

COUNCIL WORKSHOP ITEM

ITEM: Change to Municipal Code – Chapter 17 – Police and Fire
DATE: March 26, 2002
PREPARED BY: Greg Zimmerman, Director-Human Resources
PURPOSE: The purpose of this change is to allow Human Resources to charge candidates for cost of written tests.

DISCUSSION:

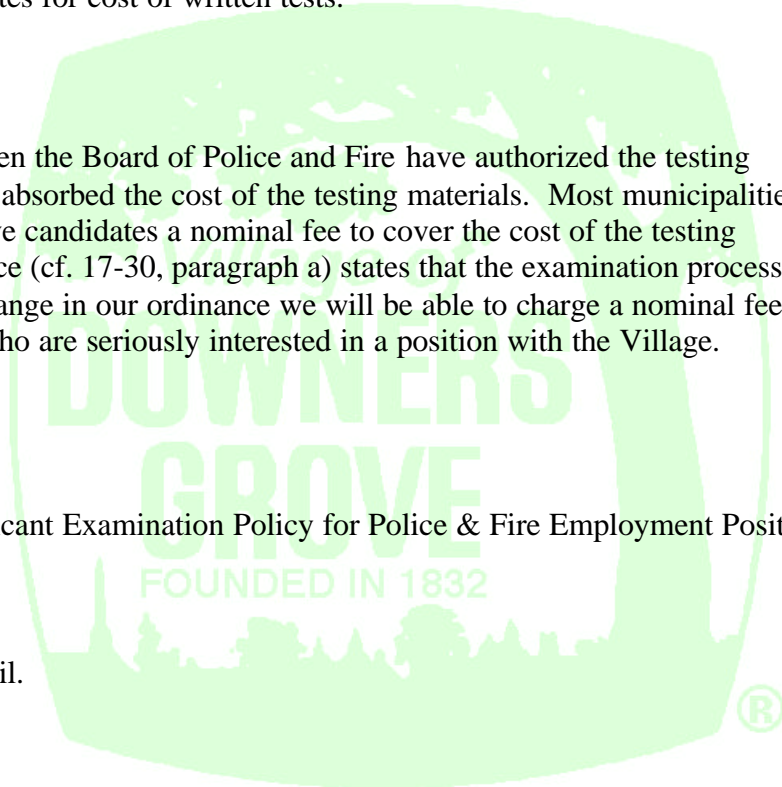
Over the past several years, when the Board of Police and Fire have authorized the testing process for new hires, we have absorbed the cost of the testing materials. Most municipalities have come to charge prospective candidates a nominal fee to cover the cost of the testing materials. Our present ordinance (cf. 17-30, paragraph a) states that the examination process is “free to applicants.” With a change in our ordinance we will be able to charge a nominal fee. This will promote only those who are seriously interested in a position with the Village.

ATTACHMENT:

Ordinance Amending the Applicant Examination Policy for Police & Fire Employment Positions

RECOMMENDATION:

Adoption by the Village Council.



ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 17-30 OF THE DOWNERS GROVE MUNICIPAL
CODE REGARDING EXAMINATION PROCEDURES
FOR POLICE AND FIRE EMPLOYMENT POSITIONS**

BE IT ORDAINED by the Council of the Village of Downers Grove, in DuPage County, Illinois,
as follows: (Additions are indicated by shading; deletions by ~~strikeout~~.)

SECTION 1. That Section 17-30 of the Downers Grove Municipal Code is hereby amended as follows:

17-30. Examination and qualification of applicants.

(a) Examinations. Except as provided in Section 2-72(a)(1) of this Code, each applicant for employment in a position as a fireman or police officer in the fire or police departments of the Village shall be no less than twenty one years of age, a citizen of the United States, and shall be otherwise qualified as provided by law. The examination ~~testing~~ procedures shall be public, competitive, ~~and free to applicants~~, and shall be subject to reasonable and uniform (within each department) requirements as to health, habits, moral character, physical condition, experience and any other qualifications that the Board deems appropriate for the proper and competent performance of the duties and responsibilities of the position applied for. ~~The Village may, at its discretion, charge an applicant a fee to cover the costs of said examination.~~ If the position requires special qualifications, the Board may require evidence of special training or practical experience.

(b) Applications. Applications must be filed with the Board in a form approved by the Board within the period specified in the announcement of the examination. Applications for either the police or the fire department shall be filed on blank forms furnished by the Board, and applicants must comply with all requirements specified therein. Any person making an untruthful or incomplete answer to any application question shall be rejected by the Board and the applicant shall be notified of such action. The Board shall remove any person appointed to a position in the fire or police department upon learning that a false statement has been made or any material fact has been omitted or misrepresented to the Board by the applicant. The Board may make such investigation as it deems necessary to verify that the applicant has met all required qualification standards. An applicant may be rejected by the Board before or after a written examination if his application or the investigation indicates a failure to meet the qualifications for the position.

(c) Notice of examination. Notice of the time and place of each examination testing procedure shall be given as provided by law. In addition, the Board may provide such additional notice as it deems appropriate.

(d) Standards and scoring of examinations. The Board shall establish minimum standards for successfully passing each segment of the examination testing procedure and shall determine the weight to be assigned to the separate tests or qualification categories within any examination testing procedure. Standing on the eligible lists hereinafter referred to shall be determined by the aggregate score earned by the applicant for the entire examination testing procedure. Failure by the applicant to pass any discreet test or meet the minimum requirements of any qualification category within an examination testing procedure shall disqualify the applicant for the position applied for. The military and cadet preference

credit provisions of the state law shall not apply and there shall be no preference credits given for examination based upon military or cadet service.

(e) Notice of results. Each applicant will be notified within a reasonable time of the results of his examination testing procedure. If an applicant has failed to pass, the notice shall so state; if an applicant has passed the examination testing procedure, the applicant shall receive notice that his name has been placed on the eligible list. (Ord. No. 2036, § 3; Ord. No. 2849, § 5; Ord. No. 3266, § 37.)

SECTION 2. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

Mayor

Passed:

Published:

Attest: _____
Village Clerk

[testchg]