

DeKalb County Sheriff's Office
Merit Commission

2019 Rules & Regulations



To Serve and Protect

**DEKALB COUNTY SHERIFF'S OFFICE
MERIT COMMISSION**

Merit Commission Established by Ordinance
December 27, 1972

Rules Adopted – July 1, 1973
Amended – April 1, 1979
Amended – December 18, 1986
Amended – January 27, 1993
Amended – September 3, 1997
Amended – February 14, 1998
Amended – March 1, 2005
Amended – May 1, 2010
Amended – September, 2014
Amended – November, 2019

CHAIRMAN: GENE LANE

VICE CHAIRPERSON: ANITA TURNER

SECRETARY: TODD WALKER

**RULES, REGULATIONS AND PROCEDURES
OF THE
DEKALB COUNTY SHERIFF’S OFFICE
MERIT COMMISSION**

Pursuant to its responsibility for the administration and operation of a merit system for all Deputy Sheriffs of the DeKalb County Sheriff’s Office, as authorized under the Sheriff’s Merit System Act, and the Illinois Compiled Statutes Chapter 55 ILCS 5/3-8001 et. seq, the Merit Commission of the DeKalb County Sheriff’s Office (hereafter, “The Commission” adopts the following Rules, Regulations and Procedures.

These adopted Rules, Regulations and Procedures supersede all other Rules, Regulations and Procedures previously adopted by the Commission.

TABLE OF CONTENTS

ARTICLE I
ADMINISTRATION.....1-3

ARTICLE II
RANK STRUCTURE.....4-5

ARTICLE III
APPOINTMENT TO SHERIFF’S OFFICE.....6-9

ARTICLE IV
PROMOTION.....10-11

ARTICLE V
OTHER PERSONNEL TRANSACTIONS.....12

ARTICLE VI
SEVERABILITY.....13

*For disciplinary procedures refer to the MAP-Sheriff Contract Article VIII Section 8.4 and Article IX Section 9.1-9.6

ARTICLE I ADMINISTRATION

- A. ORGANIZATION OF THE COMMISSION:** The officers of the Merit Commission shall be: Chairman, Vice-Chairman, and Secretary. All officers shall be elected by a simple majority vote of the Merit Commission. The term of office shall be two years or until the term of office as a member of the Commission shall expire, whichever period is shorter. The Chairman shall preside at all meetings and shall perform all duties required by these Rules, Regulations and Procedures. The Vice-Chairman shall preside at meetings in the absence or disability of the Chairman. The Secretary shall keep the minutes and records of the Commission.
- B. OFFICE AND STAFF:** The Commission shall maintain an office in Sycamore, Illinois, where its staff, assistants, and clerks shall function and where its files and records shall be maintained.
- C. MEETINGS:** Regular meetings of the Commission shall be held quarterly unless no business or activity exists for consideration during any given quarter. Other meetings may be called, as necessary, by the Chairman or upon the request of two members of the Commission. The Chairman must notify each of the Commission members specifying the time and place of such meetings at least three days prior to the meeting unless necessity shall require an earlier meeting. All meetings shall be conducted with the provisions of the Open Meetings Act found in 5 ILCS 120/1 et.seq.
- D. QUORUM:** Attendance of at least two members of the Commission at meetings shall constitute a quorum.
1. Members of the DeKalb County Merit Commission may attend meetings by video or audio conference subject to the following conditions:

- a. A quorum of the members of the Board must be physically present at the meeting location.
- b. The member requesting to attend by audio or videoconference must be unable to physically attend the meeting because of: (1) personal illness or disability, (2) employment purposes or the business of the Board, (3) a family or other emergency.
- c. The member requesting to attend by audio or videoconference must notify the recording secretary before the meeting if practical.
- d. A majority of the members of the Board must approve the member's request to attend by audio or videoconference.
- e. Equipment must be available that will permit the member to participate in the meeting so that the member can hear and/or see the other members of the Board and the other members of the Board can hear and/or see the member attending by audio or video conference.

2. If a member of the Board attends a meeting by audio or videoconference in accordance with this policy, the minutes of that meeting shall reflect that the member was present via audio or videoconference.
3. Members attending by audio or video conference shall be permitted to participate in the meeting as if they were physically present to the extent permitted by the equipment used including the right to vote on any matters that come before the Board.

E. VOTING: On all matters brought before the Commission, the concurrence of at least two members of the Commission shall be necessary to constitute a majority for a decision and the action of such majority shall be considered the act of the Commission.

F. MINUTES AND RECORDS: The Commission shall:

1. Maintain such personnel records and files as are necessary to execute its responsibilities. These records and files shall be confidential except that the Sheriff may examine such files and any member of the Sheriff's Office shall be permitted on request to examine their personal graded written examination. The Commission shall comply with the terms of the Illinois Personnel Review Act 820 ILCS 40/1.
2. Keep and maintain the minutes of all meetings and report the decisions rendered to appropriate parties.
3. Carefully complete and maintain a transcript of disciplinary proceedings.
4. Keep and maintain all other records and files necessary for the proper administration and operation of the Commission's business including any information required for compliance with the requests of the County Board of DeKalb County for reports of activity.

ARTICLE II RANK STRUCTURE

- A. RANK:** For the purpose of the administration and operation of the merit system of the DeKalb County Sheriff's Office, the ranks in the Sheriff's Office as denoted by the Sheriff of DeKalb County are:

Lieutenant
Correction Sergeant
Lieutenant and/or Director of Communications
Communication Sergeant/Supervisor
Patrol Sergeant/Detective Sergeant
Deputy Sheriff
Tele-communicator- (Civilian)

- B. POSITION:** Persons meeting the requirements of the qualifications and procedures stated in these Rules and Regulations can attain certification of tenure in these ranks.

- C. ASSIGNMENTS OF CHIEF DEPUTY AND/OR CHIEF OF CORRECTIONS (Superintendent of the Jail):** The appointment of an individual as Chief Deputy and/or Chief of Corrections, may be made by the Sheriff.

D. POST ASSIGNMENT TENURE:

1. When an individual who is tenured at a certain rank is elected or appointed Sheriff, that person shall be considered to be on an extended leave of absence from his* attained rank. Upon completion of a term or terms as Sheriff or upon his resignation from the office of Sheriff that individual may, upon providing 30 days written notice to the Commission return to his tenured position. Said 30-day notice must be served upon the Commission within 30 days of the Sheriff's completion of his or her term or within 30 days of his or her resignation.

2. When an individual who is tenured at a certain rank is appointed Chief Deputy and/or an individual is appointed Chief of Corrections, that person shall be considered to be on extended leave of absence from his named rank. Upon that individual's resignation from the assignment of Chief Deputy and/or Chief of Corrections, or upon that person's removal from that position by act of the Sheriff, he may, upon providing 30 days written notice to the Commission return to his tenured position. Said 30-day notice must be served upon the Commission within 30 days of the resignation or removal.

3. Time spent in the position of Sheriff or Chief Deputy and/or Chief of Corrections, shall count toward seniority provided the Sheriff or Chief Deputy and/or Chief of Corrections came from a tenured position within the Department.

**The word his is used generically to represent both men and women throughout this document.*

ARTICLE III
APPOINTMENT TO SHERIFF'S OFFICE

- A. ENTRY INTO MERIT SYSTEM:** The rank of Deputy Sheriff, or Communications Officer (civilian position) are the sole point of entry into the Sheriff's Office merit system.
- B. APPOINTMENT TO THE SHERIFF'S OFFICE:** Applicants for certification for appointment to the Sheriff's Office, as a deputy sheriff or Communications Officer, in addition to meeting the standards prescribed by the Illinois Compiled Statutes, must:
1. Be no younger than 20 years of age, for Communications Officer no younger than 18 years of age as of application deadline.
 2. Be other than a member of the immediate family of a current employee of the DeKalb County Sheriff's Office. Immediate family shall mean husband, wife, parent, spouse's parents, brother, sister or child of the employee.
 3. Be a high school graduate, or have a certification of equivalency.
 4. Possess a valid Illinois Drivers License at the time of employment.
 5. Be fingerprinted under the Supervision of the DeKalb County Sheriff's Office.
 6. Meet such other mental, medical and physical standards as may be prescribed from time to time by the Commission.
 7. Be acceptable to the Commission after oral interview, however oral interviews are not required for candidates approved by the Commission under Article III, E-4.
 8. Be adjudged as qualified by the Commission and placed on a certified list of qualified applicants, however being placed on a

certified list is not required for candidates approved by the Commission under Article III, E-4.

9. Be appointed from the certified list of qualified applicants by the Sheriff when a vacancy or vacancies exist.
10. Any qualified applicant who declines to accept an appointment will be replaced for said appointment by another qualified applicant. A refusal to accept an appointment may constitute grounds for removal from the list of certified applicants.

C. TESTING PROCEDURES

1. Types of Examinations: applicants may be required to submit to the following examinations including, but not limited to:
 - a. Orientation
 - b. Physical Agility
 - c. Written Test
 - d. Technical Test (Relating to Telecommunications)
 - e. Oral Interviews
2. Scoring of examinations: Applicants must pass all phases of the examinations independently. Failure to meet minimum passing requirements on any examination eliminates the applicant from further consideration in that testing cycle.

<i>Phase of Examination</i>	<i>Minimum Passing Requirements</i>
Orientation	Mandatory Attendance
Physical Test	Pass/Fail
Written Test	Percentage of Total Points tba
Technical Exam	Pass/Fail
Oral Interviews	Percentage of Total Points tba

3. Ranking of Scores: Each applicant who has successfully advanced in the testing process by meeting at least the minimum passing requirements on all phases of examinations listed in 2 above will receive a final numeric score calculated by using scores achieved on the written examination and the oral interview(s) score. In the event both group and/or personal interviews are conducted, the scores of each shall be averaged to reach the applicant's final oral interview score. All final scores are based on a maximum of 100%.
4. Quorum for Testing Procedures: Commissioners will endeavor to maintain a quorum for all scheduled examinations and a quorum of Merit Commissioners is required for conducting all oral interview examinations. However, the Merit Commission reserves the right to assign or delegate any portion of *other required examinations* to the Sheriff and/or his designee(s) including those instances where a quorum of the Commissioners is not possible.

D. PROBATIONARY PERIOD: All qualified applicants appointed by the Sheriff must successfully complete an 18-month probationary period. During this probationary period these persons are subject to removal by the Sheriff as at-will employees. The Commission shall be notified by the Sheriff in writing whenever an individual is discharged during that individual's probationary period.

E. APPOINTMENT PROCEDURE: The responsibilities of the Merit Commission include:

1. Preparing and posting in a prominent location in the Public Safety Building a list of all qualified applicants at the completion of each entry screening process. The name of each qualified applicant shall remain on the posted list for a period of twelve (12) months.

2. Notifying all qualified applicants of their acceptance and that they are being placed on the certified list of qualified applicants.
3. The Commission may allow new applicants to attempt certification at a time deemed appropriate, and that certified individuals could be added to the current eligibility list for a maximum of one-year eligibility from the time of placement on the eligibility list.
4. Nothing in these Rules shall diminish the authority of this Commission to certify for appointment or promote individuals who possess prior law enforcement experience as stated in 55 ILCS 5/3-8010 or 5/3-8011.

ARTICLE IV PROMOTION

- A. PROMOTION:** To be eligible for promotion to the following ranks, an individual must have served continuously as a full time Deputy with the DeKalb County Sheriff's Office for the minimum time period indicated for the particular rank sought, prior to taking the competitive examinations for that rank:
1.
 - a. Patrol/Detective Sergeant– Three (3) years in the Sheriff's Office, with a minimum of two (2) years in the Patrol Division.
 - b. Communications Sergeant/Supervisor – Two (2) years in the Sheriff's Office with a minimum of two (2) years in the Communication Division.
 - c. Corrections Sergeant – Two (2) years in the Sheriff's Office with a minimum of two (2) years in the Correction Division.
 - d. Lieutenant – Five (5) years in the Sheriff's Office, currently holding the rank of sergeant with a minimum of one (1) year as a sergeant.
 - e. Lieutenant and/or Director of Communications – Five (5) years in the Sheriff's Office currently holding the rank of sergeant and/or supervisor with a minimum of one (1) year as a sergeant and/or supervisor.
 2. In addition to the minimum standards denoted above a candidate for promotion must:
 - a. File a formal application with the Commission.
 - b. Take and successfully pass any written and/or oral promotional examinations for the appropriate rank and

position offered by the Commission.

c. Be adjudged to be eligible for promotion and placed upon a list of persons certified as eligible for promotion.

d. The certified list for promotions shall be valid for one (1) year, or until the list is exhausted, whichever time period is shorter. If the list is no longer valid, a new list will be established when there is a need, as determined by the Sheriff.

3. Whenever the Sheriff desires to fill a vacant rank above the rank of Deputy Sheriff/Communications Officer, with the exception of the position of Chief Deputy/or Chief of Corrections as denoted in Article II C, the person selected shall be taken from the list of persons certified for promotion in accordance with Article IV of these Rules, Regulations, and Procedures. If the Sheriff rejects all persons so certified, the Sheriff shall state the reasons for such refusal in writing to the Commission.

B. PROBATIONARY PERIOD FOR PROMOTED INDIVIDUALS: All persons promoted in accordance with this article shall successfully serve a probationary period of twelve (12) months, during which time the promoted individual shall be subject to be returned to the individual's previously held tenured rank, if in the opinion of the Sheriff the individual has failed to demonstrate the ability and the qualifications necessary to furnish satisfactory service.

ARTICLE V
OTHER PERSONNEL TRANSACTIONS

- A. REHIRING:** If a person formerly under the authority of the Merit Commission desires to again be employed under the merit system in the Sheriff's Office, that individual must once again meet the basic requirements for appointment to the Sheriff's office and successfully complete the screening process in competition with all other applicants unless the individual legitimately fits within the prior law enforcement experience of 55 ILCS 5/3-8010 and/or 5/3-8011.
- B. TEMPORARY PROMOTION:** In the event a vacancy occurs in a rank due to the fact that a member of the Department is holding the position of Sheriff or Chief Deputy, or is on leave of absence, temporary promotions may be made to a rank in the same manner and with the same procedure as specified in Article IV of these Rules, Regulations and Procedures: provided, however, that any such temporary promotion shall terminate upon the return of an individual from a leave of absence or the return of a person from a previously promoted position under Article II D. Upon termination of any temporary position, reversion to a prior tenured position shall be made based upon accrued seniority acquired while serving under a temporary promotion. In the event that a permanent vacancy in a tenured position occurs, after a temporary promotion has been made to such position the Sheriff shall be permitted to fill the permanent vacancy in accordance with Article IV of these Rules, Regulations and procedures. The Sheriff may however, for periods of limited duration ninety (90) days or less, make temporary supervisory/command appointments for the purposes of handling unforeseen emergencies or temporary operations of the Sheriff's Office.

ARTICLE VI SEVERABILITY

If any provision or clause of these Rules, Regulations, and Procedures or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other provisions or applications of these Rules, Regulations, and Procedures and are declared to be severable.

RECEIPT FOR:

“Merit Commission Rules and Regulations” booklet

This will acknowledge my receipt of this booklet.

Signature

Date