

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON SEPTEMBER 23, 2011 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 Commissioner Landsman at the hour of 7:02 a.m.

2. ROLL CALL

Those present at roll call were Commissioners Stephen Landsman, and Joe Heery. Also present was Chief of Police Mark Shelton and Executive Secretary Deborah Hahn.

ABSENT: Commissioner William Schuler.

A QUORUM WAS DECLARED

3. REVIEW AND APPROVE SPECIAL MEETING MINUTES OF JULY 30, 2010

The Commission reviewed the minutes from the special meeting held on July 30, 2010.

MOTION: Made by Commissioner Landsman, seconded by Commissioner Heery, to approve the special meeting minutes of July 30, 2010.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. DISCUSSION - SERGEANT'S TEST AND TESTING PROCEDURE

Chief Shelton gave a brief description regarding the Commander's rank being eliminated through attrition, with a Sergeant's rank replacing the Commander rank. There were four commanders, and three of the four have recently retired. All were 50 years of age or older with 20+ years of service. The fourth will retire in April 2012 per a signed agreement. This leaves one Sergeant rank.

The existing Sergeant's list expires November 17, 2011. A new test needs to be conducted sometime before the end of the year. Two companies are being looked at to conduct the testing process. They will put a booklet together for each of the candidates to review on how the testing process works.

Commissioner Landsman asked if the department would be soliciting candidates outside the police department. Chief Shelton explained that this is only for current sworn Willowbrook police officers.

Chief Shelton explained that Dave Christiansen of Police Consultants, Inc. (PCI) was used for previous tests. Their testing processes were a test based on information in procedural books, and an oral interview.

In talking with other Chiefs in DuPage County, the two companies the department is looking into (Resource Management and Personnel Strategies) will tailor the test to the individual department. Resource Management conducts the written test portion of the exam and utilizes department information regarding ordinances, general orders, and elements Willowbrook looks for in a sergeant. Dr. Dennis Selvig of Personnel Strategies conducts the assessment (oral) portion of the test. Dr. Selvig formally was with Laser and Associates, who have been around since the 1980's. He will put together 4-5 interview scenarios based on information from Chief Shelton.

In speaking with other Chiefs who have used this company, Dr. Selvig's assessment was very accurate. He was highly recommended. Once the two phases of the testing process are completed, the Chief is allowed to give "35 points" towards their score of the testing process for the final list.

Chief Shelton advised that there will be approximately 12-13 officers eligible to take the test. Once the test is taken, the officers can utilize military points and then they get ½ point per year up to five years for seniority. Once the scores from the written test and oral assessment are complete, then Chief Shelton will apply his 35 points.

Commissioner Landsman complimented Chief Shelton on the visibility of officers on village streets and the officers stopping to talk with citizens.

Commissioner Heery advised that he met with Mayor Napoli regarding his concerns with the reduction of staff in the police department. Chief Shelton advised that the minimum staffing numbers per shift has not changed. They have remained the same and if needed, overtime is posting to maintain the minimum staffing number per shift.

MOTION: Made by Commissioner Landsman, seconded by Commissioner Heery, to utilize Resource Management and Personnel Strategies for the Sergeant's testing process.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Heery, to adjourn the special meeting at the hour of 7:25 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

May 21 , 2012

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Chairman

Minutes transcribed by Debbie Hahn.