

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, SEPTEMBER 20, 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 AUGUST 16, 2013
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - a. New Officer Approval
 - b. Sergeant Testing - Eligibility Request
 - c. Promotional Testing Plans and Schedule
 - d. RESOLUTION - A Resolution Amending the Rules and Regulations of the Board of Police Commissioners of the Village of Willowbrook, State of Illinois, Adopted March 16, 2013 (ADOPT)
8. ADJOURNMENT

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 , 20 13

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

RESOLUTION NO. 13-BPCR-2

A RESOLUTION AMENDING THE RULES AND REGULATIONS OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK, STATE OF ILLINOIS, ADOPTED MARCH 16, 2013

BE IT RESOLVED by the Board of Police Commissioners of the Village of Willowbrook, DuPage County, Illinois, that the "Rules and Regulations of the Board of Police Commissioners of the Village of Willowbrook, State of Illinois", adopted March 16, 2013, ("RULES"), be amended as follows:

SECTION ONE: That Chapter III, Paragraph G, Section 1 of the RULES, entitled "PROMOTIONAL EXAMINATIONS", is hereby amended by removing the following language:

... "In-depth Psychological Examination, Pass or Fail;" and "Medical Examination, Pass or Fail."

SECTION TWO: That Chapter III, Paragraph G, Section 6 of the RULES, entitled "PROMOTIONAL EXAMINATIONS" is hereby amended by deleting the entire paragraph.

SECTION THREE: That the amendments provided for herein shall be printed for distribution and notice shall be given of the place or places where said amendments may be obtained. Said notice shall be published in a newspaper of general circulation within the Village of Willowbrook, shall specify a date, not less than ten (10) days subsequent to the date of publication, when said amendments shall go into effect.

SECTION FOUR: That all resolutions in conflict with the provisions of this Resolution are, to the extent of such conflict, expressly repealed.

SECTION FIVE: That this Resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED and APPROVED this 20th day of September, 2013.

Chairman

Secretary

Commissioner

All officers who submit themselves to promotional examinations will be graded according to the following schedule:

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing Grade</u>
Written Test	30%	--
Oral Interview	30%	--
Department Merit Efficiency Rating	35%	--
Seniority (1/2% per year to a maximum of ten (10) years)	Up to 5%	--
In-depth Psychological Examination		Pass or Fail
Medical Examination		Pass or Fail

SECTION 2: MILITARY PREFERENCE. Military credit shall be applied as prescribed by statute.

SECTION 3: DEPARTMENTAL MERIT EFFICIENCY RATING. The Chief of Police shall give to each applicant departmental merit efficiency ratings of from one percent (1%) to thirty five percent (35%) based upon criteria from time to time approved by the Board.

SECTION 4: INJURIES. Persons receiving injuries while on duty or in the discharge of duty shall not be disqualified from promotion. Where such injuries occurred, the Chief of Police shall notify the Board in writing, stating the nature of the injuries and under what circumstances received.

SECTION 5: ELIGIBLE REGISTER. Applicants shall take rank upon the "Eligible Register" in order of their relative excellence as determined by the written examination, oral interview, departmental merit efficiency rating, seniority point and military preference points, without reference to priority of time of examination. In the event that two (2) or more applicants attain identical numerical scores, said applicants shall take rank upon the "Eligible Register" in the order of their relative excellence as determined by their numerical score on the written examination. In the event that the tied applicants have the same numerical score on their written examination, such applicants shall take rank upon the "Eligible Register" as determined by lot, in the presence of a quorum of the Board in whatever manner the Board deems appropriate.

All promotions shall be made by the Board from the three (3) applicants or candidates having the highest rating. Where there are less than three (3) applicants or candidates named on the "Eligible Register", appointments to fill existing vacancies shall be made from those name or names remaining on the promotional "Eligible Register." The Board shall strike off the names of applicants for promotional appointment after they have remained thereon for more than three (3) years provided there is no vacancy existing which can be filled from the promotional register. For the purposes of determining that a

vacancy exists, the Board must have received notice from the corporate authorities to fill an existing vacancy prior to the date the name(s) are to be stricken from a promotional "Eligible Register."

~~SECTION 6: IN-DEPTH PSYCHOLOGICAL EXAMINATION. An applicant, on notification of a pending appointment, shall submit to an In-Depth Psychological Examination administered by persons designated by the Board. Failure to take or pass this examination shall result in the elimination of the applicant's name from the "Eligible Register" and from any further consideration for appointment. Any applicant who shall be removed from the "Eligible Register" for failure to take or pass any such examination shall be so notified by the Board.~~

H. SCOPE OF APPOINTMENTS - ACCEPT OR DECLINE

(a) The Board shall make all appointments (original and promotional) to the Police Department except for the Chief of Police who shall, pursuant to the terms of the Village Code, be appointed by the Mayor with the advice and consent of the Board of Trustees.

(b) Any person whose name appears on an "Eligible Register" may decline original appointment or promotion once without any change in his rank on the appropriate "Eligible Register." In the event such a person declines an appointment or promotion for a



EST. 1960

Willowbrook

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Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

**Village
Administrator**

Tim Halik

Chief of Police

Mark Shelton

PUBLIC NOTICE

September 17, 2013

Public Notice is hereby given to all persons concerned that on the 16th day of August, 2013, the Board of Police Commissioners of the Village of Willowbrook, Illinois, voted to adopt new Rules and Regulations. Printed copies of the Board's new Rules and Regulations may be obtained from the Office of the Village Clerk, 7760 Quincy Street, Willowbrook, Illinois. The rules shall be operable on the 1st day of October, 2013, or 10 days from the date of publication of this notice, whichever date is later.



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