

A G E N D A

SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, OCTOBER 19, 2012, 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 SEPTEMBER 21, 2012
5. POLICE OFFICER TESTING PROCESS AND SCHEDULE - Chad Legel, President & CEO of Selection Works
6. MAYOR'S MESSAGE
7. ISSUES:
 - a) Ordinance Amending the Village Code regarding the Powers and Duties of the Board of Police Commissioners
 - b) Resolution Accepting Selection Works Proposal
 - c) Deputy Chief Oggerino's Retirement; and
 - d) Police Officer Vacancy.
8. VILLAGE ATTORNEY'S COMMENTS
9. NEXT MEETING
10. ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON SEPTEMBER 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 (via teleconference), and Commissioner Joe Heery. Also present was Chief of Police Mark Shelton, Mayor Robert Napoli, 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 AUGUST 24, 2012

The Commission reviewed the minutes from the special meeting held on August 24, 2012.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to approve the special meeting minutes of August 24, 2012.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. MAYOR'S MESSAGE

Mayor Napoli wanted to extend good communication between the Corporate Authorities and this Commission. Mayor Napoli stated that the budget process will begin soon and the Village Board is looking into ways to economize with respect to the costs to the citizens of the Village. The Administration side of the Village

has already been streamlined with combining and eliminating positions. The Village Board is now looking at the police side and alternate ways to provide for proper police protection.

When the BOPC was looking to begin new police testing, Mayor Napoli requested that the testing process be delayed until decisions were made by the Corporate Authorities on how best to proceed. Mayor Napoli stated that the BOPC has the authority to hire a new replacement police officer without any Village Board consideration if a vacancy were to become available. The Village labor attorney suggested by allowing the eligibility list to expire this would give the Village Board the opportunity to look into alternative measures for replacing an officer.

Chairman Schuler stated that in the memo from the Mayor, it was stated that if the BOPC establishes a list, it may preclude or eliminate options that might be available to the Village Board. Chairman Schuler stated that the ability for the BOPC to automatically hire someone if a vacancy does occur this issue can be worked out. The BOPC does not wish to blindly hire somebody if it is not in the best interest of the Village. Chairman Schuler stated that the Village code can be amended to include that the BOPC would go to the Village Board before hiring.

Chairman Schuler stated that if there is not a current list, this eliminates the option that the Village Board has to hire a full time police officer from the list. To establish a new list, the lead time could take at least 3-4 months minimum to get a new list. It is an extended process to get a new hire into the police academy to replace someone who leaves the department. Having a current eligibility list would cut several months off of the hiring process. Chairman Schuler stated that if there is a current list, he does not see any reason why the BOPC would be in conflict with what the Village Board is trying to do.

Secretary Landsman stated that the BOPC principle role is to make sure that there is a current eligibility list of good candidates that meet the criteria that the Village requires. The Village Board should then decide whether or not to hire off the list.

Mayor Napoli stated that the Village Board was not aware of the duties and responsibilities of the BOPC. Mayor Napoli stated that the Village Board has agreed to allow the BOPC to run a new

test, but would like to amend the Village Code to require the Village Board to have a discussion regarding hiring then direct the BOPC to proceed.

Secretary Landsman questioned if the amendment would change the BOPC's role to create and conduct testing. Administrator Halik stated that it would not. Administrator Halik stated that there would be no change to the BOPC's duties; the only change would be for the ability to automatically hire a new officer when a vacancy occurs.

Chairman Schuler stated that he had a concern that if Administrator Halik has been assigned as the Village's liaison, that Chief Shelton should not be pulled away from the commission. The Chief keeps the BOPC attuned to the needs of the police department and is helpful in researching options to the interview process that is currently in place. Mayor Napoli stated that the change was to have total communication to the Village Board. Mayor Napoli stated that Administrator Halik will not have involvement in running or preparing an exam.

Chairman Schuler had concerns over the Village Attorney attending the BOPC meetings. Chairman Schuler stated that he feels that they are being watched and why is there a need for it. Chairman Schuler felt that it is an expense to the Village that is not necessary. Mayor Napoli stated that he has learned from the previous Village attorney that the police testing must be conducted every two years. As he spoke with other mayors, Mayor Napoli stated that these other mayors stated it was not the case. Mayor Napoli stated that he had the current Village attorney look into the state statute in reference to testing and that the Village would follow the law. Mayor Napoli stated that he has asked the Village attorney get involved because there have been occasions in the past where the Village Board did not have full knowledge of what the law states. Mayor Napoli stated that he does not intend on having the Village attorney attend all of the BOPC meetings.

Chairman Schuler stated that there is a need and to maintain a current list and to also look into the possible charging for applications.

Chairman Schuler stated that there had been a discrepancy on whether or not a municipality could charge a fee for applicants. The statute states that a "fully qualified" candidate cannot be

charged. This means that the candidate has gone through independent means to take the test, have background checks completed, and has become fully qualified on their own. The candidates that Willowbrook will be testing are not "fully qualified". Mayor Napoli stated that he has instructed the Village attorney to check into this information.

Chairman Schuler stated that the question of why the testing is being outsourced was raised. Chairman Schuler stated that for as long as he has been on the commission, the testing process has always been handled by PCI. The difference with Selection Works is that they will also handle the entire application process.

Chairman Schuler requested a consensus on the following items:

- The BOPC should go ahead and maintain the patrol officer eligibility list. The BOPC acknowledges that there should be a change in the ordinance that the BOPC will get Village Board approval before filling any police officer vacancies.
- If the list expires, the BOPC removes the opportunity to hire a full-time police officer.
- The BOPC will make a recommendation to the Village Board to charge an application fee not to exceed \$50.00.

The BOPC had a consensus on the above listed items.

Chairman Schuler questioned what kind of time frame is needed in order to have an updated list. Chief Shelton stated that if Selection Works were to begin the process on October 1st, including advertising and processing applications, possibly the test can be run in the middle of November. After preference points have been submitted, the final eligibility list could be completed by the middle of December.

Administrator Halik stated that the revision to the Village ordinance pertaining to the fees will be placed on the Village Board agenda for the October 8th Board meeting.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, that the Board of Police Commissioners will authorize the Village Administrator and Chief of Police to contact Selection Works and begin the process to release applications and run the testing process immediately.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. MAYORAL DIRECTIVE

See discussion in Item #5.

7. VILLAGE BOARD INPUT REGARDING POLICE OFFICER CANDIDATE ROSTER OF ELIGIBLE CANDIDATES

See discussion in Item #5.

8. ISSUES

- a) Roster of Eligibles;
- b) Options if need to hire if roster is not maintained, and
- c) Cost of testing and application fees.

See discussion in Item #5.

9. VILLAGE ATTORNEY'S COMMENTS

Village attorney was not present at today's meeting.

10. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to adjourn the special meeting at the hour of 8:07 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 19 , 20 12



Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

ORDINANCE NO. 12-O- 22

AN ORDINANCE AMENDING THE VILLAGE CODE OF THE
VILLAGE OF WILLOWBROOK -- TITLE 2, CHAPTER 4, SECTION 2-4-6 --
POWERS; DUTIES [OF THE BOARD OF POLICE COMMISSIONERS]

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 2, Chapter 4, Section 2-4-6 of the Village Code of the Village of Willowbrook entitled "Powers; Duties" is hereby deleted in its entirety and, in lieu thereof, the following language shall be substituted:

"2-4-6: POWERS; DUTIES: The Board of Police Commissioners shall have all the powers and authority, and shall perform such duties as are provided and set forth in 65 Illinois Compiled Statutes 5/10-2.1-4 and as detailed in sub-section (A) below.

(A) The Board of Police Commissioners shall not make any original appointments or any promotional appointments in the department of police to fill vacancies therein until it has received a written resolution of the Village's corporate authorities requesting such action; further, the said resolution shall be effective upon its formal adoption by a majority vote of the Village's corporate authorities then holding office.

(B) The Board of Police Commissioners may provide for a system of weighing oral interview scores of patrol officer candidates predicated on a candidate's receipt of college credit for the completion of any of the following job-related courses:

1) Law Enforcement.

- 2) Public administration.
- 3) Social science.
- 4) Police science.
- 5) Criminal justice.
- 6) Forensic science.
- 7) Adolescent behavior.”

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 24th day of September, 2012.



APPROVED:

Robert A. Napoli
Mayor

ATTEST:

Leroy Hansen
Village Clerk

ROLL CALL VOTE:

AYES: Baker, Davi, Kelly, Trilla

NAYS: Nistele

ABSTENTIONS: 0

ABSENT: Becklund

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE AMENDING THE VILLAGE CODE OF THE
VILLAGE OF WILLOWBROOK -- TITLE 2, CHAPTER 4, SECTION 2-4-6 --
POWERS; DUTIES [OF THE BOARD OF POLICE COMMISSIONERS]

AGENDA NO.

8

AGENDA DATE: 09/24/12

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: _____

LEGAL REVIEW: William Hennessy, Village Attorney

SIGNATURE: _____

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE: _____

REVIEWED & APPROVED BY COMMITTEE:

YES

NO

N/A

ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)

The Village's current patrol officer hiring eligibility roster will expire on January 21, 2013. The process to test candidates to generate a new list may take approximately 4 to 5 months' time. Therefore, the Board of Police Commissioners (BOPC) is currently considering options to begin new hiring testing now.

At the last regular meeting of the Board, the issue of patrol officer hiring eligibility testing as related to the duties of the BOPC liaison was discussed. Although the Village Board holds the statutory authority to set the number and rank of officers with the police department, it is the BOPC that holds the authority to hire officers. During the discussion, the consensus of Village Board was to reserve the Board's ability to consider potential alternative ways in which to fill vacancies in the police department, to save money. Currently, the Board of Police Commissioners (BOPC) can move to hire a full-time replacement officer to fill a vacancy within the police department without the Village Board's consideration. Therefore, after the Board discussion, a suggestion was forwarded to the BOPC that they ought not generate a new list at this time. This would ensure that the decision to hire a full-time replacement officer be brought back to the Village Board, since the BOPC cannot hire an officer without an active hiring list in place.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

This matter was further discussed at the BOPC's last meeting held on Friday, September 21st. At that time, the BOPC members advised that they feel their primary duty is to maintain an active hiring list at all times, so that it can be used when needed. Not doing so would create a lengthy delay in the hiring process, at the detriment of the community. That being said, the BOPC members also acknowledged that the decision to hire a replacement officer, or the consideration of potential other ways to fill a vacancy to save the Village money, should rest with the Village Board. The BOPC expressed a desire to work in harmony with the Village Board. Therefore, it was agreed that the BOPC would work towards generating a new hiring list, at minimal expense to the Village, and the Village Board would pass an ordinance amendment requiring that the corporate authorities must provide authorization to the BOPC in order to fill a vacancy in the police department. This will ensure that the Village Board is given an opportunity to consider the full fiscal impact of a hiring, and at the same time, an active hiring eligibility roster will always be in place when needed.

ACTION PROPOSED:

Pass the Ordinance.

RESOLUTION NO. 12-R- 46

A RESOLUTION ACCEPTING A PROPOSAL TO MANAGE AND ADMINISTER THE JOB APPLICATION AND EXAMINATION PROCESS FOR THE PATROL OFFICER HIRING PROCESS AND TO FURTHER AUTHORIZE THE VENDOR, ACTING AS AN AGENT OF THE VILLAGE, TO ASSESS AN APPLICATION FEE FROM CANDIDATES AS PART OF THE APPLICATION PROCESS – SELECTION WORKS

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Chief of Police is hereby authorized and directed to accept the proposal from Selection Works, attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein, to manage and administer the job application and examination process for the Willowbrook police officer hiring process. Further, Selection Works, acting as an agent of the Village, is hereby authorized to assess an application fee from candidates in an amount less than fifty dollars (\$50.00) per applicant as part of the application process.

ADOPTED and APPROVED this 8th day of October, 2012



APPROVED:

Robert A. Napoli
Mayor

ATTEST:

Leroy R. Hansen
Village Clerk

ROLL CALL VOTE:

AYES: BAKER, Benglund, DAVIS, Kelly, MISTELE, TRILLA

NAYS: Ø

ABSTENTIONS: Ø

ABSENT: Ø



Scope of Services – Engagement Agreement

Project Description

Selection Works, LLC (herein referred to as "SW") is engaged by the Willowbrook Police Department and Board of Fire and Police Commissioners (herein referred to as "Client") to manage and administer the job application and examination process for the Police Officer hiring process.

Services

SW will provide the following products/services to the Client:

- Develop a sample job advertisement and job informational sheet and post information sheet and job application at www.selectionworks.biz
- Notify state criminal justice schools/colleges of the job posting
- Collect an application fee from each candidate, on client's behalf (\$XX)
- Respond to applicants via phone, e-mail and website to assist applicants in completing the application
- Collect job applications from applicants and review applications to determine eligibility
- Notify candidates of any errors/omissions in the application submission approximately one week prior to the test date (grace period)
- Collect corrected documents from applicants prior to test date
- Sign-in candidates, assist as needed in orientation, and administer written examinations: administer Law Enforcement Officer Selection Tool (LST) and Situation-based Styles Assessment (SBSA)
- Score the LST and SBSA and compile the Eligibility List
- Notify candidates regarding their status by e-mail (or other means if electronic notice is not possible)
- Assist Client in compiling the Final Eligibility List by standardizing and totaling LST and SBSA scores, and adding preference points to calculate final scores.
- Provide applicant documents to Client

Specifications

- Application Posting Date:
- Application Deadline:
- Test Administration Date:

Fee Structure

Service/Product	Description	Fee
Application Processing	Posting, collection, and processing of job application and associated documents and the notification of candidates regarding eligibility status	\$19/applicant*
Firefighter Test – FST	Provision and administration of the Firefighter Selection Tool (FST); including candidate sign-in	\$16/test-taker
Subjective Test – SBSA	Provision and administration of the Situation-based Styles Assessment (SBSA) – SW to customize the scoring of the SBSA with commission input	\$10/test-taker

*the number of candidates will be determined based on those applicants who purchase a job application

The fee structure is intended to account for any and all fees associated with the services described herein.

Application fees will be collected by Selection Works. Following the administration of the written examination(s), the total cost of services rendered, based on the fee structure above, will be calculated and if the cost of services exceeds the balance of collected application fees, the client will be assessed a fee equal to

the difference. If the cost of services is less than the value of collected application fees, the difference will be credited to the client.

Client Responsibilities

The client will be responsible for posting any and all job advertisements on internal websites, external websites, printed media, etc. The client will also be responsible for providing suitable facilities for all examination administrations.

The following signatures of authorized agents of both parties demonstrate agreement regarding the terms and conditions stated herein:

For Selection Works, LLC

Authorized Agent: Chad C. Legel, President & CEO

Signature of Agent: Chad C Legel

Date: 9.21.12

For Client

Authorized Agent: MARK SHELTON

Signature of Agent: [Signature]

Date: 10/9/12

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION ACCEPTING A PROPOSAL TO MANAGE AND ADMINISTER THE JOB APPLICATION AND EXAMINATION PROCESS FOR THE PATROL OFFICER HIRING PROCESS AND TO FURTHER AUTHORIZE THE VENDOR, ACTING AS AN AGENT OF THE VILLAGE, TO ASSESS AN APPLICATION FEE FROM CANDIDTATES AS PART OF THE APPLICATION PROCESS - SELECTION WORKS

AGENDA NO.

7

AGENDA DATE: 10/08/2012**STAFF REVIEW:** Mark Shelton**SIGNATURE:** **LEGAL REVIEW:** William Hennessy**SIGNATURE:** **RECOMMENDED BY VILLAGE ADMIN.:** Timothy Halik**SIGNATURE:** **REVIEWED & APPROVED BY COMMITTEE:** YES _____ NO _____ N/A X**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Willowbrook Board of Police Commissioners (BOPC) has, in its last meetings, discussed using a new police applicant testing company. A company with current, pertinent and relative procedures. Upon review, Selection Works was selected and recommended by the BOPC to be the vendor to facilitate and manage the next police officer test. Selection Works specializes in developing, validating and implementing entry level and promotional testing processes. Selection Works designs assessment processes that help agencies hire the best people for the organization. Selection Works has the experience necessary to assist in deploying a valid selection process. All areas, for the next police testing process, would be conducted by Selection Works.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)

The Village Staff recommends the Willowbrook Village Board to approve the Resolution for Selection Works to administer and manage the patrol officer testing process.

ACTION PROPOSED:

Adopt Resolution.