



## MISSION STATEMENT

Administer the City of Aurora's separate Civil Service System to examine and certify highly qualified candidates for Civil Service positions in the Fire and Police Departments; and to provide an appeals process for disciplinary actions for Civil Service employees.

## OBJECTIVES

To provide the citizens of Aurora with the most qualified applicants for, and promotion to, Firefighter and Police Officer positions, irrespective of the applicant's race, creed, color, gender, age, national origin, sexual orientation, religious or political opinions or affiliations and to discourage hateful speech on such in the workplace.

To inspire public confidence in the Civil Service System and to afford members of the Civil Service an opportunity for honorable and useful employment and promotion within Civil Service positions of the Fire and Police Departments.

To have the Commission and its employees work toward the equality of opportunity for all qualified persons to compete for original appointment to, and promotion within, positions in the Civil Service based on merit, ability, skill and knowledge.

To support a common goal of City Council and the Civil Service Commission to provide a safe community for the citizens of Aurora.

## RESPONSIBILITIES

The Commission was established September 12, 1967 by City Charter as an independent panel of Aurora citizens to ensure fairness in selection and promotion to positions in the Civil Service and fairness in discipline of Civil Service members.

The Commission's responsibilities include:

- Maintaining a Civil Service System that is designed for the needs of the citizens of Aurora and is impartial to any special interest groups.

- Formulating and enforcing rules for the purposes of carrying out the provisions of the City Charter including the "Rule of One".

- Establishing rules and regulations in concert with the City Charter outlining qualifications and examination procedures for applicants for original and promotional appointment to Civil Service positions.

- Examining and re-certifying former Firefighters and Police Officers

seeking reinstatement to the Civil Service System.

- Providing a fair and unbiased review process of disciplinary appeals from Civil Service members.

- Selecting a Commission Administrator who shall also be the Chief Examiner for the Commission.

- Investigating all breaches of the City Charter pertaining to the Civil Service system.

- Approving/disapproving orders of demotion, prior to the end of the probationary period.

