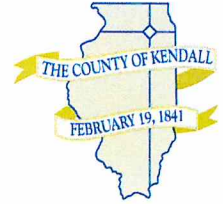




Kendall County

Office of the Sheriff

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



MERIT COMMISSION

Public Safety Center, 2nd floor Conference Room
April 07, 2017
3:30pm

MEETING AGENDA

1. Call to order
2. Pledge
3. Roll Call
4. Approval of the agenda
5. Approval of minutes from January 13, 2017 Meeting
6. Items of Business-
 - a. Vote for Merit Commission Vice- Chair and Secretary
7. Executive Session
8. Old Business
9. New Business-
 - a. Review of New Hire Testing Procedures
 - b. Recruitment and Selection Policy
 - c. Request to see interview results
10. Public Comment
11. Next meeting date
12. Adjournment

Kendall County Sheriff's Office Merit Commission
Public Safety Center, Conference Room
1102 Cornell Lane, Yorkville IL
Friday, January 13, 2017
Meeting Minutes

Pledge of Allegiance

Call to Order- Chair Jack Westphall called the meeting to order at 3:33pm

Committee Members Present: Jack Westphall- present, John Shaw-present and Shawn Flaherty-present.
With three of five members present a quorum was determined to conduct business.

Others Present: Tracy Page, Sheriff Dwight Baird, Commander Mike Peters, Deputy Commander Jason Langston

Approval of the Agenda- Member Shaw made a motion to approve the agenda, second by Member Flaherty. With all in agreement, the motion carried.

Approval of Minutes- Member Flaherty made a motion to approve the October 14, 2016 meeting minutes, second by Member Shaw. With all in agreement, the motion carried

Items of Business-

Patrol Sgt. Interviews will be held Wednesday, January 18, 2017

Westphall and other command members from other agencies will be conducting the interviews

Corrections Entry Level interviews will be held Tuesday, January 17 and Thursday, January 19

Command members from the Sheriff's Office will be conducting the interviews

Executive Session- Member Flaherty made a motion to go into Executive Session for (1) Appointment, employment, compensations, 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. Member Shaw seconded the motion; Roll call vote was taken, all in favor, Motion carried

Reconvened

Old Business-

Jack Westphall commission expires March 2017 and will have to be reappointed by the County Board

Voting for Vice-Chair and Secretary will take place at the April 2017 meeting

New Business-

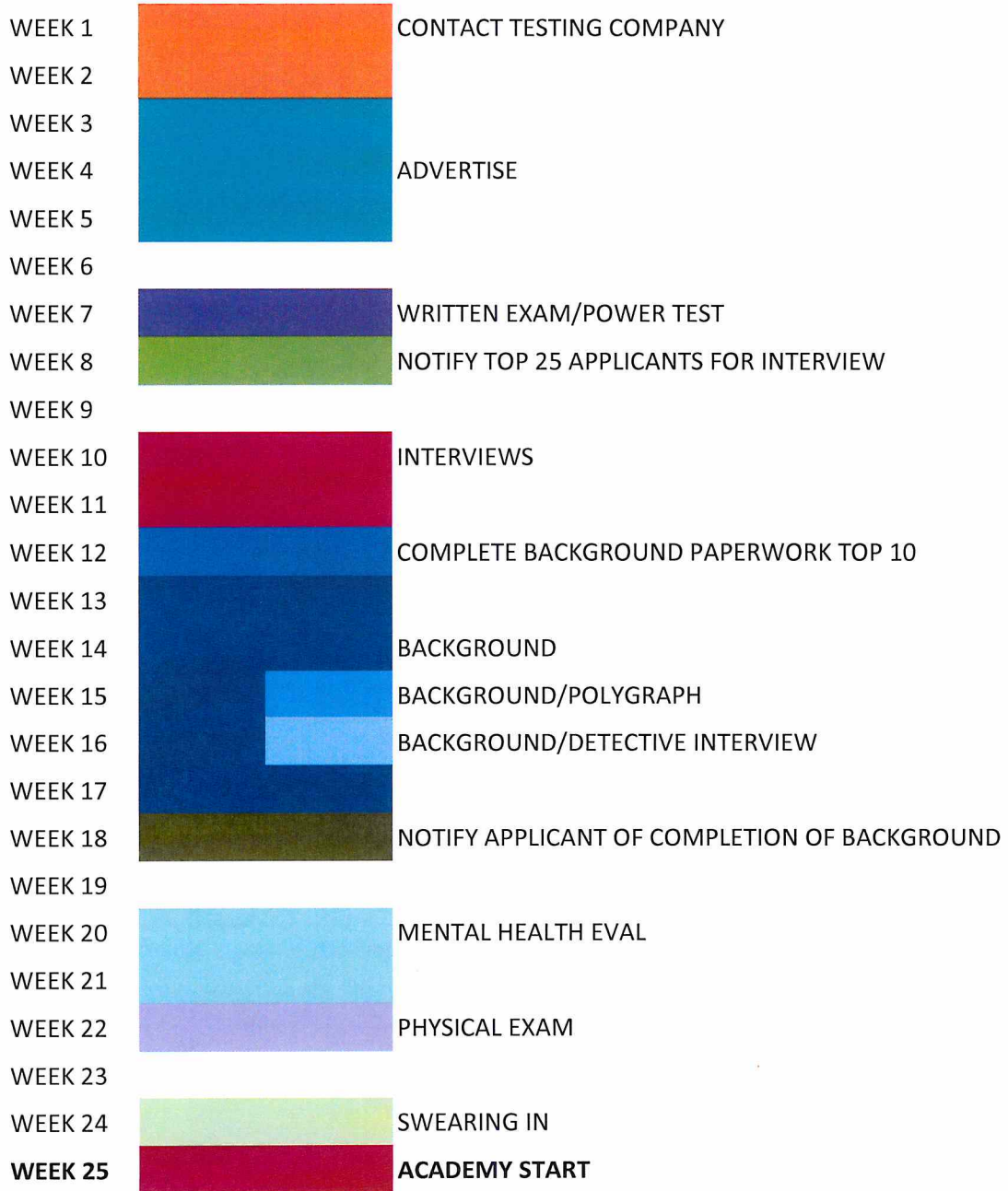
Welcome John Shaw as new member he was appointed by the County Board January 2017

Public Comment- None

Next Meeting Dates Set For- Friday, April 7, 2017 at 3:30pm
Friday, July 14, 2017 at 3:30pm
Friday, October 13, 2017 at 3:30pm
Friday, January 12, 2018 at 3:30pm

Adjournment- Member Shaw made a motion, second by Flaherty to adjourn the Merit Commission meeting. With all in agreement, the meeting adjourned at 4pm

Respectfully submitted,
Tracy Page
Recording Secretary

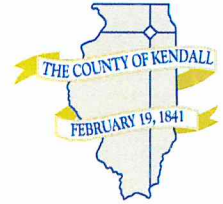




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New Hire Testing Procedure

Weeks 1-2 - Contact the testing company to determine the

- date and location for the written exam (6-7) weeks out
- Advertisement and Application requirements

Weeks 3-5 – Advertise with, but not limited to:

- Website
- Local media
- Local Colleges and Universities

Week 6 – By week

Week 7 – Exam

- Testing company administers written exam
- Testing company receives proof of a successful completion of the POWER test

Weeks 8-9

- List will be finalized, to include preference points
- Interview dates will be decided
- Top 20-25 candidates will be notified of their interview date/time

Weeks 10-11 – Interviews will be conducted by a panel of three Command level personnel.

This will be pass (70%)/fail and will not change the position on the eligibility list.

Week 12 – Background packet

- The top 10 applicants will complete the background packet
- They will also submit their fingerprints for the background

Weeks 13-17 – Backgrounds will be completed by Investigations, until the top 3 persons have successfully passed the full background.

- Weeks 13-14 – general background information to be obtained
- Week 15 – Polygraphs will be scheduled
- Week 16 – Background interviews to be conducted with Detectives
- Week 17 – Backgrounds to be finalized and assessed for pass/fail, by the Sheriff

Week 18 – Applicants will be notified of their background check pass or fail

Week 19 – by week, used for scheduling Week 20.

Weeks 20-21 – Mental Health evaluations, provided there is an open position to be filled.

Week 22 – Physical Exam, provided there is an open position to be filled.

Week 23 – by week, used to schedule Swearing in ceremony.

Week 24 – Swearing in, this may include starting In House Training

Week 25 – Academy start date

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Kendall County Sheriff's Office and that are promulgated and maintained by the Human Resources.

1000.2 POLICY

In accordance with applicable federal, state and local law, the Kendall County Sheriff's Office provides equal opportunities for applicants and employees, regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, genetic information, veteran status, marital status, sex or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Department should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong Internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Department shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and may periodically inform each candidate of his/her status in the recruiting process and/or post the eligibility list in a conspicuous location.

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1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects.

The examination of applicants shall be public, competitive and open to all citizens of the United States, with specified limitations as to residency, age, health, habits and moral character (65 ILCS 5/10-2.1-6; 65 ILCS 5/10-1-7).

Preferences for employment outlined in state or federal statutes will be allowed (65 ILCS 5/10-1-16; 65 ILCS 5/10-2.1-8; 65 ILCS 5/10-2.1-9; 55 ILCS 5/3-8010).

Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Reference checks
- (d) Citizenship verification, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents
- (e) Information obtained from public Internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state and federal criminal history record checks
- (h) Polygraph or computer voice stress analyzer (CVSA) examination (when legally permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Kendall County Sheriff's Office (50 ILCS 705/10.2).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

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1000.5.2 REVIEW OF PERSONAL ONLINE ACCOUNTS

Due to the potential for accessing unsubstantiated, private or protected information, the Department shall not request, require or coerce candidates to provide usernames, passwords, account information or access to password-protected personal online accounts (820 ILCS 55/10).

Candidates may be required to share specific content that has been reported to the Department, without requesting or requiring candidates to provide access to their personal online accounts, as set forth in 820 ILCS 55/10.

The Department should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, Internet-based searches and/or review information from personal online accounts to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Department should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence

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- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law and the Kendall County Sheriff Merit Commission (55 ILCS 5/3-8010; 65 ILCS 5/10-1-5; 65 ILCS 5/10-2.1-5). Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources should maintain validated standards for all positions.

Candidates shall not have been convicted of any felony or any misdemeanor specified in 50 ILCS 705/6.1(a).