



Village of Elburn
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BOARD OF POLICE COMMISSIONERS
BOARD MEETING AGENDA
WEDNESDAY, FEBRUARY 28, 2018
7 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Approval of the Previous Meeting Minutes
6. Attorney
7. Police Department
8. Communications
9. Old Business
 - a) Revision to Police Commissioner's Rules & Regulations about the time period for probation.
10. New Business
11. Adjourn

MINUTES
VILLAGE OF ELBURN
BOARD OF POLICE COMMISSIONERS
JANUARY 25, 2018

Board Members Present: John Marshall, Secretary Judith Miller, Chairman Judy VanBogaert

Board Members Absent:

Staff Members Present: Police Chief Nick Sikora; Village Attorney Bob Britz

Others Present: Wayne Byerhof

1. Call to Order – Chairman VanBogaert called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance – Chairman VanBogaert led the assembly in the Pledge of Allegiance.
3. Roll Call – A roll call ensued.
4. Public Comments – None
5. Approval of Previous Meeting Minutes – A motion to approve the December 19, 2017 minutes was made by Commissioner Marshall and seconded by Commissioner Miller. The motion carried by unanimous voice vote.
6. Attorney – Attorney Britz stated sexual harassment training is required for all elected officials and appointees. A training session is scheduled on Monday night, January 29, at 7:00 p.m. at Elburn Village Hall.
7. Police Department
 - a. Chief Sikora stated new full-time officer Shepard has finished field training and will be on the streets alone now.
 - b. Rules & Regulations – Sikora stated we are beginning review/revision of the Police Commission Rules and Regulations. Regarding Probationary Time Period (Section 8.3), Sikora asked if the Commission would like to revise so it mirrors the Collective Bargaining Agreement (CBA). The Rules and Regs state 15 month probation and the CBA states 12 months with a one-time three month extension. Attorney Britz stated the Statutes do not specify a timeframe for probation. With the hiring procedure Elburn currently follows, 12-15 months' probation is sufficient. There was consensus from the Commission to mirror the CBA. Where there is a conflict, CBA trumps the Rules and Regulations. Sikora will draft new verbiage and bring back to the Commissioners for review.
 - c. Eligibility List – Sikora said the current eligibility list expires in May. The current list may be renewed or a new list can be created. Currently the Village's hiring procedure for police officers requires pre-certification with the State of Illinois—which can be good or bad. On the good side, it saves the Village money. On the bad side, Elburn is not considered a "move up" department and pre-certified officers who apply may have issues. For example, background checks invalidated 4 of Elburn's top 6 candidates. There was consensus from the Commissioners to create a new eligibility list. Discussion ensued if the Village will accept new/non-certified recruits and if there is a budget to do so.

Hiring non-certified involves the expense of salary and benefits during training. The current police academy is 14 weeks (3-1/2 months) followed by field training (8 weeks or longer) leaving less probationary time to evaluate an officer. Academy cost can range from \$3700 to \$6000; however the Village is reimbursed for this cost by the Illinois Training and Standards Board. Hiring non-certified will potentially attract a bigger pool of candidates. Sikora said we need to make officer(s) want to stay—Elburn is a growing community and foresee adding more positions making it more attractive for an officer to stay longer. Sikora will request an additional full time headcount in the budget for next fiscal year as Elburn is growing and has a larger population to serve.

Standard and Associates is a testing organization Sikora has previous experience with. Pricing is comparable with the firm Elburn used in the past (Police Consultants in Big Rock). Chairman VanBogaert will contact Police Consultants to get an updated quote. The goal is to get an ad posted and possibly conduct testing in April.

As far as power testing, this was waived by Elburn in the past because candidates were pre-certified. This will be required if we pursue non-certified candidates. There are companies who can conduct and certify. Another option is to require candidates complete in advance and provide certification.

- d. We are down in part-time staff now. Part-time officers must have certification.
8. Executive Session – Related to the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body [5 ILCS 120/2/(c)(1)] – No discussion.
9. Communications – No report
10. Old Business – None
11. New Business – Due to schedule conflicts, the next meeting will be held on Wednesday, February 28, rather than the 22nd.
12. Adjournment - Miller motioned to adjourn the meeting at 7:58 p.m. with VanBogaert seconding the motion. The motion passed by a unanimous voice vote.

Respectfully Submitted,

Diane McQuilkin
Village Clerk