

**VILLAGE OF HUNTLEY  
POLICE COMMISSION MEETING  
APRIL 4, 2012  
GENERAL MEETING MINUTES**

**CALL TO ORDER:**

On Wednesday, April 4, 2012 a meeting of the Village of Huntley Board of Police Commissioners was held at 1:00 pm at the Municipal Complex, Conference Room C107, 10987 Main Street, Huntley, Illinois 60142. The room is handicap accessible.

**ATTENDANCE:**

**PRESENT:** Chairman Jim Waters  
Secretary Tom Schaefer  
Commissioner Don Arseneau  
Jan Stevens, Human Resource Coordinator

**Old Business:**

The Commission discussed the next recruitment process and reviewed the CALEA requirements for recruiting. Tom emphasized that his main goal in the new process is to lessen the number of candidates for oral interviews. He would like to raise the passing written exam score to 80 instead of 70. Tom also wants candidates to drop off applications so they can be date and time stamped. Don stated that they should first determine how many applications they will accept. Jim indicated that there are some things they have the authority to change but some things are out of their control. Jim thinks that it is punitive to make candidates drop off their applications in person.

The Commission discussed the questions to ask Mr. Broihier. They will ask the following questions:

Can the Commission limit the number of applications they will accept?

Can the Commission raise the passing test score on the written exam?

Can the Human Resources department eliminate applications that are incomplete without a vote of the Board?

Jim indicated in the next recruitment process the Board would like to review the advertisement before it is published.

Don stated that he thinks in order to lessen the number of interviews the Commission needs to shorten the deadline for submission, determine a maximum number of applications they will accept and eliminate incomplete applications.

The Commission asked Jan to follow-up with Geneva and St. Charles for information on their process.

The Commission decided to shorten the advertisement and only run the next ad for 60 days.

Tom proposed a timeline to have the next list complete by December 15, 2012. The advertisement would be published in July and the test would be held in September. Oral interviews would be October or November and the Final Eligibility List would be posted December 15, 2012.

The Commissioners call Mr. Broihier at 3:00 pm.

Can the Commission limit the number of applications they will accept?

Yes, on a first come – first served basis. It is okay to date and time stamp the application and require that they be dropped off in person.

Can the Commission raise the passing test score on the written exam?

Yes, but the Commission should check with their vendors to see if they think a higher score is valid. Some areas have poor schools and these might be the areas where predominantly minorities reside. Mr. Broihier recommended giving the written score more weight in the process because it is an objective measurement. The Commission would need to amend their rules if they want to change how the components are weighted.

Can the Commission look at application before the oral interview if they don't know the personal information about the candidate.

Yes, and they can see all of the information if they want to review it. The Commission should advise candidates why they are not being considered. Review the Rules and Regulations for the disqualifying conditions.

Can the Human Resources department eliminate applications that are incomplete without a vote of the Board?

Yes, but they should check the Rules and Regulations to see if there is any information regarding this issue.

Mr. Broihier stated that the only time constraint for the advertisement process is that it be two weeks prior to the deadline to submit applications. He recommended publishing for 45 days with 30 days to return applications.

Tom asked if the changes in the Fire Department rules would also be made for Police Commissions. Mr. Broihier indicated that it is not being considered at this time.

A MOTION was made to limit the number of applications received in the next recruitment process to 75 and to require that they be time and date stamped. There was discussion about accepting the applications by mail and a lottery process if several were received in one day.

**MOVED:** Secretary Tom Schaefer  
**SECONDED:** Commissioner Don Arseneau  
**AYES:** 3  
**NAYES:** None  
**ABSTAIN:** 0  
**MOTION CARRIED:** 3:0:0

**A MOTION was made to run the advertisement for 60 days.**

**MOVED:** Secretary Tom Schaefer  
**SECONDED:** Chairman Waters  
**AYES:** 3  
**NAYES:** None  
**ABSTAIN:** 0  
**MOTION CARRIED:** 3:0:0

**The Commission asked Jan to contact the vendors to see if a written score of 80 is valid. In addition, ask COPS if their written exam can be purchased.**

**Jan should request a revised copy of the Association's Rules and Regulations if it has been updated since 2006. The Commission would like Jan to forward the changes she recommends to the Rules and Regulations.**

**A MOTION was made to approve the General Session minutes of March 7, 2012.**

**MOVED:** Secretary Tom Schaefer  
**SECONDED:** Commissioner Don Arseneau  
**AYES:** 3  
**NAYES:** None  
**ABSTAIN:** 0  
**MOTION CARRIED:** 3:0:0

**A MOTION was made to strike John Rompella from the eligibility list because he is no longer interested in a position.**

**MOVED:** Commissioner Don Arseneau  
**SECONDED:** Chairman Waters  
**AYES:** 3  
**NAYES:** None  
**ABSTAIN:** 0  
**MOTION CARRIED:** 3:0:0

**RECESS TO EXECUTIVE SESSION**

**A MOTION was made to adjourn to Executive Session at 3:55 p.m. for the purpose of reviewing the March 7, 2012 Executive Session minutes.**

**MOVED:** Chairman Jim Waters

**SECONDED:** Commissioner Don Arseneau  
**AYES:** All  
**NAYS:** None  
**ABSTAIN:** None  
**MOTION CARRIED:** 3:0:0

**THE OPEN SESSION RECONVENED AT 3:57 PM.**

**A MOTION was made to approve for content only the Executive Session minutes of March 7, 2012.**

**MOVED:** Secretary Tom Schaefer  
**SECONDED:** Commissioner Don Arseneau  
**AYES:** 3  
**NAYES:** None  
**ABSTAIN:** 0  
**MOTION CARRIED:** 3:0:0

**New Business:**

**None**

**The next meeting is scheduled for April 18, 2012 at 1:00 pm.**

**A MOTION was made to adjourn the Huntley Police Commission meeting at 4:00 pm.**

**MOVED:** Commissioner Don Arseneau  
**SECONDED:** Secretary Schaefer  
**AYES:** All  
**NAYS:** None  
**ABSTAIN:** None  
**MOTION CARRIED:** 3:0:0

**Respectfully submitted,**

**Jan Stevens**