

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, AUGUST 16, 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 JULY 19, 2013
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - a. New Patrol Officer Positions (APPROVE)
 - b. Sergeant Promotions (APPROVE)
 - c. Selection Works Promotional Testing Services (APPROVE)
 - d. Rules and Regulations - Change Regarding Promotional Procedures (APPROVE)
 - e. Departmental Merit Efficiency Rating Criteria (APPROVE)
8. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON JULY 19, 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 MARCH 15, 2013

The Commission reviewed the minutes from the regular meeting held on March 15, 2013.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to approve the regular meeting minutes of March 15, 2013 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

Administrator Halik advised the Commission that the next Village Board meeting will be held on Monday, July 22, 2013 and there will be a discussion item reference police department staffing and structure. Chief Shelton will be addressing the Board pertaining to the current operations of the police department and the effects to the department. Chief Shelton's presentation

will conclude with a recommendation to the Board on how to proceed moving forward.

6. UNFINISHED BUSINESS

Chairman Schuler questioned if there was any new information on the promotional exam. Chief Shelton stated that he has spoken to Selection Works, who was used to conduct the patrol officer examination. The promotional exam is conducted in a similar fashion - a comprehensive written test, but that the exam also includes an oral interview before a panel of three, typically comprised of Police Chiefs from neighboring municipalities who will pose a set of verbal questions to each candidate individually. Selection Works will tailor the exam to the specifications that the Commission requires.

Chief Shelton stated that costs would be approximately \$5,000-\$6,000. Chief Shelton stated that once it is decided to run a promotional exam, it would take 4-8 weeks for the testing process to be completed. Chief Shelton stated that if the promotions are approved, he is looking at the end of October to promote.

Commissioner Landsman stated that during the presentation to the Board, he wants the Board to know that there is no more important function of the Village than public safety.

7. NEW BUSINESS

Chairman Schuler congratulated Secretary Landsman on his reappointment to the BOPC.

a. PATROL OFFICER UPDATE - DYLAN TRAINOR

Chief Shelton stated that Officer Trainor completed and graduated the academy on June 28, 2013. He began his field training program on June 29, 2013. Officer Trainor did very well at the academy.

Chief Shelton stated that Officer Trainor is doing well on the Field Training Officer (FTO) program. The Chief informed the Commissioners that Officer Trainor was on another department's

eligibility list, but that after he completed the academy, Officer Trainor contacted that other department and asked to be removed from their list.

Chairman Schuler stated that he and Executive Secretary Cindy Stuchl met with the representative from the Illinois Secretary of State Local Records Unit, Illinois State Archives and applied for an updated records destruction authority. During the meeting, Chairman Schuler and Executive Secretary Stuchl determined that Selection Works had provided the Village only copies of application records of the applicants that passed the testing process and qualified. Commissioner Schuler reported that following the meeting with the representative of the Secretary of State's office, Executive Secretary Stuchl contacted Selection Works and obtained copies of the applications of all candidates. The BOPC now has in its possession a DVD that has a record of all applications for retention and destruction as provided for by the newly updated certification.

8. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to adjourn the meeting at the hour of 7:27 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

August 16 , 20 13

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

ORDINANCE NO. 13-O- 32

AN ORDINANCE AMENDING THE VILLAGE CODE OF THE
VILLAGE OF WILLOWBROOK -- TITLE 5, CHAPTER 1, SECTION 5-1-1 --
POLICE; CREATION AND COMPOSITION OF DEPARTMENT

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Code of the Village of Willowbrook be amended as follows:

SECTION ONE: That Title 5, Chapter 1, Section 5-1-1 of the Village Code of the Village of Willowbrook entitled "Creation and Composition of Department" is hereby deleted in its entirety and, in lieu thereof, the following language shall be substituted:

"5-1-1: **CREATION AND COMPOSITION OF DEPARTMENT:** There is hereby created a police department in and for the Village. The police department shall consist of one (1) chief of police who shall be the director thereof, one (1) deputy chief, three (3) sergeants, and seventeen (17) patrol officers."

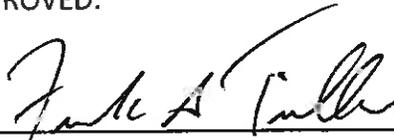
SECTION TWO: That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

SECTION THREE: That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 12th day of August, 2013.



APPROVED:



Mayor

ATTEST:

Leroy Hansen
Village Clerk

ROLL CALL VOTE:

AYES: Berglund, Kelly, Mistele, Oggerino

NAYS: 0

ABSTENTIONS: 0

ABSENT: Baker, Davi

RESOLUTION NO. 13-R- 43

A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE PROMOTION OF TWO (2) PATROL OFFICER CANDIDATES TO THE RANK OF SERGEANT AND THE ORIGINAL APPOINTMENTS OF TWO (2) CANDIDATES TO FILL THE RESULTING VACANCIES CREATED IN THE RANK OF PATROL OFFICER WITHIN THE WILLOWBROOK POLICE DEPARTMENT

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Board of Police Commissioners (BOPC) is hereby authorized to effect the promotion of two (2) patrol officer candidates to the rank of sergeant and the original appointments of two (2) candidates to fill the resulting vacancies created within the rank of patrol officer, within the Willowbrook police department.

ADOPTED and APPROVED this 12th day of August, 2013

APPROVED:



Franklin T. Trill
Mayor

ATTEST:

Lenny Attanson
Village Clerk

ROLL CALL VOTE:

AYES: Berglund, Kelly, Mistele, Ogecario

NAYS: 0

ABSTENTIONS: 0

ABSENT: BAKER, David