



## VILLAGE OF PLAINFIELD POLICE COMMISSION

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BOARD MEMBERS: Michael Nott, CHAIRMAN • Greg R. Chapman, SECRETARY • Raymond P. Brixey, LIASON

### PLAINFIELD BOARD OF POLICE COMMISSIONERS

Meeting of February 18, 2009

1. Call to order
2. Approval of Minutes – November 19, 2009
3. Correspondence
4. Public Comments
5. Executive Session, Personnel – Closed
6. Return to Open Session
7. Pending Business
  - a. Approve Police Officer Final Eligibility List
8. New Business
  - a. Police Department General Order
  - b. Sergeant Eligibility List
  - c. Discuss Reappointment of Laid Off Employees
  - d. Discuss Police Officer Hiring Process
9. Adjournment

The regular meeting of the Board of Police Commissioners will be held at 7:00 p.m. in the 2<sup>nd</sup> floor conference room of the Law Enforcement Center, 14300 S. Coil Plus Dr., Plainfield, IL.



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Commissioner Michael Nott called the February 18, 2010 regular meeting of the Board of Police Commissioners to order at 7:03 p.m. In addition to Commissioner Nott, in attendance were Commissioners Greg Chapman and Raymond Brixey, Chief William Doster and recording secretary, Kathy Glavac.

The minutes of the November 19, 2009 meeting were read. Commissioner Nott pointed out one error, in that he was not in attendance at the November 19, 2009 meeting as stated in the minutes. Recording secretary, Kathy Glavac, apologized for the error. There being no other corrections or clarifications, Commissioner Nott moved the minutes be approved with the correction being duly noted. Commissioner Chapman seconded the motion. All in favor. Motion carried.

Correspondence – Resource Management Newsletter – Holiday Company and Family informal information

A letter and resume was received from Michael Fowler regarding police officer employment. A letter will be sent on behalf of the Commission, explaining hiring procedures.

Pending Business – The final eligibility list for police officers has been compiled. The Commissioners took some time to review the document. Commissioner Nott moved the final eligibility list be approved and posted February 19, 2010. Commissioner Chapman seconded the motion. All in favor. The motion carried. Copies will be mailed to all candidates on the list.

New Business – Police Department General Order 10-401 – This order is part of the New General Orders regarding police hiring practices being established for CALEA accreditation. The Commissioners have had the opportunity to review the document. Commissioner Nott has spoken to John Broihier, attorney for the Police Commission, in reference to the contents of General Order 10-401. Per the attorney's direction, the Rules and Regulations of the Plainfield Board of Police Commissioners will be incorporated in to the General Order 10-401. A new version will be drafted and submitted to the Commission for review prior to the March 18, 2010 meeting of the Board of Police Commissioners.

Sergeant Eligibility List – The current Sergeant Eligibility List expires on May 1, 2007. According to Chief Doster, legally there must be a current list in place in the event of a vacancy or open position. A discussion was held regarding the cost factor of the exam and more cost effective ways of administering a quality exam, whether it be, using a testing firm to write the exam, the Commissioners would proctor the test, send same out for scoring, requesting proposals from different companies to compare prices and services.

Chief Doster is concerned about the May 1, 2009 deadline, due to concerns about not having a current list in place or possibly not testing due to a possible lawsuit from the police officer union. The Commissioners discussed the issues at hand regarding a current Sergeant promotional exam and reached the following conclusion: a Sergeant promotional exam will take place in the near future, but the May 1, 2009 deadline will not be met and the Commission will explore different avenues to administer a quality exam cost effectively.

Chief Doster was reviewing the Rules and Regulations of the Board of Police Commissioners and asked why the scoring for promotional exams totals 110%? Commissioner Nott answered his question, stating that the additional 10% was for their seniority and evaluation performance score.

Commissioner Chapman inquired about an “off the shelf” standard promotional written exam and asked the Chief if it would be possible for the Commission to design an oral interview. Chief Doster stated there are companies who have written exams that this Board could investigate for use and he will get the information for the Commission. Commissioner Nott questioned the “off the shelf” type of exam as to whether or not it is a standardized or customized exam adding that department procedures are always part of the written exam. Chief stated that usually 10 – 15% of the written exam is relative to department policy.

The discussion then moved to the oral portion of the promotional exam with the Commissioners inquiring whether or not this portion can be completed without the assistance of an outside firm. The Commissioners would design the questions and then ask for outside command staff to assist in the oral portion of the exam.

Commissioner Nott then asked Chief Doster about the evaluation process used by this department. The Chief stated that this department has an excellent evaluation process in place and feels that adequate information would be provided to the Commission for this testing process.

Commissioner Brixey inquired about the score weights, and if the Commission were to administer the oral portion of the exam, that his concern is the complete legal protection of the Board of Police Commissioners as well as preparing a most objective oral interview. Commissioner Nott then suggested an outside testing firm be contracted to administer both parts of the exam. Commissioner Brixey then questioned the cost of going that route.

Upon further discussion regarding administering the Sergeant promotional exam, Commissioner Nott stated that he will contact Public Personnel Institute, the company used for the last exam, and ask for specific prices on the different components of the exam, meanwhile, Chief Doster will examine budgeted amounts for testing, and both will report back to the Commission at the next regular meeting. The testing score weights will remain the same at this time.

Reappointment of Laid Off Officers – Chief Doster reported to the Commission that he is working diligently to reappoint the three officers who were laid off due to budgetary conditions of the village. They will be recalled prior to anyone being hired from the new eligibility list. In the event of a possible reappointment, a certified letter will be sent and the officer will then have thirty days to respond.

Police Officer Hiring Process – A discussion was held regarding the police officer hiring process, in that, it should be streamlined and possibly moving the process to an online format. Commissioner Nott moved that this discussion be tabled for another meeting. Commissioner Brixey seconded the motion. All in favor. This discussion will be tabled and opened in a future meeting.

Commissioner Nott stated that the Board of Police Commissioners Rules and Regulations should be evaluated and updated in the very near future. All the Commissioners agreed and will set a time table in the near future for this task.

Commissioner Nott then thanked the Board for allowing him to be the chairman for many years. He opened the floor for either Commissioner Chapman or Brixey to accept the position of Chairman. Both Commissioners Chapman and Brixey applauded Commissioner Nott on his dedication and commitment to the Board of Police Commissioners and requested that he remain Chairman of the Commission. Commissioner Nott accepted their request that he remain Chairman and thanked them both for their kind words. Commissioner Chapman will remain Secretary and Commissioner Brixey will remain as liaison.

There being no further business or discussion, Commissioner Nott moved the meeting be adjourned at 8:40 p.m. Commissioner Brixey seconded the motion. All in favor. Meeting adjourned.

Respectfully submitted,

Greg Chapman  
Secretary  
Plainfield Police Commission