

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON OCTOBER 19, 2012 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 was Chief of Police Mark Shelton, Village Administrator Tim Halik, and Executive Secretary Cindy Stuchl.

ABSENT: None.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. REVIEW AND APPROVE SPECIAL MEETING MINUTES OF SEPTEMBER 21, 2012

The Commission reviewed the minutes from the special meeting held on September 21, 2012.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the special meeting minutes of September 21, 2012 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. POLICE OFFICER TESTING PROCESS AND SCHEDULE

Chad Legel, President and CEO of Selection Works, gave overview of the police officer testing process.

Mr. Legel stated that he will work with Chief Shelton to design the application profile to be placed on Selection Works website. The profile will describe what the minimum requirements are for

a patrol officer and describe the community. This profile is then also listed on The Blue Line's website, which is a police officer recruitment website, and any local newspapers.

Chairman Schuler questioned if application documents can be submitted online. Mr. Legel stated that original documents are not necessary and can be submitted online.

Mr. Legel stated that Selection Works will verify with each application submitted that all proper paperwork has been submitted before the testing date. They will maintain contact with the applicants on behalf of the Village.

Mr. Legel stated that the primary entry level written exam that is used by them combines four (4) different types of predictors to determine the likelihood that an applicant will succeed in a law enforcement career. The test brings back cognitive skills to a more meaningful level. Other elements of the test include personality, integrity, and biographical data.

Mr. Legel stated that the oral interview will be conducted in written form. Commissioner Heery questioned what the results have been for this type of test. Mr. Legel stated that correlations have been validated with studies from other agencies.

Chairman Schuler questioned why an applicant has to wait until after the initial eligibility list is posted to submit any preference points. Mr. Legel stated that it is a matter of law that an applicant has ten (10) days to claim their points.

Secretary Landsman questioned if there are enough versions of the test available to that a single candidate that has been applying at several agencies does not gain an advantage taking a repeat test. Mr. Legel stated that there are enough parallel forms of the test so that this should not occur.

Chairman Schuler questioned if Selection Works has any guidance for the commissioners for when they do eventually conduct the oral interviews with an applicant as to what can and cannot be asked. Mr. Legel stated that he can sit with the commissioners and work with them on what to ask.

Chairman Schuler questioned on what kind of timeline is there. Chief Shelton stated that he has tentatively scheduled

January 26, 2013 for the written test to be held at Ashton Place. Mr. Legel stated that once he receives the application profile from the Chief, the information would be placed on their website by the end of October. This would allow for the advertising period during November and December. The applications would have a deadline in the beginning of January and allow for the two-week grace period prior to the testing date.

6. MAYOR'S MESSAGE

There was no "Mayor's Message". The commissioners concurred to change the title of this item to "Communications" on future agendas.

7. ISSUES

- a) Ordinance Amending the Village Code regarding the Powers and Duties of the Board of Police Commissioners

Chairman Schuler reviewed the ordinance amendment that basically states that the Village Board will provide direction to the BOPC before automatically hiring an officer to fill a vacancy.

- b) Resolution Accepting Selection Works Proposal

Chairman Schuler reviewed the resolution and stated that the Village Board has accepted the recommendation of the BOPC to hire Selection Works.

- c) Deputy Chief Oggerino's Retirement

Deputy Chief Oggerino announced his retirement effective January 4, 2013 with 29 years of service. Chief Shelton stated that Detective Mark Altobella will succeed him as Deputy Chief effective January 7, 2013. Detective Altobella has been with the Department for 22 years.

- d) Police Officer Vacancy

With Detective Altobella's promotion, this will leave a patrol vacancy in the police department. Chief Shelton

stated that he has locked in a position at the Suburban Law Enforcement Academy for January 7, 2013. Pending Village Board Resolution approval at the Board Meeting on Monday, October 22nd to hire an officer, Chief Shelton stated that the detectives will begin background investigations on candidates off the current patrol list. If unable to get a new hire in this academy date, the next available space is April 8, 2013.

Administrator Halik stated that with the pending vacancy on January 7, 2013 and the Ordinance amendment to the powers of the BOPC, he has prepared a Resolution to be placed on the Village Board agenda for this Monday evening that if adopted, authorizes the BOPC to begin the replacement process. Administrator Halik stated that the Public Safety Committee has already been notified of this issue and does not anticipate any delay in the adoption.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman to authorize Chief Shelton to begin the replacement process after the Resolution has been approved by the Village Board at the Board meeting on Monday, October 22, 2012.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Chief Shelton stated that using the new written oral testing procedures, the BOPC Rules and Regulations will need to be amended. He will be conferring with the Village Attorney for the updates.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman to set the application fee at \$35.00 per applicant.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Chief Shelton stated that it had been discussed at a prior BOPC meeting about having new candidates already have a NIPSTA card, which verifies that the applicant has taken on their own and passed the state physical fitness POWER test. Chief Shelton stated that he would like to add this to the qualifications for new applicants.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery to include as a prerequisite for new hires that they have

obtained a NIPSTA card within six (6) months prior to the testing date.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. VILLAGE ATTORNEY'S COMMENTS

Village attorney was not present at today's meeting. Chairman Schuler stated that he had sent a letter to the Village Attorney questioning three different issues. These have since become mute issues.

9. NEXT MEETING

The next meeting for the Board of Police Commissioners has been scheduled for Friday, November 16, 2012 at 7:00 a.m. at the Village Hall.

10. ADJOURNMENT

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

November 16 , 20 12

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.