

MINUTES
VILLAGE OF ELBURN
BOARD OF POLICE COMMISSIONERS
AUGUST 23, 2018

Board Members Present: Secretary Judith Miller, Chairman Judy VanBogaert

Board Members Absent: John Marshall

Staff Members Present: Police Chief Nick Sikora; Village Attorney Brian O'Connor

Others Present: Michael J. Thomason, Vice President, Stanard & Associates, Inc.

1. Call to Order – Chairman VanBogaert called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance – Commissioner Miller 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 June 28, 2018 minutes was made by Commissioner Miller and seconded by Commissioner VanBogaert. The motion carried by unanimous voice vote.
6. Attorney – No report.
7. Police Department – Chief Sikora introduced Michael J. Thomason from Stanard & Associates, a company who does police testing, is endorsed by Illinois Association of Chiefs of Police and works with 2700 agencies.

Thomason gave a background on the company including their history, staffing and clients throughout the United States and Canada. With the right processes are in place, the correct person(s) gets promoted and Stanard & Associates will assist. There are two steps to the sergeant promotion process: 1) Written Promotional Examination for Police Sergeant; 2) Oral interview Phase. Being such a small department like Elburn makes it all the more important the correct person is chosen from a level playing field—everyone must feel they were treated fairly. Testing varies based on how involved the agency wishes as does the oral interview process. All of Stanard's testing has been validated.

During a promotion process, the rule of thumb is the more time you give candidates to study the better. Candidates are provided with a scenario as to what types of questions will be asked on the exam and a list of study books will be provided. Fees for the tests, study guides and administration of the testing process were discussed.

The panel for oral interviews can be trained by Stanard's psychologists. The Board may include some higher ranking officers from (un-biased) outside agencies. It is critical the process is identical with each candidate. Rating sheets can be scored by Stanard or in-house.

Chief Sikora said we need to move forward with the promotion process. Pricing of Stanard and Police Consultants is very comparable and funds are included in this year's budget. The next step is to set standards as to who is eligible for promotion.

8. Discuss and Approve an Update to the Rules and Regulations Chapter VI, Section 2 Regarding Qualifications for Promotional Testing – Proposed update language has been reviewed by the Village Attorneys and distributed to the Commissioners.

The proposed addition to the Rules and Regulations is as follows:

- D. Candidates for promotional examinations must not be in a probationary status with the Elburn Police Department. Additionally, they shall have a minimum of four years' experience as a full time police officer with a minimum of three years full time experience with the Elburn Police Department.

A motion was made by Miller and seconded by VanBogaert to approve the addition of sub-paragraph D to the Rules and Regulations as shown above. A roll call vote ensued. Ayes: Miller, VanBogaert. Nays: None. Motion carried.

The process when changing the Rules and Regulations was discussed (public notice, publication in newspaper, etc.). Sikora will arrange for publication and posting.

A motion was made by Miller and seconded by VanBogaert to change the weighting in Appendix C to the following:

45 – written

45 – oral

10 – department merit and efficiency

Seniority, time and grade will be removed as it is addressed in new paragraph D

A roll call vote ensued. Ayes: Miller, VanBogaert. Nays: none. Motion carried.

A motion to retain Stanard & Associates for the police sergeant promotion written and oral interview process was made by VanBogaert and seconded by Miller. A roll call vote ensued. Ayes: Miller, VanBogaert. Nays: none. Motion carried.

Chief Sikora will publish and post the addition to the Rules and Regulations and will get in touch with perspective candidates who fit the new qualifications to see who is interested in participating in the testing. The estimated timeline is October when the hiring of a new full-time officer will occur.

There was agreement from the Commissioners to direct Sikora to contact local agencies to see if three sergeants (or higher rank) would be willing to volunteer their time and participate in the oral interview process. The outside agencies should not border Elburn to ensure no conflict.

Regarding the timeline for study leading up to testing after posting, there was consensus from the Board to allow 60 days.

9. Communications – No report

10. Old Business – None

11. New Business – None

12. Adjournment - Miller motioned to adjourn the meeting at 8:32 p.m. with VanBogaert seconding the motion. The motion passed by a unanimous voice vote.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Diane McQuilkin", with a horizontal flourish extending to the right.

Diane McQuilkin
Village Clerk