collected during the examination process to be used only for the promotional process and not to be included in an applicant's personnel file.

(a) The performance evaluation shall be provided by the applicant's immediate supervisor.

(b) All sworn personnel covered by the merit system shall have an annual on-going performance evaluation, which is implemented by the Merit Commission, to be used during any promotion process. The annual evaluation shall be conducted in such a manner and by such criteria as approved by the Commission and shall be completed in November of each calendar year and submitted to the Merit Commission by December 31 of each calendar year. An additional performance evaluation may be required within 90 days before any promotional exam.

(3) The oral examination may consist of a face-to-face interview by the Commission and/or an Assessment Center exercise. The face-to-face interview shall consist of similar questions for all applicants and shall be conducted by a quorum of the Merit Commission. The Assessment Center exercise will be conducted by an outside consultant chosen by the Commission. Oral examinations in the Assessment Center will be judged by no fewer than three Illinois senior police or sheriff department officials from outside the Will County Sheriff's Department. These outside assessors will be independent, objective law enforcement professionals experienced in objective Assessment Center techniques that have no past or present relationship with anyone being assessed.

c. The promotional examination process shall be as follows:

(1) The written examination will be administered first and a minimum test score of 70% will be required to pass.

- (2) Those passing the written examination will move to the next phase of the evaluation process which will include oral examinations by face-to-face interviews with the Commission, and/or Assessment Center exercises, and also include performance evaluations.
- (3) Each of the individual promotional components listed below shall comprise 25% of the total grade for the promotional examination.
 - A. Written promotional examination score.
 - B. Performance evaluation.
 - C. Merit Commission oral interviews.
 - D. Assessment Center exercise.

d. Eligibility listing:

- (1) The Commission shall notify those who have taken the promotional examination of their total score computed in accordance with the above formula and of their numerical rank among those who took the examination. The names of all those passing the overall examination shall constitute the Sergeant Eligibility Listing. Correctional Officers must obtain an accumulative grade of 70% or higher to be placed on the Sergeant Eligibility Listing.
- (2) The Eligibility Listing, or a copy thereof, shall be posted in the central-office and in the various stations of the County Sheriff's Office.
- (3) The Eligibility Listing shall remain in force for two years from the date of posting. However, a current oral examination and/or performance evaluation (see Section c above) may from time to time be required by the Commission.

e. Certification for promotion to C.O. Sergeant:

- (1) The Commission shall certify a list for promotion. The top three candidates from the certified list for each vacancy then existing shall be considered for promotion to the rank of Sergeant. Those candidates not selected shall remain on the top of the list in their respective order.
 - (2) If the Sheriff does not wish to promote from the top three of those certified, he must justify his reasons to the Commission in writing.
 - (3) An applicant certified for appointment to the rank of C.O. Sergeant who shall decline to accept such an appointment within ten days after it is offered to him shall remain on the eligibility list.
- f. At the time of any examination for promotion, and after adhering to the eligibility requirements as listed above, if an insufficient number of candidates to fill existing vacancies shall be found by the Commission to be qualified for promotion to the rank of C.O. Sergeant, the Commission may at its' discretion reduce or eliminate the requirements of Article IV, § B.1.
- g. All newly appointed C.O. Sergeants shall be on probationary status for a period of eighteen (18) consecutive months of active-duty service during which time they may be demoted to their previous rank without charges being filed with the Commission.

2. TO C.O. LIEUTENANT

- a. Eligibility: To be eligible for promotion to C.O. Lieutenant, an officer:
- (1) Must have served as a C.O. Sergeant in the Will County Sheriff's Office for at least four consecutive years prior to writing the examination.
 - (2) At the time of notification of the holding of an examination for promotion, must not be under suspension by the Sheriff's Office or the Commission.
 - (3) Must take written and oral examinations.

- (4) Must have at least thirty (30) hours of regionally accredited college credit to be eligible for promotion testing occurring after April 1, 2023.

b. Examination:

- (1) The promotional examination for the position of lieutenant shall consist of three parts: a written examination, a job performance evaluation and an oral examination which may, at the Commission's discretion, consist of either a face- to-face interview by the Commission or an Assessment Center exercise or both.
- (2) The performance evaluation to be used by the Commission in the promotional process for lieutenant shall be either prepared by the Sheriff as part of an ongoing performance appraisal and forwarded to the Commission, or the Commission may choose to have job performance data collected during the examination process to be used only for the promotional process and not to be included in an applicant's personnel file.
 - (a) The performance evaluation shall be provided by the applicant's immediate supervisor.
 - (b) All sworn personnel covered by the merit system shall have an annual on-going performance evaluation, which is implemented by the Merit Commission, to be used during any promotion process. The annual evaluation shall be conducted in such a manner and by such criteria as approved by the Commission and shall be completed in November of each calendar year and submitted to the Merit Commission by December 31 of each calendar year- An additional performance evaluation may be required within 90 days before any promotional exam.
- (3) The oral examination may consist of a face-to-face interview by the Commission and/or an Assessment Center exercise. The face-to-face interview shall consist of similar questions for all applicants and shall be conducted by a quorum of the Merit Commission. The Assessment Center exercise will be conducted by an outside consultant chosen by the Commission. Oral examinations in the Assessment Center will be judged by no fewer than three Illinois senior police or sheriff department officials from outside the Will

County Sheriff's Department. These outside assessors will be independent, objective law enforcement professionals experienced in objective Assessment Center techniques that have no past or present relationship with anyone being assessed.

c. The promotional examination process shall be as follows:

- (1) The written examination will be administered first and a minimum test score of 70% will be required to pass.
- (2) Those passing the written examination will move to the next phase of the evaluation process which will include oral examinations by face-to-face interviews with the Commission, and/or Assessment Center exercises, and also include performance evaluations.
- (3) Each of the individual promotional components listed below shall comprise 25% of the total grade for the promotional examination.

A. Written promotional examination score.

B. Performance evaluation.

C. Merit Commission oral interview.

D. Assessment Center exercise.

d. Eligibility listing

- (1) The Commission shall notify those who have taken the promotional examination of their total score computed in accordance with the above formula and of their numerical rank among those who took the examination. The names of all those passing the overall examination shall constitute the Lieutenant Eligibility Listing. Applicants must obtain an accumulative grade of 70% or higher to be placed on the Lieutenant Eligibility Listing.

- (2) The Eligibility Listing, or a copy thereof, shall be posted in the central office and in the various stations of the County Sheriff's Office.
 - (3) The Eligibility Listing shall remain in force for two years from the date of posting however, a current oral examination and/or performance evaluation (see Section c above) may from time to time be required by the Commission.
- e. Certification for Promotion to C.O. Lieutenant:
- (1) The Commission shall certify a list for promotion. The top three candidates from the certified list for each vacancy then existing shall be considered for promotion to the rank of C.O. Lieutenant. Those candidates not selected shall remain on the top of the list in their respective order.
 - (2) If the Sheriff does not wish to promote from the top three of those certified, he must justify his reasons to the Commission in writing.
 - (3) An applicant certified for appointment to the rank of C.O. Lieutenant who shall decline to accept such an appointment within ten days after it is offered to him shall be deemed to have withdrawn his application and his name shall remain on the eligibility list.
- f. At the time of any examination for promotion, and after adhering to the eligibility requirements as listed above, if an insufficient number of candidates to fill existing vacancies shall be found by the Commission to be qualified for promotion to the rank of Lieutenant, the Commission may at its' discretion reduce or eliminate the requirements of Article IV, § 3.2.
- g All newly appointed C.O. Lieutenants shall be on probationary status for a period of eighteen (18) consecutive months of active duty service during which time they may be demoted to their previous rank without charges being filed with the Commission.

ARTICLE V

RESIGNATIONS AND REINSTATEMENTS

A. SHERIFF'S OFFICE

1. Any member who resigns from the County Sheriff's Office for any reason can re-affiliate himself with the County Sheriff's Office only in accordance with the procedures set forth in Article III.

2. The Merit Commission recognizes that the Will County Board may by resolution exempt Chief Deputies, Deputy Chiefs, Undersheriffs, Directors, and other Administrative Assistants by whatever name called. If and when the Will County Board so creates the above-mentioned exempt ranks, the following provisions will automatically come into effect.

- a. It is hereby recognized that the posts of Chief Deputies, Deputy Chiefs, Undersheriffs, Directors and other Administrative Assistants by whatever name called hereinafter referred to as exempt rank may be appointed by the Sheriff outside of the jurisdiction of the Merit Commission. It is hereby made the policy of this Commission that the position aforesaid may be filled from those persons already employed as Deputies or Correctional Officers without penalty.
- b. In the event that the Sheriff does appoint any Deputy or Correctional Officer to an exempt rank, that Deputy or Correctional Officer shall be entitled to a leave of absence during the entire tenure that he shall serve in an exempt rank. Upon the termination from the position of an exempt rank for any reason, that Deputy or Correctional Officer shall be immediately reinstated to the position that he held prior to his appointment to an exempt rank. Any Deputy or Correctional Officer serving in an exempt rank shall be entitled to take any promotional examinations that he would be otherwise eligible to take which is given during his employment in an exempt rank and be considered for promotion the same as any other Deputy or Correctional Officer, provided that upon termination of his duties in an exempt rank, he shall return to any new rank achieved. If an individual in an exempt rank is taking a promotional examination that

individual is barred from making a performance evaluation of any individuals who are also taking the same promotional examination.

ARTICLE VI

DISCIPLINARY MEASURES

A. BY THE SHERIFF

1. The Sheriff, without filing charges with the Commission, may suspend, without pay, for any reasonable period not to exceed ten days for any one occurrence, any Deputy or Correctional Officer for infractions of the Rules and Regulations of the Sheriff's Office and a written report shall be sent to the Commission.
2. The Sheriff may suspend any Deputy or Correctional Officer for additional periods which shall not exceed 30 days within 'a twelve-month period. Additional periods of suspension shall be made only after charges against that Deputy or Correctional Officer have been filed with the Commission and during the pendency of the decision of the Commission on those charges.
3. The Sheriff, without filing charges with the Commission, may take the following disciplinary measures for infractions of these Rules and Regulations in addition to or in place of suspension as above described:
 - a. Reprimand a Deputy or Correctional Officer in writing.
 - b. Reprimand a Deputy or Correctional Officer orally.
4. The Sheriff, without filing charges with the Commission, may discharge any Deputy or Correctional Officer on probationary status and may demote to their previous rank any Sergeant or Lieutenant on probationary status.
5. No other disciplinary measures shall be taken by the Sheriff except by order of the Commission.

6. The Sheriff shall initiate disciplinary procedures within 90 days that the Sheriff is aware that an offense has been committed.

B. BY THE COMMISSION

1. In the event that charges are filed by the Sheriff and the Commission shall find that any charges placed against a Deputy or Correctional Officer by the Sheriff are true, the Commission, after a hearing in accordance with Article VII of these Rules and Regulations may order any of the following disciplinary measures:

a. Discharge and removal from the County Sheriff's Office.

b. Reduction in rank.

c. Suspension for a period not to exceed a total of 180 days in any twelve-month period.

2. The Commission may suspend indefinitely any Deputy or Correctional Officer who has been charged with a crime by either State or Federal authorities, without a hearing, until the termination of the Federal or State proceedings.

3. In the event that a Deputy or Correctional Officer is suspended by the Sheriff, without the Sheriff filing charges as provided for in Article VI, Section A., Subsection 1, the Deputy or Correctional Officer may ask for a hearing before the Commission to appeal his suspension. Said appeal must be filed before the Commission within 30 days after the suspension is handed down by the Sheriff.

ARTICLE VII

DISCIPLINARY PROCEDURES

A. COMPLAINTS

In all cases where the Sheriff desires to discipline a member of the County Sheriff's Office beyond measures prescribed by Article VI, Section A of these Rules and Regulations, the Sheriff shall file with the Commission a written complaint in quintuplicate, setting forth a plain and concise statement of the facts upon which the complaint is based and the specific section or sections of the

Sheriff's Office's Rules and Regulations which the accused member is charged with violating, within 90 days that the Sheriff is aware that an offense has been committed,

B. NOTIFICATION OF HEARING

1. On receipt of a complaint from the Sheriff, the Commission will send a letter to the accused member enclosing a copy of the complaint. The letter shall advise of the filing of the complaint and set forth the time and place of hearing of the charges contained in the complaint. The letter shall be sent by registered or by certified mail, return receipt requested, at the residence address of the member shown on the fact of the complaint. Delivery of the letter to his residence, as shown by the return receipt, shall constitute service of the complaint on the accused member. Along with a hand delivered letter by a sworn member of the Will County Sheriff's Office.

2. A copy of the letter shall be mailed to the Sheriff and constitute notice to him of the time and place of the hearing on the complaint.

3. In the event that a Deputy or Correctional Officer is suspended by the Sheriff, without the Sheriff filing charges as provided for in Article VI, Section A., Subsection 1, the Deputy or Correctional Officer may ask for a hearing before the Commission to appeal his suspension. Said appeal must be filed before the Commission within 30 days after the suspension is handed down by the Sheriff.

C. HEARINGS ON CHARGES

1. All hearings shall be subject to the Open Meetings Act.

2. At the time and place of hearing, the Sheriff and the accused member may be represented by counsel if they desire.

3. All proceedings before the Commission during the hearing shall be recorded by a court reporter to be employed by the Commission.
4. The record of hearings will not be transcribed unless requested by the Commission or any party interested in the hearing. The cost of the transcript shall be borne by the person requesting it.
5. All witnesses shall be sworn by the Court Reporter or by a Notary Public prior to testifying.
6. The Commission will first hear the witnesses substantiating the charges which have been made. Thereafter, the accused member may present and examine those witnesses whom he desires the Commission to hear. All parties shall have the right to cross-examine witnesses presented by the opposite party. The Commission shall have the right to examine and to recall witnesses.
7. The hearing shall be held not less than 14 days from the date of charges.
8. Evidence of a Deputy or Correctional Officer being convicted of any Federal or State criminal offense will be sufficient evidence to substantiate a similar charge before the Commission.

D. DECISION ON CHARGES

The Commission shall make its' findings and determine its' order on or before thirty days from the date of hearings. Thereafter, a copy of the order shall be mailed to the accused Deputy or Correctional Officer by registered or certified mail, return receipt requested, and a copy of said order shall be mailed to the Sheriff. The decision shall be rendered in an open meeting.

E. SUBPOENA

1. The Sheriff and the accused member, or their respective counsel, may, at any time before the hearing, apply to the Commission for subpoena directed to specific person requiring their appearance at the hearing, and if necessary,

requiring them to produce at the hearing books, papers, records and such other things as may be relevant to the hearing. The application shall specify the names and addresses of the persons to be subpoenaed and the documents and things which they are to be required to produce. The requested subpoena will be issued.

2. Any request for continuance by reason of inability to serve subpoena shall be filed in the Office of the Commission at least five days before the date set for such hearing.

F. FILING OF PAPERS

All papers may be filed with the Commission by mailing them to the County Sheriff's Office Merit Commission at its' address in Joliet, Illinois. All papers may also be filed by delivering the same to the Commission's Office in Joliet, Illinois, personally or by messenger. For the purpose of these Rules and Regulations, the filing date of any paper shall be the date it was received in the Commission's Office in the event the paper is delivered personally or by messenger. In the event the paper is forwarded by mail, then the filing date shall be the date which is postmarked on the envelope containing such paper.

G. FORM OF PAPERS

1. All papers filed in any proceeding shall be typewritten or printed and shall be on one side of the paper only.
2. If typewritten, the lines shall be double spaced, except that long quotations may be single spaced and indented.
3. All papers shall not be larger than 8 1/2 inches wide by 11 inches long and shall have inside margins of not less than one inch.
4. The original of all papers filed shall be signed in ink by the party filing the paper or by his counsel.
5. If papers are filed by an attorney, his name and address shall appear thereon.

H. CONTINUANCE OF HEARING

After a hearing has been scheduled, no continuances shall be granted at the request of any of the parties thereto or their counsel, unless such request is made orally to the Chairman of the Commission or in writing at the Commission's Office in Joliet, Illinois, at least ten days before the date for which 'the hearing is scheduled, or upon good cause shown.

ARTICLE VIII

VIOLATION OF RULES AND REGULATIONS

Any Deputy or Correction Officer of the Will County Sheriff's Office shall be subject to disciplinary action as provided in Article VI who shall violate any rule or regulation adopted by the Will County Sheriff and received by the Commission.

ARTICLE IX

MAINTENANCE OF DISCIPLINARY RECORDS

Records of disciplinary violations of all sworn members shall be maintained for five (5) years from the ending time of any disciplinary sanction. Records shall be maintained on all prior discipline or rule violations occurring before the last disciplinary sanction until a five (5) year period occurs with an employee discipline free. The staff of the Merit Commission shall dispose of disciplinary records before January 1 of each calendar year for all disciplinary records required to be disposed of in the prior calendar year. All records shall be disposed of pursuant to the Local Records Act. (50 ILCS 205/1 et seq.)



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