

A G E N D A

SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON WEDNESDAY, JUNE 27, 2018, AT 8:00 A.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. MOTION - ELECTION OF BOPC CHAIRMAN AND SECRETARY (APPROVE)
4. VISITORS' BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
 - a. Review and Approve Minutes - Regular BOPC Meeting - April 20, 2018 (APPROVE)
 - b. Review and Approve Minutes - Closed Session - April 20, 2018 (APPROVE)
 - c. Review and Approve Minutes - Special BOPC Meeting - May 1, 2018
6. COMMUNICATIONS
7. UNFINISHED BUSINESS
 - a. Update - Probationary Officer
8. NEW BUSINESS:
 - a. DISCUSSION AND APPROVAL - 2018 Patrol Officer Eligibility Testing
 - 1) Eligibility Requirements
 - 2) Temporary Waiver of Higher Education Requirements
 - 3) I/O Solutions - Manage and Administer Applications and Testing Process
 - 4) Timeline
9. CLOSED SESSION
 - a. Consideration of the Appointment, Employment, Compensation, Performance, or Dismissal of a Specific Village Employee in Accordance with 5 ILCS 120/2(c)(1)
10. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON APRIL 20, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Heery at the hour of 8:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery, Secretary Stephen Landsman (via teleconference), and Commissioner Thomas Sailer.

ABSENT: None

Also present were Administrator Tim Halik, Chief of Police Robert Schaller, and Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. MOTION - PARTICIPATION VIA TELECOMMUNICATIONS

MOTION: Made by Commissioner Sailer, seconded by Chairman Heery, to approve Commissioner Landsman's participation in the BOPC meeting via telecommunications.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - March 16, 2018 (APPROVE)
- b. Review and Approve Minutes - Closed Session - March 16, 2018 (APPROVE)

The Commission reviewed the Omnibus Vote Agenda.

MOTION: Made by Secretary Landsman, seconded by Commissioner Sailer, to approve the Omnibus Vote Agenda as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. COMMUNICATIONS

Administrator Halik provided an update on the progress of Pete's Fresh Market. Traffic improvements still need to be completed along Route 83 and Plainfield Road prior to store opening.

Administrator Halik advised that new lighting has been installed throughout the intersection of Route 83 and 63rd Street.

7. UNFINISHED BUSINESS

a. DISCUSSION - Probationary Patrol Officers

Chief Schaller related that Officer Alex Erdmann has completed his FTO program and is now on patrol by himself and doing well.

Chief Schaller advised that Officer Eulalio Mestre tendered his resignation on April 2, 2018.

8. CLOSED SESSION

a. Consideration of the Appointment, Employment, Compensation, Performance, or Dismissal of a Specific Village Employee in Accordance with 5 ILCS 120/2(c)(1)

RECESS INTO CLOSED SESSION

MOTION: Made by Commissioner Sailer and seconded by Secretary Landsman to recess into Closed Session at the hour of 8:14 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Regular Meeting at the hour of 8:22 a.m.

9. MOTION TO APPROVE - DISQUALIFICATION OF PATROL OFFICER APPLICANTS

MOTION: Made by Commissioner Sailer and seconded by Secretary Landsman to disqualify two (2) patrol officer applications from the hiring process due to discrepancies found during their background investigations.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

10. MOTION TO APPROVE - HIRING OF ONE (1) NEW PATROL OFFICER TO FILL VACANCY

MOTION: Made by Commissioner Sailer and seconded by Secretary Landsman to offer Teresa Esqueda a position as a patrol officer for the Willowbrook Police Department on the condition that a positive report is received on Officer Esqueda's polygraph test and physical exam.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

11. NEW BUSINESS

None presented.

12. ADJOURNMENT

MOTION: Made by Commissioner Sailer, seconded by Secretary Landsman, to adjourn the meeting at the hour of 8:23 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

June 27, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON MAY 1, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Heery at the hour of 8:05 a.m.

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery and Commissioner Thomas Sailer.

ABSENT: Secretary Stephen Landsman

Also present were Administrator Tim Halik, Chief of Police Robert Schaller, Deputy Chief Lauren Kaspar, and Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. MOTION - PARTICIPATION VIA TELECOMMUNICATIONS

MOTION: Made by Commissioner Sailer, seconded by Chairman Heery, to approve Commissioner Landsman's participation in the BOPC meeting via telecommunications.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. VISITORS' BUSINESS

None presented.

5. UNFINISHED BUSINESS

a. DISCUSSION/UPDATE - New Officer Hire

Chief Schaller related that Officer Candidate Teresa Esqueda passed her polygraph and physical examinations. Her start date will be May 14, 2018. Chief Schaller reminded the Commission that since Officer Esqueda is already a certified police officer, she will begin her FTO Program immediately.

6. CLOSED SESSION

Chairman Heery related that there was no need to go into Closed Session at today's meeting.

7. MOTION TO APPROVE - PROMOTION OF ONE (1) CANDIDATE TO THE RANK OF SERGEANT

Chief Schaller advised that a vacancy opened up in the rank of sergeant due to Deputy Chief Kaspar's promotion. Officer David Gaddis is the next candidate on the sergeant's list.

MOTION: Made by Commissioner Sailer and seconded by Chairman Heery to promote Officer David A. Gaddis to the rank of Sergeant effective May 14, 2018.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. ADJOURNMENT

MOTION: Made by Commissioner Sailer, seconded by Chairman Heery, to adjourn the meeting at the hour of 8:13 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

June 27, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.



Recruitment and Testing Services

IOS™ manages firefighter and police officer selection processes, including application processing, examination provision and administration, compilation of eligibility lists and additional secondary screening processes. IOS™ is well-acquainted with the nuances of firefighter hiring in Illinois as governed by Public Act 97-0251 and with laws governing fire and police commissions. The following services can be provided singularly or combined into a comprehensive service package.

Service	Cost
Job Application Processing IOS will send out a job advertisement notification to our network of Illinois fire science programs and criminal justice programs; post a job announcement and electronic application via our website; field applicant questions via toll-free phone, web-link and e-mail (your job advertisement will provide applicants with these points of contact); collect application fees required by your agency, collect electronic and supporting eligibility documents, review and verify applicant eligibility; provide electronic notification of eligibility status to candidates, submit a final list of eligible applicants; provide a database containing relevant applicant personal data; solicit and collect claims of preference; and compile electronic versions of each applicant's application package. Any application fees that are collected will be credited against the fees associated with the application management process.	\$28/applicant*
Examination Provision, Administration, and Scoring IOS will provide a written examination for law enforcement officers or firefighters, administer the examination at a site provided by the agency, provide a sufficient amount of test proctors to handle sign-in and administration of the written exam, score the written examination, identify and impose the required cut-off score, and provide the agency with a Preliminary and/or Initial Eligibility List.	\$25/exam**
Physical Ability Test Administration IOS will administer a job simulation or fitness test on behalf of the agency. IOS will provide sufficient proctors, sign-in applicants and process applicants through test components.	\$32/test-taker (40-candidate min.)
Design and Administration of the Situation-Based Styles Assessment (SBSA™) The SBSA is a situational judgment test that can be administered along with the entry-level firefighter or law enforcement officer examinations. The SBSA assesses the same skills that are measured during traditional oral interviews but uses a written, multiple-choice format to maximize efficiency. The SBSA can be customized by the local agency. In the case of firefighter testing, the SBSA can be used as the subjective test component per PA 97-0251.	\$10/test**

*the per-applicant fee will be assessed for every applicant who downloads an application; a 50 applicant minimum will be imposed

**the per-test fee will be assessed for every test-taker who sits for the examination

Additional Services:

- Job application processing with use of paper application: \$30/applicant
- On-Site scoring services: \$500
- Administration fee for promotional exams and processes that do not utilize IOS examinations: \$500
- Administration fee for locations outside a 60-mile radius of the IOS office location (60154): \$1500.00
- Consortiums: \$35/application for two departments and \$10 for each additional department thereafter
- *Optional Service (at no direct cost):* Validity assessment to provide evidence of the local appropriateness of using a given selection tool for making employment decisions at your agency (for more information please read our Local Validity Disclaimer)



Tentative Timeline

Willowbrook Police Department

Date	Details
Monday, July 16, 2018	Application goes live online at iosolutions.com – pending final approval on application packet
Monday, August 6, 2018	Application deadline at 4:00 PM
Tuesday, August 14, 2018	Grace Period emails sent to candidates with minor application errors
Friday, August 17, 2018	Grace Period deadline at 2:00 PM
Monday, August 20, 2018	Eligibility emails sent to all applicants regarding participation in orientation and written exam
Saturday, August 25, 2018	Mandatory Orientation and Written Exam at LOCATION TBD . Order of events on test day are as follows: <ul style="list-style-type: none">• Candidate sign-in begins at 8:00 AM• Orientation begins at 8:30 AM• Administration of the LST exam (2.5 hrs)
Tuesday, August 28, 2018	Written exam results forwarded to commission
Tuesday, September 4, 2018	Pass and fail emails to all candidates who tested. Pass email to include oral interview details. (pending approval from department)
Week of September 17 th	Commission to complete oral interviews
10 days after initial list	Preference Point Collection deadline
TBD – Goal October 19 th	Final Eligibility List provided to commission
TBD	Electronic candidate profiles provided to commission for all passing candidates



Willowbrook Police Department – Police Officer Application Instructions

Thank you for your interest in the Willowbrook Police Department. Please be sure to carefully review all application instructions and testing information.

Police Officer Application Instructions:

1. Carefully review the **minimum requirements** on the following page. **All requirements must be met by the specified deadline, Monday, August 6, 2018 at 4:00 p.m.** Applicants who do not meet the minimum requirements by the application deadline will not be allowed to continue in the testing process.
2. Visit iosolutions.com to complete the online application for the position of police officer. When you have finished the application, you will receive a **CONFIRMATION NUMBER**. Save this number for your records.
3. In addition to the online application, applicants must mail/ship or hand deliver release form and required documents:
Documentation sent via email will **NOT be accepted
 - **MAIL/HAND-DELIVERY** – Gather all required documents, **sign and print** release form(s) and place all documents into an envelope. Mail/ship envelope via traceable carrier (FedEx, UPS, etc.) or hand-deliver to:
IOS Recruitment
ATTN: Willowbrook PD
1520 Kensington Rd
Suite 110
Oak Brook, IL 60523
Business Hours: 8:30 a.m. – 5:00 p.m. M – Th, 8:30 a.m. – 3:00 p.m. Friday, closed weekends and holidays

4. Application and required documents must be received by IOS Recruitment **no later than 4:00 p.m. on Monday, August 6, 2018**. Documents delivered after the application deadline will **not** be accepted.

Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.com with questions regarding the application, required documents or testing BEFORE the application deadline date.

Orientation and Testing Information:

Candidates must attend the mandatory orientation and written examination on **Saturday, August 25, 2018**. Sign-in begins at 8:00 a.m. Please arrive **no later than 8:30 a.m.** with a photo ID (driver's license, state ID, military ID) to sign-in. Late arrivals will not be permitted. **All electronic communication devices must be left in your vehicle and will not be permitted into the testing area.** Testing will take place in Willowbrook, IL. The exact testing location will be provided to eligible candidates prior to the exam date.

All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.



IOS - Recruitment and Testing Services



Willowbrook Police Department – Police Officer Application Instructions

APPLICATION DEADLINE: MONDAY, AUGUST 6, 2018 at 4:00 PM

Police Officer Minimum Requirements:

- \$25 non-refundable application fee;
- 21 years of age to under 35 years of age at time of application and at such time as the initial eligibility list is posted (unless otherwise exempt by statute);
- U.S. Citizenship;
- **One of the following:**
 - Bachelor's degree from an accredited college/university
- OR
 - An Associate's degree in Criminal Justice or Law Enforcement from an accredited college/university
- OR
 - The College requirement may be waived if one or more of the following applies: (1) the applicant has served for 24 months of honorable active duty in the United States Armed Forces and has not been discharged dishonorably or under circumstances other than honorable or (2) the applicant has served for 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and has not been discharged dishonorably or under circumstances other than honorable
- Illinois Peace Officer Wellness Evaluation Report (POWER) test card issued by a licensed agency issued within six (6) months prior to the written examination (valid if issued between 2.25.18-8.25.18)
 - POWER Cards accepted from these licensed agencies:
 - NIPSTA – Glenview, IL www.nipsta.org
 - Joliet Junior College – Contact Janet Graham 815-280-2674
 - Triton College – River Grove, IL www.edu/power
- Eyesight correctable to 20/20 in each eye, normal depth perception and no color blindness that would prevent an individual from performing the essential functions of the job;
- No felony convictions involving moral turpitude, as specified in 65 ILCS 5/10-2.1-6;
- Weight proportionate to height;
- Tattoos must be covered while wearing any form of the required uniform or apparel. Body Art Restrictions:
 - Tattoos; Tattoos on the following body areas are prohibited; Neck, Head, Face, Ears, Hands and Fingers. Tattoos which are considered visible in the short sleeve uniform must be covered by a department authorized sleeve or the long sleeve uniform shirt.
 - Body Piercing and Disfigurements; Body piercing and intentional (decorative) disfigurement are prohibited from view. Members shall not wear any item of ornamentation in their nose, eyebrow, tongue or any other location of their body which is visible while functioning in a law enforcement capacity, with the exception of earrings permitted for female personnel.
 - Employees and explorers shall not have any dental ornamentation. The use of gold, platinum, silver, or other veneer caps for the purposes of ornamentation are prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.
 - Contact lenses, if worn on duty, shall be in a natural eye color. Red, orange, silver and other unnaturally colored contact lenses, or colors when worn create an unnatural eye color and contact lenses with graphic designs of any kind are prohibited.

Preference points will be offered for military experience and/or previous Cadet Experience with the Village of Willowbrook.

The annual starting salary for a Willowbrook police officer is currently \$66,725. Willowbrook anticipates hiring police officers over the course of the next two years



IOS - Recruitment and Testing Services



Willowbrook Police Department – Police Officer Application Instructions

WILLOWBROOK POLICE OFFICER APPLICATION DOCUMENTS

Due August 6, 2018 at 4:00 p.m.

Confirmed Online Application Write Your Confirmation Number Here: _____

Consent and Release Agreement (2 pages) – must be signed and dated by applicant.

EEO Sheet *providing this information is voluntary* (1 page)

COPY of High School Diploma or GED
If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.

COPY of Valid Driver's License
Include copy of both sides only if license bears renewal sticker.

COPY of Birth Record as Proof of Citizenship
The following documents are accepted as proof of citizenship:
• COPY of U.S. COUNTY-/STATE-ISSUED BIRTH RECORD
• COPY of VALID U.S. PASSPORT
• COPY of NATURALIZATION PAPERS
Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.

COPY of Valid IL POWER Test Card
Valid if issued between 2.25.18-8.25.18

COPY of Original/Official College Transcripts
Transcripts MUST indicate proof of Bachelor's degree in any field OR an Associate's Degree in Criminal Justice or Law Enforcement by 8.6.18 (degree MUST be completed and displayed on transcript by application deadline date).

OR

COPY of DD-214 Long Form
Must show 24 months of active duty in the United States Armed Forces with an honorable discharge or 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense

Please deliver signed release form and all required documents to the address below by August 6, 2018 at 4:00 PM:

IOS Recruitment
ATTN: Willowbrook PD
1520 Kensington Rd
Suite 110
Oak Brook, IL 60523

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. IOS Recruitment is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.



Consent and Release Agreement

CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT

Application and Background Check

I acknowledge that as a condition of being considered for employment with Willowbrook Police Department ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, IOS Recruitment ("IOS Recruitment"), to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, social media and all publicly accessible content on the internet, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and IOS Recruitment or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.



IOS - Recruitment and Testing Services



Consent and Release Agreement

Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS Recruitment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

I hereby certify that I have read this document and I understand its content.

Print Name: _____

Social Security Number: _____

Signature: _____ Date: _____

Village of Willowbrook Equal Employment Voluntary Information

Completion of Information is Voluntary

We consider all applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability or any other legally protected status. Relatives of Village employees will not be considered for employment in the same department in which their family member(s) is working, but will be given equal consideration as an applicant in any other department of the Village.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse decision or action. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations, and will be maintained separately from the employment application itself.

Please Print

Position(s) applied for _____ Date _____

Referral Source

Advertisement

Employee

Relative

Village Website

Other referral source _____

Applicant Information

Name (last, first, middle) _____

Home Address _____

Home Telephone _____ Gender: Male _____ Female _____

Please check off the following Equal Employment Opportunity Identification Groups:

White

Black

Hispanic

American Indian/Alaskan Native

Asian/Pacific Islander

-The Village of Willowbrook is an Equal Opportunity Employer-

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THIS COMPLETED APPLICATION AND ALL ADDITIONAL REQUIRED DOCUMENTS ARE DUE BY THE APPLICATION DEADLINE. BE SURE TO ANSWER EACH QUESTION IN THIS APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.