

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, MAY 20, 2016, AT 7:00 A.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, 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 - Special BOPC Meeting - April 7, 2016 (APPROVE)
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
  - a. Discussion - Application/Testing Processes
7. NEW BUSINESS
  - a. Discussion and Approval - Hiring of New Patrol Officer
8. CLOSED SESSION
9. ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON APRIL 7, 2016 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, 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 and Commissioner Joseph Heery. Also present were Village Administrator Timothy Halik, Chief of Police Mark Shelton, and Executive Secretary Cindy Stuchl.

ABSENT: Secretary Stephen Landsman.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Minutes - Regular BOPC Meeting - December 18, 2015 (APPROVE)
- b. Minutes - Closed Session BOPC Meeting - December 18, 2015 (APPROVE)

MOTION: Made by Secretary Heery, seconded by Chairman Schuler, to approve the Omnibus Vote Agenda as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

- a. Ordinance - Amending the Village Code - Title 5, Chapter 1, Section 5-1-1 - Police, Creation and Composition of Department
- b. Resolution - Authorizing the Board of Police Commissioners (BOPC) to effect the original appointment of a candidate to fill a vacancy in the rank of Patrol Officer within the Police Department.

Administrator Halik advised that the current Deputy Chief will be retiring in May of 2016. A replacement has been made and resulted in a vacancy in the position of Patrol Officer.

Current Village code only allows for a specific number of positions for each rank. In order to fill the vacant Patrol Officer position, two actions were necessary from the Village Board. A temporary amending ordinance was passed to allow for 19 patrol officers to be on the payroll and after May 2<sup>nd</sup>, the count will revert back to 18. The second action was to authorize the BOPC to effect the replacement of the patrol officer.

These Board actions were officially taken at the Village Board meeting of March 28, 2016.

6. UNFINISHED BUSINESS

None presented.

7. NEW BUSINESS

- a. Discussion and Approval - Hiring of New Patrol Officer to Fill a Vacancy

Chief Shelton advised that he currently has a position held at the police academy in Champaign, Illinois. Chief Shelton stated that he will first check the current eligibility list for applicants that are current police officers with other communities.

MOTION: Made by Secretary Heery, seconded by Chairman Schuler, to approve the hiring of a new patrol officer.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

- b. Discussion - FTO Completion

Chief Shelton stated that Othello Rosal and Daniel Herrera have both completed their FTO programs. They have both been working out very well.

c. Discussion - New Officer Graduation

Chief Shelton advised that Blake Huntley graduated on March 31<sup>st</sup>. Officer Huntley was in the 90<sup>th</sup> percentile in all tests. He has started his FTO program this week.

Discussion began on the upcoming testing and application processes. The BOPC must begin the process to replace the existing list of eligibles that expires March 20, 2017. Citing the revisions recently made to the Rules of the Board of Police Commissioners, Chairman Schuler stated that the Board must conduct oral interviews for a subset of eligible candidates. Prior to beginning the testing process, the Board must define the number or percentage of candidates eligible to participate in the oral interview process. Chairman Schuler also stated that the Board must begin the application and testing process and have procedures in place to conduct the oral interview process in sufficient time to have a final list of eligible candidates available when the current list expires.

Chairman Schuler also asked about the promotional testing process. Chief Shelton reported that the present list of promotable candidates expires November 8, 2016. Chairman Schuler stated that the time to begin the process was fast approaching and that the Board must develop a timeline for the promotional testing process. Chief Shelton stated that because the recently appointed deputy chief is eligible to apply for and take the promotional tests, Chief Shelton plans to not delegate any responsibility for conducting the promotional examination to the deputy chief. Commissioner Heery stated that the Board should defer any further discussion or action on promotional testing to a future meeting.

8. CLOSED SESSION

There was no need for closed session at today's meeting.

9. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Chairman Schuler, to adjourn the meeting at the hour of 7:32 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

May 20 , 20 16

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

**Village of Willowbrook**  
**Police Department**

2016-2022 Retirement Projection Review

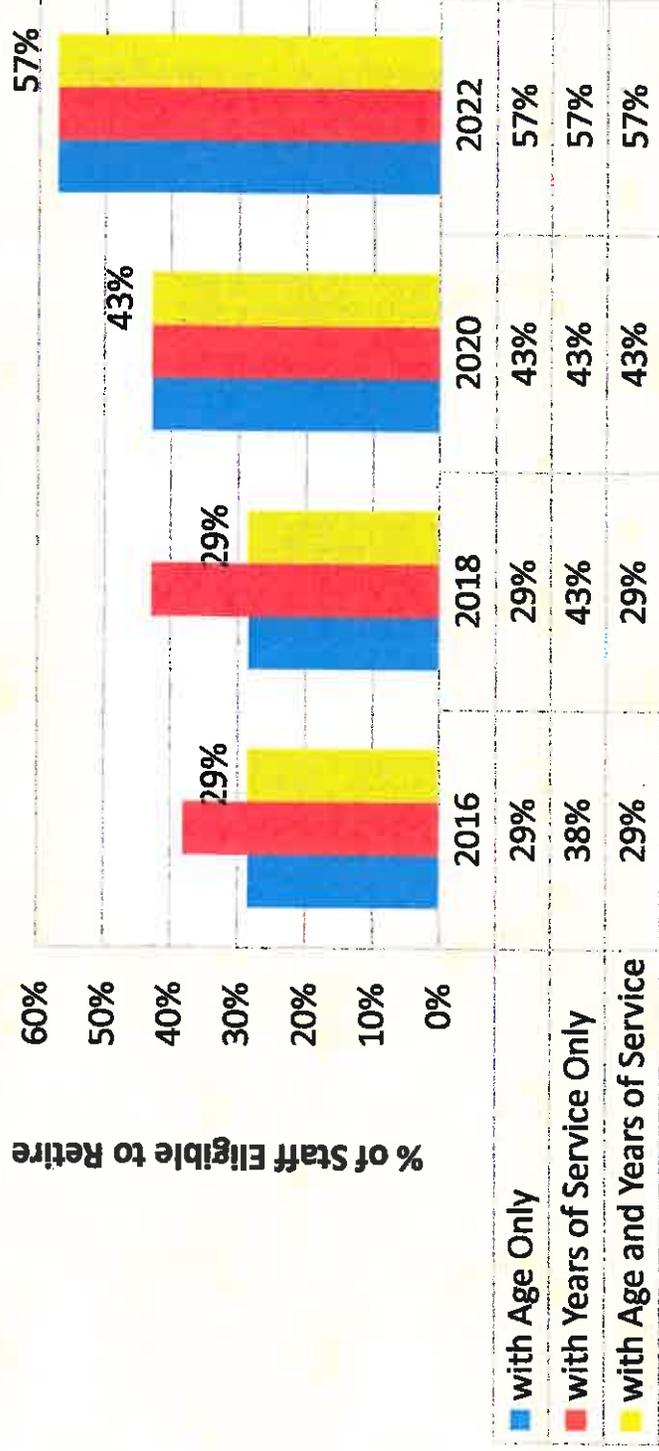
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MAY - 2 2016

VILLAGE OF  
WILLOWBROOK

# Six Year Staff Eligibility for Retirement Projection

Staff Retirement Projection 2016 - 2022



## Criteria for Retirement Eligibility:

- Must be 50+ years of Age
- 20+ years of Service

# Retirement Eligibility: Age & Years of Service

AGE and Years of Service to Retire			
Officer	AGE In (2016)	Hire Date	Years of Service
Kolodziej	62	1/11/1988	27
Svehla	53	7/7/1986	29
Gaddis	53	7/13/1987	28
Polfliet	53	9/14/1994	23*
Shelton	51	7/13/1987	28
Eisenbeis	50	1/8/1990	25
Chavez-Jimenez	44	3/5/2001	15
Kobler	44	1/9/1995	20
Biggs	44	9/10/2001	15
Schaller	44	5/15/1995	20
Drake	44	9/4/1997	18
Strugala	44	9/24/2001	15
Robles	37	7/1/2014	2
Kasper	34	6/22/2007	9
Huntley	34	1/5/2016	0
Volek	32	12/23/2008	8
Trainor	32	4/1/2013	3
Lopez	29	9/25/2013	3
Rosal	28	9/22/2015	1
Martino	27	9/24/2014	2
Herrera	24	9/22/2015	1

\*2 Years of Service bought back from prior PD employment

## Criteria for Retirement Eligibility:

- 50+ years of age (minimum 50)
- 20+ years of Service

*If no retirements occur prior to the year 2022, 12 Officers will be eligible to retire based on age and years of service.*

# Retirement Eligibility: Age vs Years of Service

Age Eligible to Retire		Years of Service to Retire
Officer	AGE In (2016) Minimum Age 50	Years of Service
Kolodziej	62	29
Svehla	53	28
Gaddis	53	28
Polfliet	53	27
Shelton	51	25
Eisenbeis	50	23
Chavez-Jimenez	47	20
Kobler	46	20
Biggs	46	18
Schaller	44	15
Drake	44	15
Strugala	44	15
Robles	37	9
Kasper	34	8
Huntley	34	3
Volek	32	3
Trainor	32	2
Lopez	29	2
Rosal	28	1
Martino	27	1
Herrera	24	0

Years of Service to Retire				
Officer	Hire Date	Years of Service	Retirement Eligible with 30 years	Retirement Eligible with 20 years
Svehla	7/7/1986	29	1	0
Gaddis	7/13/1987	28	2	0
Shelton	7/13/1987	28	2	0
Kolodziej	1/11/1988	27	3	0
Eisenbeis	1/8/1990	25	5	0
Polfliet	9/14/1994	23	7	0
Kobler	1/9/1995	20	10	0
Schaller	5/15/1995	20	10	0
Drake	9/4/1997	18	12	2
Chavez-Jimenez	3/5/2001	15	15	5
Biggs	9/10/2001	15	15	5
Strugala	9/24/2001	15	15	5
Kasper	6/22/2007	9	21	11
Volek	12/23/2008	8	22	12
Trainor	4/1/2013	3	27	17
Lopez	9/25/2013	3	27	17
Robles	7/1/2014	2	28	18
Martino	9/24/2014	2	28	18
Rosal	9/22/2015	1	29	19
Herrera	9/22/2015	1	29	19
Huntley	1/5/2016	0	30	20

In the next 6 years:

- 12 Officers will become eligible to retire based on age alone; minimum 50 years old.
- 5 officers will have 30+ years of service and eligible to retire
- 12 Officers will have 20+ years of service and eligible to retire

# Appendix

## WBPD Patrol Officer Training Plan

Role	Year 1-2	Year 3-5	Year 6-8	Year 9-11+
Patrol Officer	Basic Law Enforcement Training (400)	Chapter 720 Illinois Code Review	Close quarter handgun skills level 3	Close quarter handgun skills level 4
	Basic DUI Enforcement	Close quarter handgun skills level 2	Autism Training*	Autism Training*
	First Response to Critical Incidents: Tactical & Crime Scene	Reid Technique of Interviewing and Interrogation	Arrest Search & Seizure Update for LE*	Arrest Search & Seizure Update for LE*
	Breath Analysis for Alcohol Training	40 Basic Evidence Technician	Ethnic and Cultural Awareness for LE*	Ethnic and Cultural Awareness for LE*
	Field Sobriety Testing	Concealed Compartments in Vehicles	40 Crisis Intervention Team	40 Crisis Intervention Team
	Close quarter handgun skills level 1	40 Juvenile Specialist Program	Specialized Training: Officer Development**	Specialized Training: Officer Development**
	Testifying in a DUI trial	Autism Training*		
	Police Urban Rifle/Carbine Tactical	Arrest Search & Seizure Update for LE*		
	Specialized Training: Officer Development**	Acting Patrol Officer in Charge		
	Autism Training*	Ethnic and Cultural Awareness for LE*		
	Arrest Search & Seizure Update for LE*	Specialized Training: Officer Development**		
	Ethnic and Cultural Awareness for LE*	40 Crisis Intervention Team		
	Police Tactical Driving	Police Tactical Driving		
	40 Crisis Intervention Team			

\*Refresher Training every 3 years

\*\*Based on Officer Yearly Career Development Plan

Note: Specialty training: Based on officer's skills, knowledge and ability along with current department needs. Scheduling criteria is based on availability, needs of the department and the employee's present assignment. Plan serves as a guide to department training and career development, but will not be a guarantee of training.

## WBPD Special Assignment Training

Defensive Tactics / ASP / Taser Instructor	Detective Unit**	K9 Unit*	Bike Unit	Task Force Unit	Range Instructor
40 Defensive Tactics/FORCE Instructor program	40 Basic Investigation Skills	240 hr K9 Unit Training	32 hour Police Cyclist Class	40 Basic Narcotics Investigator	40 hr firearms instructor program
Certified ASP Instructor Program	Lead Homicide Investigator	Use of force for K9 Officers	Police Mountain Bike Repair	40 Basic Investigation Skills	40 hr rifle/carbine instructor program
Certified Taser Instructor Program	Developing and Managing Informants	Canine Tactical Operations SKDDDS - CATS		40 Gang Enforcement Skills	Close quarter hand gun skills 1-4
	40 Basic Narcotics Investigator	Canine Obedience, Article/Area/Bld Search, Tracking		Advanced Interview and Interrogation	32 hr FATS III Instructor Course
	40 Gang Enforcement Skills	High Rise Search Tactics Planning and Decision Making			Air Soft Simulation Instructor
	Advanced Interview and Interrogation				Ballistic Shield Instructor
					Advanced Patrol Rifle Tactics
					Firearm Instructor Development

\*\*Continuing lead homicide investigator training as mandated in 50 ILCS 705 Illinois Police Training Act  
 \* Annual Narcotic Detection Canine Compliance Program following 50 ILCS705/10.12 of the Police Training Act