

## Board of Police Commissioners

March 29, 2018

The Board of Police Commissioners met on April 19, 2018 in the Police Department Conference room for a special meeting. Chairman Marvin Garlick Called the meeting to order at unknown time. Meeting time was set for 1:00.

### Roll Call:

Present: Marvin Garlick, Dan Wisdom, Doug Emerick, Mayor Cathy Carroll- Duda, City Administrator Lisa Kotter, HR Brandon Maeglin, Chief Steve Whittington

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1. Police commissioner's role in selection process of chief
  - a. Mayor charter says that it is the responsibility of the council to appoint and select the chief. There is also an ordinance. Dan Wisdom mentioned that no one there was saying they appointed the chief, but that they are on a selection committee. Mayor Duda related that the ordinance was changed because it has mentioned the public safety committee and it was added within that ordinance to allow and ad hoc committee if so deemed by the council. Doug Emerick related that he believed that the Commissioners should be allowed to ask questions within the interviews. Lisa related that it is important to put together a community brochure for all of the new candidates to give them a snapshot of our community. Also, at the meeting on Tuesday night, the job description of the Chief of Police was updated since it was vague and simple. Illinois Association of Chiefs of Police. The Chief's Association would then go over the applications and put forward the 10 best applications and they would then move forward into answering written questions. May 14<sup>th</sup> would be the deadline for the questionnaires. Our internal group would look at the resumes and questionnaires to and pick the next 5 people to move forward. The Chief's Association comes in and does a full assessment day. This would allow an outside entity to do the assessment. They have a panel that would ask questions and this would include retired officers. The possible date for this is May 22. By the end of that day, they will tell the committee the pros and cons and rank those people and they would allow the committee to have a report. The scenario day would include role playing, oral interview and written exercises and a group exercise. The Chief's Assn committee is looking at leadership, critical thinking, strategic planning, oral expression, community engagement. After this point, three people would move forward and then they would be presented to council to decide on who would become Chief. This would allow a comfort level with each candidate. There was also a discussion about when the background check would be done. Whittington asked if there was going to be a list of minimum requirements. The initial thought was 14 years of experience and a bachelor's degree. It has been lowered to 10 years of experience and more experience in lieu of a bachelor's degree. Doug Emerick related that he knew someone who would like to apply but felt like they didn't qualify because of lack of college but had the training and years. Dan Wisdom asked what kind of department from which the experience would need to be. He also asked if there was ever going to be an oral interview. City Administrator Lisa Kotter stated the oral interview will be done by the search committee and once that is done, then the Council would be able to have an interview. Dan Wisdom asked if the background checks would be done before the interviews by the council. City Administrator Lisa Kotter related that yes, they should be done by then. Whittington related that he believes the background should be done by ISP since we have internal candidates. The rest of the commission agrees that another agency should do the backgrounds. City Administrator Lisa Kotter related that on April 10<sup>th</sup> Mayor Duda would bring to council a search committee recommendation for the council to approve. Dan Wisdom asked if the IACP

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had a list of criteria. City Administrator Kotter stated that they did. Dan Wisdom asked if there was an age limit to try and stop someone coming in and bumping their retirement and then they leave and we are doing this again in a few years. It was discussed that there is not a way to limit by age except a minimum of 21.

2. General Roles
  - a. Mayor Duda asked for clarification of duties of the Police Commissioners and it was asked if there were local rules that go along with the Illinois State Statute. The Commissioners stated that there were. City Administrator Lisa Kotter also asked about the hiring process and asked for clarification on the interview process specific to follow up questions. Whittington related that he believes follow up questions should be asked. The Commissioners related that the reason for that is to keep the process as uniform and unbiased as possible.
3. Local Rules of the Police Commission
  - a. Mayor Duda asked about the local commission laws and if there were any. City Administrator Lisa Kotter related that the Illinois State Statute refers to local commission rules, but there is not a copy of those to be found.
4. Expectations and communications between Commissioners and Mayor with Chief as the liaison
  - a. There needs to be more communication between the Chief of Police, the Commission and Mayor Duda. The Commissioners pointed out that there was a breakdown in communication when an officer was to leave the department and when an officer was injured. Everyone agreed that there needs to be better communication and that information needs to be passed on or added to protocols. City Administrator Lisa Kotter stressed that the City is wanting a better working relationship with the Commissioners and that the Chief of Police should be the liaison between the Commissioners and the City and that there needs to be more information passed on to the Commissioners. Chief Whittington agrees with the sentiment expressed.
5. HR and Commissioner Board secretary involvement with the Police Department: recruiting, hiring, disciplinary, firing, etc.
  - a. Administrator Lisa Kotter related that the City has an HR person that they pay that should be in charge of HR responsibilities such as recruitment and that it should not be left to the recording secretary. The Commission should be using HR Brandon Maeglin in that role that he will be involved in the hiring, disciplinary and firing processes. Dan Wisdom suggested that the FOP Union representatives be questioned about when HR Brandon Maeglin should be involved in what process.
6. Location of published list of approved officers and sergeants
  - a. Mayor Duda asked if there is a posted list somewhere. The Commissioners informed her that the lists are posted on the bulletin board outside of SGT Disterhoft's office. Mayor Duda did ask the Commissioners if they attended annual training for the Commission and the answer was no. They attended the initial training but have not been back since due to the trainings being the same every year. The question was posed if Open Meetings Act training was done by the Commissioners and the answer was no, but that it should be done.
7. Minutes to meetings
  - a. Mayor Duda asked about the meeting minutes to the meetings. There were quite a few not on the website. They will email and ask Administrative Assistant Jessica about these.

Adjournment-Motion by Doug Emerick. Seconded by Dan Wisdom. 3 ayes. Meeting adjourned at unknown adjournment time. It was not stated on the recording.

Respectfully submitted: *Jessica Damewood*  
Jessica Damewood, Administrative Assistant