

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON NOVEMBER 16, 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 OCTOBER 19, 2012

The Commission reviewed the minutes from the special meeting held on October 19, 2012.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to approve the special meeting minutes of October 19, 2012 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

None presented.

6. UNFINISHED BUSINESS

a. APPROVAL - AMENDED BOARD OF POLICE COMMISSIONERS RULES AND REGULATIONS

Chairman Schuler reviewed changes that were made which mainly involved identifying testing and clerical duties that the testing agent will perform on behalf of the Board of Police Commissioners. The commissioners discussed and agreed to the following changes/additions:

- Chapter II, Section 10: Spell out POWER (Police Officer Wellness Evaluation Report).
- Chapter III, Section D, Subsection 1: Change the word "passed" to "completed".
- Chapter III, Section E, Subsection 1-a: In reference to sending a dated copy of the Initial Eligibility Register, add the phrase "The testing agent shall send" to the beginning of the sentence.
- Chapter III, Section E: Add a third subsection with title and content to specify that the Board of Police Commissioners, at its discretion, may interview and accept or reject a candidate prior to job offer.

Chief Shelton also stated that it is in the Rules that when changes have been made, the amended Rules and Regulations will be posted for public viewing. This will be placed on the Village's website.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the Rules and Regulations of the Board of Police Commissioners as amended.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

7. NEW BUSINESS

a. UPDATE - HIRING PROCESS

Chief Shelton reviewed the status of the hiring of a new patrol officer from the current roster of eligibles. The front runner is an individual that recently was a certified police officer in the State of Illinois and currently is employed as a security

guard. Background check is underway, and this individual will be sent for polygraph and psychological testing.

b. UPDATE - NEW HIRING PROCESS

Chief Shelton reminded the Commission that the next patrol officer testing will be held on January 26, 2013 at Ashton Place.

Chairman Schuler recognized the efforts of Chief Shelton for his work with Selection Works (the testing agent) to create and post the police officer testing notice and application on the Selection Works website and commended the Village staff for providing a link to the notice and application on the Village's website.

Chairman Schuler questioned if there would be a need to schedule a BOPC meeting for December. Chief Shelton stated no unless there is the need for the approval of the new patrol officer. Chairman Schuler stated that the Commission should then plan on a meeting for December 21, 2012 and cancelled if appropriate.

8. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the special meeting at the hour of 7:26 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

December 21 , 20 12

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.