

A G E N D A - Amended

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, FEBRUARY 15, 2013, AT 7:00 A.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. VISITORS' BUSINESS - Public comment is limited to three minutes per person
4. REVIEW AND APPROVE MINUTES OF DECEMBER 21, 2012
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
 - a. REVIEW - PATROL OFFICER APPLICANT TEST RESULTS
7. NEW BUSINESS
 - a. MOTION - DRAFT AMENDMENT TO VILLAGE CODE 5-1-1.1 - MINIMUM ELIGIBILITY REQUIREMENTS
 - b. MOTION - TO AMEND BOARD OF POLICE COMMISSIONERS RULES AND REGULATIONS ADOPTED DECEMBER 21, 2012.
8. ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON DECEMBER 21, 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 were 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 NOVEMBER 16, 2012

The Commission reviewed the minutes from the special meeting held on November 16, 2012.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to approve the special meeting minutes of November 16, 2012 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

None presented.

6. UNFINISHED BUSINESS

- a. APPROVAL - A RESOLUTION AMENDING THE RULES AND REGULATIONS OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK, STATE OF ILLINOIS, ADOPTED APRIL 22, 2002

Chairman Schuler reviewed the resolution that is required to be passed when amending the BOPC Rules and Regulations.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adopt the Resolution 12-BPCR-1 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

7. NEW BUSINESS

- a. UPDATE - NEW HIRING PROCESS

Chief Shelton stated that as of this past Wednesday, there are 44 persons that have completed applications with Selection Works. The last day to submit applications is January 4, 2013.

Chairman Schuler stated that there had been two issues that came up during the application process. One involved the NIPSA test that an executive decision was made to back date the NIPSA completion date due to the testing facility not conducting tests during the winter months. The second issue involved an applicant that requested taking the test on a different date due to religious reasons. Selection Works was contacted and they have conducted tests on different days for this same reason and have no problem doing the test on the day before the actual test date.

- b. UPDATE - OPEN PATROL POSITION

Chief Shelton stated that the first 50 applicants on the existing list have been contacted and have either passed on the position or failed some part of the application process.

Chief Shelton recommended that the Commission defer the hiring process until the new list is established. Chief Shelton stated

that he has locked in a date at the police academy in case it is needed.

MOTION: Made by Commission Heery, seconded by Secretary Landsman, to follow Chief Shelton's recommendation to pass on the current applicants.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Secretary Landsman questioned what this will do for overtime. Chief Shelton stated that he has already advised Administrator Halik, the Public Safety Committee, and the Village Board that overtime will be incurred. Chief Shelton stated that he did not wish to make a short-term decision for a long-term effect.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to defer the hiring process until the new eligibility list has been established.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commissioners concurred that they are understanding and supportive of additional overtime that the police department may incur to maintain a force level sufficient to provide for the safety and welfare of the Village and its residents until the Board of Police Commissioners has filled the open patrol officer position.

8. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the special meeting at the hour of 7:19 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 15 , 2013

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.



Village of Willowbrook

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Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

MEMO TO: William Schuler, Chairman, BOPC
Stephen Landsman, Member, BOPC
Joseph Heery, Member, BOPC

MEMO FROM: Tim Halik, Village Administrator *TH.*
Mark Shelton, Chief of Police

DATE: February 12, 2013

Re: **Proposed Text Amendments to Section 5-1-1.1 of the Village Code of Ordinances / BOPC Rules and Regulations**

During the recently completed patrol officer testing process, we encountered a question regarding patrol officer minimum eligibility requirements. Provisions contained within the BOPC Rules and Regulations, adopted December 21, 2012, did not match those contained within Section 5-1-1.1 of the Village Code of Ordinances. After consultation with Chairman Schuler, it was agreed that requirements within both sets of documents need to match.

Section 5-1-1.1 of the Village Code entitled, "Patrol Officer, Minimum Eligibility Requirements" was last revised in May of 2002. The text amendments needed to ensure this section comports with the newly adopted BOPC Rules and Regulations are depicted on the attached sheets. If the BOPC concurs with these text amendments, an amendatory ordinance will be drafted and forwarded to the Village Board for their consideration at the next regular meeting on February 25, 2013.

In addition to the above, we also recommend that the BOPC consider an amendment to the recently adopted BOPC Rules and Regulations pertaining to the P.O.W.E.R. Test Completion (Section 10, page 7). The current requirement is that the test be taken within six (6) months of completion of the written exam. This limitation has created testing issues due to the fact that the NIPSA POWER test is not offered during the winter months. Given our recent testing occurred in January, candidates that did not take the test prior to winter were ineligible to apply. We would recommend that the limitation be changed to twelve (12) months, instead of six (6) months. If the BOPC concurs, a motion can be made at the next meeting to amend the Rules (This item was added to the agenda in case the BOPC wished to take this action at the next meeting).

We will review this information further during the meeting on Friday.

Attachments.
TJH/MTS/th

5-1-1.1: PATROL OFFICER, MINIMUM ELIGIBILITY REQUIREMENTS:

In order to be eligible ~~to test~~ for the position of patrol officer with the Willowbrook police department, at the time of original appointment to the police department, a person must meet the following minimum requirements in addition to any other requirements imposed by law or ordinance:

(A) ~~Twenty one (21) years of age or older at the time of original appointment to the police department.~~ Must be a minimum of twenty-one (21) years of age, and a maximum of thirty-five (35) years or age, unless already a certified police officer.

(B) Eyesight correctable to 20/20 in each eye, normal depth perception and no color blindness that would prevent an individual from performing the essential functions of the job.

(C) United States citizen.

(D) No felony convictions involving moral turpitude, as specified in 65 Illinois Compiled Statutes 5/10-2.1-6.

(E) Weight proportionate to height.

(F) Bachelor's degree from an accredited university or college; or transcript evidencing ~~s~~Sixty (60) hours of accredited university or college credit ~~from an accredited university or college~~, a certificate evidencing successful completion of the Mminimum Standards Basic Law Enforcement T raining Course as provided by the Illinois Police T raining Act, and evidence of full-time employment for two (2) years as a certified Illinois police officer. (Ord. 02-O-07, 5-13-2002)

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(B) Eyesight correctable to 20/20 in each eye, normal depth perception and no color blindness that would prevent an individual from performing the essential functions of the job.

(C) United States citizen.

(D) No felony convictions involving moral turpitude, as specified in 65 Illinois Compiled Statutes 5/10-2.1-6.

(E) Weight proportionate to height.

(F) Bachelor's degree from an accredited university or college; or transcript evidencing sixty (60) hours of accredited university or college credit, a certificate evidencing successful completion of the Minimum Standards Basic Law Enforcement Training Course as provided by the Illinois Police Training Act, and evidence of full-time employment for two (2) years as a certified Illinois police officer. (Ord. 02-O-07, 5-13-2002)

SECTION 7: PHYSICAL REQUIREMENTS. No minimum or maximum height or weight limitations may be imposed; however, weight must be proportionate to overall size and body structure. Applicants must have correctable to 20/20 vision in each eye as well as normal depth perception and no color blindness that would prevent an individual from performing the essential functions of the job.

SECTION 8: AGE REQUIREMENTS. All applicants for a position in the police department shall be under thirty-five (35) years of age on the last date on which applications may be submitted, to participate in any examination, except as otherwise provided by statute. At the time of original appointment to the police department, individuals must have attained twenty-one (21) years of age.

SECTION 9: RELEASE OF LIABILITY. Each applicant shall sign the following releases: Character and Background Release authorizing the Board or its agents to conduct such an investigation and such other waivers, releases and consents as may further be required by the Board.

SECTION 10: VALID POLICE OFFICER WELLNESS EVALUATION REPORT (P.O.W.E.R.) TEST COMPLETION. Each applicant shall possess a valid P.O.W.E.R. Test card displaying successful completion, date within twelve (12) ~~six (6)~~ months prior to date of written exam.