MERIT COMMISSION AGENDA
Location: Public Safety Center, 2nd floor Conference Room
September 10, 2015
5:00pm

1. Call to order

2. Roll Call/ determination of quorum

3. Approval of the agenda

4. Approval of the July 9, 2015 minutes

5. Public Comment

6. Items of Business
   a. Newly appointed members of the Merit Commission
      i. Amy Cesich (Democrat) 5 year term
      ii. Shawn Flaherty (Republican) 3 year term
   b. Promotional testing results for Patrol Division
   c. Approval for promotional testing for Corrections Division
   d. Review of Merit Commission Rules

7. Next meeting date

8. Adjourn
Minutes of the Kendall County Sheriff's Office Merit Commission Meeting
Held Thursday, July 9, 2015
9:30 a.m.

Present were Bryan Abramowitz, Richard Gaffney, Jack Westphall. Also present were Scott Koster, Tracy Page, Rob Fetzer, Eric Passarelli, Mark Sajnaj

The meeting was called to order at 9:30a.m. and a roll call was taken of the members. Present were Bryan Abramowitz, Richard Gaffney and Jack Westphall. Three members present created the necessary quorum for voting purposes.

Abramowitz presented the agenda, motion to approve the agenda made by Gaffney, second by Westphall. All in favor, motion approved

Abramowitz called for public comment, no public present so no public comment

Chief Deputy Scott Koster brought forth the start of the Correctional Promotional testing, an announcement will be made to potential candidates and the recommended study materials

Items of business

Executive Session: 5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Westphall made a motion to go into Executive Session for the purpose of Patrol promotional interviews. Gaffney seconded the motion. Abramowitz asked for a roll call vote on the motion. All members present voting aye. Motion carried.

Reconvene

Westphall made a motion to approve the testing scores. Second by, Gaffney, all members in favor, approval of the interview scores and promotional list

Abramowitz called for public comment, no public present so no public comment

Next regular meeting date is scheduled for 5pm on September 10, 2015

Meeting adjourned

Respectfully Submitted,

Tracy Page
Recording Secretary
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<th>Deputy Name</th>
<th>Overall*</th>
<th>Ranking</th>
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List certified on 07/09/15
Good for one year from the date of certification

* Overall score includes education and military points
RULES, REGULATIONS AND PROCEDURES
OF THE
KENDALL COUNTY SHERIFF’S OFFICE
MERIT COMMISSION

Pursuant to its responsibility for the administration and operation of a merit system for all Deputy Sheriff’s of the Kendall County Sheriff’s Office, as authorized under the Sheriff’s Merit Commission Act, and the Illinois Compiled Statutes Chapter 55 ILCS 5/3-8001 et. seq., the Merit Commission of the Kendall County Sheriff’s Office (hereafter, “the Commission”) adopts the following Rules, Regulations and Procedures.

These adopted Rules, Regulations and Procedures supersede all other Rules, Regulations and Procedures previously adopted by the Commission.

ARTICLE 1
ADMINISTRATION

A. MEMBERSHIP: The Commission shall be composed of five members appointed by the Sheriff and approved by the Kendall County Board. Members of the Commission shall serve for six years upon their appointment. No more than three members shall be affiliated with the same political party.

B. ORGANIZATION OF THE COMMISSION: The officers of the Merit Commission shall be: Chairman, Vice-Chairman and Secretary. All officers shall be elected by a simple majority vote of the Commission. The term of office shall be two years or until the term of office as a member of the Commission shall expire, whichever period is shorter. The Chairman shall preside at all meetings and shall perform all duties required by these Rules, Regulations and Procedures. The Vice-Chairman shall preside at meetings in the absence of the Chairman. The Secretary shall keep the minutes and records of the Commission.

C. OFFICE AND STAFF: The Commission shall maintain an office in Yorkville, Illinois, where its staff, assistants, and clerks shall function and where its files and records shall be maintained.

D. MEETINGS: Regular meetings of the Commission shall be held quarterly unless no business or activity exists for consideration during any given quarter. Other meetings may be called, as necessary, by the Chairman. The Chairman shall also call other meetings upon the request of two members of the Commission, or at the request of the Sheriff and at least one member of the Commission. All meetings shall be conducted in compliance with the provisions of the Illinois Open Meetings Act (5 ILCS 120/1 et. seq.).
E. QUORUM: Attendance of at least three members of the Commission at meetings shall constitute a quorum. When considering changes or amendments to the Commission’s Rules, Regulations and Procedures at least four members must be present to take action on any change or amendment.

   1. Members of the Commission may attend meetings by video or audio conference subject to the following conditions:

      a. A quorum of the members of the Commission must be physically present at the meeting location.
      b. The member requesting to attend by video or audio conference must be unable to physically attend the meeting because of: (1) personal illness or disability, (2) employment purposes or business of the Commission or (3) a family or other personal emergency.
      c. The member requesting to attend by video or audio conference must notify the recording secretary before the meeting, if practical.
      d. A majority of the members of the Commission must approve the member’s request to attend by video or audio conference.
      e. Equipment must be available that will permit the member to participate in the meeting so that the member can hear and/or see the other members of the Commission and the other members of the Commission can hear and/or see the member attending by video or audio conference.

   2. If a member of the Board attends a meeting by video or audio conference in accordance with these rules, the minutes of that meeting shall reflect that the member was present via video or audio conference.

   3. Members attending by video or audio conference shall be permitted to participate in the meeting as if they were physically present to the extent permitted by the equipment used including the right to vote on any matters that come before the Commission.

   4. Members attending by video or audio conference shall not be eligible for any per diem or stipend that would otherwise be authorized for members physically present at the meeting.

F. VOTING: On all matters brought before the Commission, the concurrence of at least three members of the Commission shall be necessary for a decision, and the action of such a majority shall be considered the act of the Commission. For changes to the Commission’s Rules, Regulations and Procedures, all Commissioners must have received notice of
proposed changes and the date of the meeting that such changes will be considered for action. At least four members must be present to act on proposed changes.

G. MINUTES AND RECORDS: The Commission shall:

1. Maintain such personnel records and files as are necessary to execute its responsibilities. These records and files shall be confidential except that the Sheriff (or his designees) may examine such files at any time, and any member of the Sheriff’s Office shall be permitted on request to examine their personal graded written examination. The Commission shall comply with the provisions of the Illinois Personnel Record Review Act (820 ILCS 40/1 et. seq.).

2. Keep and maintain the minutes of all meetings.

3. Keep and maintain all other records and files necessary for the proper administration and operation of the Commission’s business.

4. All Commission minutes and records shall be maintained in compliance with the Illinois Open Meetings Act (5 ILCS 120/1 et. seq.) and shall be disposed only pursuant to the provisions of the Illinois Local Records Act (50 ILCS 205 et. seq.).

H. CHANGES IN RULES, REGULATIONS AND PROCEDURES: No change in the Commission’s Rules, Regulations and Procedures shall be made until the Sheriff has been notified of the proposed changes in writing and has been afforded an opportunity to formally comment on the proposed changes, and the requirements in Section F of this Article have been met. The Commission shall report adopted changes to the County Board.
ARTICLE II
RANK STRUCTURE

A. **RANK:** For the purpose of the administration and operation of the merit system of the Kendall County Sheriff’s Office, the ranks in the Sheriff’s Office as denoted by the Sheriff of Kendall County are:

- Deputy Sheriff-Corrections
- Deputy Sheriff- Police Officer
- Sergeant - Corrections
- Sergeant – Police Officer

B. **POSITION:** Persons meeting the requirements of the qualifications and procedures stated in these Rules and Regulations can attain certification of tenure in these ranks.

C. **EXEMPTION OF CERTAIN POSITIONS:** Personal assistants of the Sheriff shall be exempt from the Rules and Regulations of this Commission. Personal assistants of the Sheriff shall be defined as “Chief Deputy”, “Undersheriff”, “Administrative Assistant”, “Jail Administrator” and any and all other equivalent positions consistent with the intent of the sheriff’s merit system law, regardless of the title which is assigned by the Sheriff, and shall include, without limitation, the following titles: “Corrections Commander”, “Corrections Deputy Commander”, “Operations Commander”, and “Operations Deputy Commander”. While personal assistants of the sheriff shall be at will positions, any employee who is under the jurisdiction of the Commission at the time of his or her appointment as a personal assistant of the sheriff shall, upon termination of such appointment, be returned to the last highest merited rank achieved by the employee immediately prior to accepting the appointment as a personal assistant, at which time the employee shall be subject to the sheriff’s merit system law and the jurisdiction of the Commission.

1. Time spent in the position of Sheriff or personal assistant to the sheriff shall count toward seniority provided the Sheriff or personal assistant to the sheriff came from a tenured position within the merit system.
ARTICLE III
APPOINTMENT TO THE SHERIFF’S OFFICE

A. ENTRY INTO MERIT SYSTEM: The rank of Deputy Sheriff is the sole point of entry into the Sheriff’s merit system.

B. APPOINTMENT TO THE SHERIFF’S OFFICE: Applicants for certification for appointment to the Sheriff’s Office as a Deputy Sheriff, in addition to meeting all standards prescribed by the Illinois Compiled Statutes, must;

1. Be no younger than 20 years of age.

2. Be a high school graduate, or have a certification of equivalency.

3. Possess a valid Illinois Drivers License at the time of application.

4. Successfully complete all examinations, physical, written and oral, as prescribed by the Commission.

5. Meet such mental, medical and physical standards as prescribed by the Commission.

6. Subsequent to successful completion of all examinations prescribed by the Commission, must be judged acceptable to the Sheriff following an investigation of background, reputation and character.

7. Be appointed from the certified list of qualified applicants by the Sheriff when a vacancy or vacancies exist.

8. Any qualified applicant who declines to accept an appointment will be replaced for said appointment by another qualified applicant. A refusal to accept an appointment may constitute grounds for removal from the list of certified applicants.

C. TESTING PROCEDURES

1. Types of Examinations: applicants may be required to submit to the following examinations including, but not limited to:

   a. Orientation
   b. Physical Agility
   c. Written Test
   d. Oral Interview
2. Scoring of Examinations: Applicants must pass all phases of the examinations independently. Failure to meet minimum passing requirements on any eliminates the applicant from further consideration in that testing cycle.

3. Ranking of Scores: Each applicant who has successfully advanced in the testing process by meeting at least the minimum passing requirements on all phases of examinations as prescribed by the Commission will receive a final numeric score calculated by using scores achieved on the written examination and the oral interview. All final scores are based on a maximum of 100%.

4. Quorum for Testing Procedures: A quorum of the Commission is required for conducting all oral interview examinations. The Commission reserves the right to assign or delegate any portion of other required examinations to the Sheriff and/or his designee(s) including those instances where a quorum of the Commission is not possible.

D. OTHER CONSIDERATIONS BY THE COMMISSION: In considering applicants, the Commission:

1. May give preference to persons who have honorably served in the military or naval services of the United States.

2. Is authorized to waive one or more of the requirements set forth herein for applicants who have served with another Sheriff’s Office, police department or any other law enforcement agency, and who are certified as a Law Enforcement or Corrections Officer by the Illinois Law Enforcement Training and Standards Board.

E. RIGHT OF REFUSAL: The Commission may refuse to examine an applicant or, after examination to certify him as eligible if applicant:

1. Is found lacking in any of the established preliminary requirements for the position for which he or she applies.

2. Illegally or to excess uses controlled substances, cannabis or alcoholic beverages.

3. Has been convicted of a felony or any misdemeanor involving moral turpitude, or convicted of any offenses listed in the Illinois Police Training Act (50 ILCS 705/6(e))

4. Has been dismissed from any previous employment for good cause.

5. Has attempted to practice any deception or fraud in his or her application.

6. Whose character and employment references are unsatisfactory.
F. APPOINTMENT PROCEDURE: The responsibilities of the Merit Commission include:

1. Preparing and posting in a prominent location in the Public Safety Center a list of all qualified applicants at the completion of each entry screening process. The name of each qualified applicant shall remain on the posted list for a period of eighteen months.

2. Notifying all qualified applicants of their acceptance, and that they are being placed on the certified list of qualified applicants.

3. The Commission may allow new applicants to attempt certification at a time deemed appropriate, and that certified individuals could be added to the current eligibility list for a maximum of eighteen months of eligibility from the time of placement on the eligibility list.

4. Nothing in these Rules shall diminish the authority of the Commission to certify for appointment or promote individuals who possess prior law enforcement experience as authorized in 55 ILCS 5/3-8010 or 5/3-8011.

5. The Sheriff shall appoint individuals from the certified list provided by the Commission. Prior to appointment, the Sheriff may conduct a background investigation, psychological and medical testing that may disqualify candidates from appointment. The Sheriff shall notify the Commission in writing when a candidate is so disqualified.

G. PROBATIONARY PERIOD: All qualified applicants appointed by the Sheriff must successfully complete a probationary period. The length of the probationary period shall be as stipulated in the collective bargaining agreement that governs the position appointed. If no collective bargaining agreement exists for the appointed position, the probationary period shall be twelve months. During this probationary period these persons are subject to removal by the Sheriff as at-will employees. The Commission shall be notified by the Sheriff in writing whenever an individual is discharged during that individual’s probationary period.

H. CERTIFICATION OF TENURE: After successfully completing the entire probationary period, the Commission shall certify the individual as being tenured as a Deputy Sheriff.
ARTICLE IV
PROMOTION

A. PROMOTION: To be eligible for promotion to the following ranks, an individual must have served continuously with the Kendall County Sheriff’s Office for the minimum time period indicated for the particular rank sought, prior to taking the competitive examinations for that rank:

Sergeant – Corrections: Three years service as Deputy Sheriff – Corrections
Sergeant – Police Officer: Three Years service as Deputy Sheriff – Police Officer

1. In addition to the minimum standards denoted above, a candidate for promotion must:

   a. File a formal application with the Commission
   b. Successfully complete and pass any written and/or oral promotional examinations for said rank as prescribed by the Commission
   c. Be adjudged by the Commission to be eligible for promotion and placed upon a list of persons certified as eligible for promotion.
   d. Not be under suspension.
   e. Not be on a leave of absence, except for military service.

2. All certified lists for promotions shall be valid for one year, or until the list is exhausted, whichever time period is shorter. If the list is no longer valid, the Commission will establish a new list when there is a need as determined by the Sheriff.

3. Whenever the Sheriff desires to fill a vacant rank under the jurisdiction and rules of merit system, the person selected shall be taken from the list of persons certified for promotion in accordance with Article IV of these Rules, Regulations and Procedures. If the Sheriff rejects all persons so certified, the Sheriff shall state the reason for such refusal in writing to the Commission.

B. PROBATIONARY PERIOD: All qualified applicants appointed by the Sheriff must successfully complete a probationary period. The length of the probationary period shall be as stipulated in the collective bargaining agreement that governs the rank/position appointed. If no collective bargaining agreement exists for the appointed rank/position, the probationary period shall be six months. During this probationary period the promoted individual shall be subject to be returned to the individual’s previously held tenured rank if, in the opinion of the Sheriff, the individual has failed to demonstrated the ability perform satisfactorily in the promoted rank. The Commission shall be notified by the Sheriff in writing whenever an individual returned to a previously held tenured rank during that individual’s probationary period.
C. **CERTIFICATION OF TENURE**: After successfully completing the entire probationary period, the promoted individual shall be certified as tenured at the appropriate rank by the Commission.
September 10, 2015

Sheriff Dwight Baird
Kendall County Sheriff's Department
1102 Cornell Lane
Yorkville, Illinois 60560

Sent via email: dbaird@co.kendall.il.us

Dear Sheriff Baird,

Below is the methodology and costs for Stanard & Associates, Inc. to host your Deputy Sheriff or Corrections Officer application process.

1. Stanard & Associates, Inc. (S&A) prepares the online application packet (using existing Kendall County or S&A application forms) and provides documents to Kendall County for review.

2. Kendall County provides feedback to S&A on minimum hiring requirements, application documents, etc. and S&A revises documents accordingly.

3. Stanard & Associates, Inc. creates a landing page on its website to host the Kendall County Deputy Sheriff or Corrections Officer application. Kendall County includes the dedicated S&A website landing page information in all advertisements for the Deputy Sheriff or Corrections Officer process, and on Kendall County's website, instructing candidates to visit www.applytoserve.com to purchase an application.

4. S&A accepts applications on behalf of Kendall County through the application deadline date. (S&A will provide a Job Applicant Help Desk email address for candidates to email S&A with any questions on the application process. S&A will respond to candidate's emails during normal business hours (Monday-Friday 8:30 a.m. to 5:00 p.m.).

5. S&A will review all applications, including submission of all required documents. S&A will prepare a digital PDF file of each candidate's application packet for Kendall County.

6. Once the application deadline has passed, S&A will schedule a meeting with Kendall County to review all applications. S&A will provide a list of candidates who have submitted required documentation as well as those candidates who have incomplete applications. As a group, we will review all incomplete applications. Ultimately, we will defer to Kendall County on those candidates who are ineligible to move on in the testing process.
7. After the application deadline has passed, S&A will send an e-mail to all individuals letting them know their status in the process. Individuals who have successfully submitted their application will receive instructions on attending any mandatory orientation, and the written examination. Those individuals that have submitted incomplete or late applications, or do not submit their application, will also receive an e-mail letting them know they are no longer eligible to proceed in the testing process.

8. Prior to any mandatory orientation, S&A will turn over all submitted application documents on a USB flash drive to Kendall County for their records. S&A will also prepare a list of candidate names to assist Kendall County with check-in at the orientation, written test, etc.

The fee for this service is $45.00 to be paid by the candidate directly to Stanard & Associates, Inc. However, for any candidates granted a fee waiver by Kendall County, S&A will invoice Kendall County for those waived fees. This $45.00 fee covers S&A hosting the application process as stated above, the written exam booklets, and S&A administering and scoring the written exams. S&A will not invoice Kendall County for any travel-related fees for the two scheduled meetings with Kendall County or for the written test administration.

General terms:

Any additional consulting (responding to candidate grievances, litigation support, expert witness testimony, depositions, attend special meetings, etc.) will be billed at our current hourly rates.

S&A does not anticipate any shipping and handling costs with this method, but if incurred, Kendall County would be invoiced for those actual costs.

Thanks again for your time and consideration. We look forward to working with you again. If you have any questions on the application process, please do not hesitate to contact me at 1-800-367-6919 or via e-mail at mike.anderson@stanard.com

Best Regards,
Michael J. Anderson
Senior Consultant
Public Safety Sales
Let Stanard & Associates handle the application process for your agency at NO COST to you!

Stanard & Associates (S&A), the leader in public safety testing, is pleased to announce ApplyToServe.com, an online employment application management service designed to make public safety application processes and employee hiring a breeze. ApplyToServe.com can be used for entry-level police, fire, dispatcher and correctional officer hiring.

This comprehensive program handles all facets of the application process, including (1) distributing and collecting candidate applications; (2) organizing, verifying and recording required documentation; (3) answering applicant inquiries; and (4) producing a complete listing of eligible applicants ready to move on to the next phase of the hiring process.

With ApplyToServe.com, your own staff will be freed from the time-consuming and tedious tasks associated with the application process. Best of all, the cost of ApplyToServe.com can be covered entirely by a fee charged directly to the applicants, resulting in a tremendous cost savings to your agency versus traditional application processes.

Here’s how it works:

1. S&A works with the department to confirm the application questions and requirements.
2. S&A includes this information on its ApplyToServe.com website.
3. Applicants are directed to ApplyToServe.com to review the job requirements, pay the application fee by credit card via a secure site, answer the application questions, and upload required documents.
4. Applicants contact S&A with questions concerning the application process and to submit their application and supporting documents directly to S&A.
5. S&A reviews all documentation submitted, creates a PDF file for each applicant, and verifies that all minimum requirements have been fulfilled to go on to the next step of the process.
6. S&A conducts a conference call with department representatives to review the applicant data and provide a listing of all applicants who have fulfilled your requirements thus far, along with the status of all other applicants.
7. S&A contacts all applicants via email, informing them of their status in the process and directing them to the next steps, if applicable.
8. S&A provides the department with a USB flash drive containing all submitted application documents for your personnel records.
9. Most agencies set an application fee to cover the cost of the written exam component too (S&A can provide the written exam as well).

Click Here to See a Demo

With ApplyToServe.com, you can streamline your hiring process, save money, and expedite the time it takes to put qualified public safety personnel on the job. For more information about ApplyToServe.com, or to schedule a conference call to discuss in more detail, click here.