

BOARD OF POLICE COMMISSIONERS
VILLAGE OF PLAINFIELD
MINUTES
JUNE 23, 2011

Commissioner Michael Nott called the June 23, 2011 special meeting of the Board of Police Commissioners to order at 6:05 p.m. In addition to Commissioner Nott, in attendance were, Commissioners Greg Chapman and Raymond Brixey, Commander Anthony Novak and recording secretary, Kathy Glavac.

New Business – Contract Review from IO Solutions

Commissioner Chapman stated that in previous conversations, a proposed limit to the number of accepted applicants, and disagreed with this proposal which the other Commissioners also agreed that as many applicants as apply for testing and qualify, should be accepted. According to the proposal from IO Solutions, the Commission will pay \$10 for each candidate taking the written exam.

There were still a few questions, the Commissioners wanted clarified. A conference call was then place to Rina Zito, who is a manager with IO Solutions, the testing company, and also the person who will be handling our testing process.

Once on the phone she explained the application process, how it works, paperwork submission by applicants, how they collect and review applications and testing materials. IO Solutions will provide the Plainfield Police Commission with a starter questionnaire, which they will then use as a basis for compiling the application and supporting documents. Once that has been completed, the Commission will then have the opportunity to review and finalize any details, then sign the contact and proceed with the testing process. The Commission will have access to monitor the online applications as well as pull reports from it. Once the contract is signed and the application process begins, the Police Commission and Police Department will defer all calls and questions to IO Solutions.

Upon review of the documents received from the applicants, the testing company will then discuss possible ineligible candidates with the Commission and the Commissioners will then have the final say as to whether to accept or reject a particular application. The testing company will then notify the applicants.

The applications will not be opened until after the closing of the application process. At that time IO Solutions will open the applications and review the documents submitted for accuracy. Rina Zito will be the person who has the final determination, prior to possibly contacting the Commission on the applications.

IO Solutions will send a mass email to all police officer candidates in their data base to announce Plainfield is testing. They will also be responsible for checking candidates in for the orientation and written exam as well. Those applicants who fail to appear for orientation will be dismissed from further consideration and IO Solutions will then keep the entire \$25.00 application fee.

Applicants will use their online application, submit supporting documents through a pdf format and if a candidate does not have internet access, they may call IO Solutions and accommodations will be made for them. Applicants cannot move from one section of the application to another until the first section is complete and so forth.

Applicants who start an application, but do not complete it, are sent an email reminder of the deadline. Those applicants not having a completed application at the deadline are rejected.

IO Solutions suggested a 4 – 6 week application process. We will begin advertising on July 25, with August 1 being the first day applications will be available for applicants. IO Solutions will take care of advertising in the Enterprise and blueline.com. Kathy Glavac will email the last application used so IO Solutions can use it for a starting point for this application.

Commander Novak asked if a link could be put on the village website. We will contact Amy DeBoni with a job posting and information as well.

Written exam results will be submitted to the Commission by Monday, October 3 and IO Solutions will send pass/fail letters to applicants. Complete applications and documents will be submitted to the Commission from IO Solutions only from those candidates who tested will be delivered approximately two (2) weeks after the written exam.

Physical Fitness – Tentatively scheduled for October 22, 2011. Commissioner Chapman stated that only the top 40 candidates which passed the written exam will be taken to this phase of the testing process. A discussion was held regarding the type of physical fitness test and whether IO Solutions, Joliet Junior College or the Plainfield Police Department would administer the exam.

The discussion then turned to NIPSTA (Northern Illinois Public Safety Training Academy) which offers a power test to prospective police officer candidates. The certificate of completion is valid for twelve (12) months and there are many dates offered throughout the year. More information can be found at NIPSTA.ORG.

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Oral Interviews- Rina could not explain their interview process as she was unfamiliar with it. Commissioner Chapman explained to her the process and format used by the Plainfield Board of Police Commissioners. She will discuss with Chad Legal and the Board will receive a catalog of information and possible questions at least 1 – 2 months prior to our oral interviews.

Commander Novak asked what type of questions would be included in the written exam. Cognitive, personality, educational and psychological with all questions being multiple choice with a ninety (90) minute time limit with 70% being a failing score. Commissioner Chapman then stated that we have a minimum of 75%.

Further discussion regarding the power test and the different types, with Commissioner Chapman asking if a candidate must pass the power test in order to successfully complete the police academy. The answer was yes. We will contact Joliet Junior College and NIPSTA to further investigate costs, timetables, and testing styles before making a final decision.

Commissioner Chapman will contact Chad Legal directly for further information on the oral interview questions. The Commissioners thanked Rina Zito for time for this conference call and answers to their questions.

Commissioner Brixey moved the discussion regarding the Rules and Regulations be tabled and a special meeting be scheduled for Monday, July 11, 2011 at 6:00 p.m. Commissioner Chapman seconded the motion. All in favor.

There being no further business or discussion, Commissioner Nott moved the meeting be dismissed at 8:40 p.m. Commissioner Brixey seconded the motion. The meeting was then adjourned.

Respectfully submitted,

Greg Chapman
Secretary
Plainfield Police Commission