**Section 150.560 Filing Procedures**

a) The Petition for Review must be filed within ten (10) days after notice of suspension is received. Failure to so file within such time limits will result in an automatic dismissal of the appeal.

b) The Petition for Review shall be deemed as filed with the Board when accomplished in any of the following ways:

1) Filed in person or by a representative of the officer at the Board Office during regular business hours, from 8:30 a.m. to 5:00 p.m., Monday through Friday, or

2) Mailed to the Board Office by certified or registered mail. The Post Office record as recorded on the envelope shall be considered as the date and time of filing such petition with the Board, or

3) A telegram sent to the Board containing information required in Section 150.550 and a statement that the officer desires to appeal his/her suspension and is immediately mailing the required Petition. In that instance, the time and date on the telegram shall be considered as the date and time of filing such Petition with the Board.

(Source: Amended at 3 Ill. Reg. 47, p. 86, effective November 12, 1979)