

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON AUGUST 16, 2013 AT THE VILLAGE HALL OF THE VILLAGE OF WILLOWBROOK, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Schuler at the hour of 7:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman William Schuler, Secretary Stephen Landsman, and Commissioner Joe Heery. Also present were Chief of Police Mark Shelton and Village Administrator Tim Halik.

ABSENT: None.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. REVIEW AND APPROVE REGULAR MEETING MINUTES OF JULY 19, 2013

The Commission reviewed the minutes from the regular meeting held on July 19, 2013.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the regular meeting minutes of July 19, 2013 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

Administrator Halik advised that Chief Shelton made a presentation to the Village Board at their regular meeting on July 26, 2013 and described some of the difficulties that he has been experiencing with the current staffing levels. At the conclusion of the presentation, Chief Shelton made a recommendation in order to operate the Department in the most efficient manner, he would need to hire an additional four

police officers and promote two current officers to sergeant. The Board discussed this recommendation at that meeting and again at a Goal Setting Workshop the following week. At the most recent regular Board meeting on August 12, 2013, the Board passed an amendatory ordinance that changes the composition of the police department to hire two new officers at this time.

Administrator Halik advised that the plan is to hire two new officers now and promote two existing officers to sergeant. The remaining two officers that the Chief has recommended will be added to the department through the budgeting process and hired after May 1, 2014.

6. UNFINISHED BUSINESS

Chief Shelton advised that the newest officer, Dylan Trainor, is doing well. He has been on all shifts during his training.

7. NEW BUSINESS

a. NEW PATROL OFFICER POSITIONS

Chairman Schuler stated that the Village Board has given the BOPC the authority to hire two new officers.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to approve the hiring of two new patrol officers.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Chairman Schuler requested that discussion on Item #b be moved to the end of this section.

c. SELECTION WORKS PROMOTIONAL TESTING SERVICES

Administrator Halik advised that if the BOPC reviews and recommends that Selection Works conducts the assessment process for the sergeant testing, the recommendation will go to the Village Board to authorize the execution of the proposal.

Chief Shelton stated that a decision needs to be made on how to conduct the oral interviews. They can be done by Chiefs from other municipalities, the BOPC can conduct them, or a combination of Chiefs and BOPC members. If the BOPC will conduct the oral interviews, they would need to have about an hour of training to go over the questions and what to look for.

Chief Shelton advised that the department will be developing the test which will include General Orders, John Maxwell's "21 Laws of Leadership," and local Village Ordinances.

Administrator Halik advised that money has already been budgeted for this testing process.

Chairman Schuler recommended that the two Chiefs in addition to the BOPC conduct the oral interviews.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to recommend to the Village Board to accept the contract from Selection Works to conduct the sergeant testing.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

d. RULES AND REGULATIONS - CHANGE REGARDING PROMOTIONAL PROCEDURES

Chairman Schuler stated that there was a recommendation from Administrator Halik to remove the requirement for a psychological and medical testing as part of the promotional process. Chief Shelton stated that he had spoken to John Broihier, Attorney for the Illinois Board of Police Commissioners. Mr. Broihier stated that it was inappropriate to have these tests as part of the promotional process.

Secretary Landsman stated his concerns with removing the tests. Chief Shelton advised that there are procedures already in place if a current officer is deemed to be having problems.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to remove the requirement for psychological and medical examinations as part of the promotional exam.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

e. DEPARTMENTAL MERIT EFFICIENCY RATING CRITERIA

Chief Shelton advised that in the BOPC Rules and Regulations, he has 1 - 35 points that he can give to officers in addition to their test scores. In the past, dependability, knowledge and acceptance of responsibilities, work judgment, loyalty, creativity, and flexibility were the criteria used for the Chief to award the additional points.

Secretary Landsman questioned if besides the quantitative numbers, if the Chief's opinion counts towards what points get awarded. Chief Shelton advised that he does have subjectivity.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the criteria being used by the Chief of Police.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

b. SERGEANT PROMOTIONS

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the start of the testing process for the Sergeant exams to promote two patrol officers.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to adjourn the meeting at the hour of 7:49 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

September 20 , 2013

---

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.