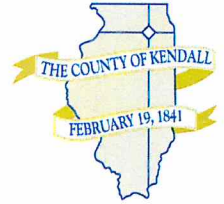




Kendall County  
*Office of the Sheriff*

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, 2<sup>nd</sup> floor Conference Room  
July 14, 2017  
3:30pm

### MEETING AGENDA

1. Call to order
2. Roll Call: Jack Westphall (Chair), John Shaw (Vice Chair), Shawn Flaherty (Secretary), Amy Cesish, Rich Gaffney
3. Approval of the agenda
4. Approval of minutes from April 7, 2017 Meeting
5. Committee Business-
  - a. Approval of the new hire testing procedures for both the Patrol and Correctional Divisions
  - b. Approval to begin new hire recruitment procedures for both the Patrol and Correctional Divisions
6. Old Business-
7. New Business-
  - a. Review of New Hire Recruitment Video
8. Public Comment
9. Action Items for next meeting
10. Next meeting date
11. Adjournment

**Kendall County Sheriff's Office Merit Commission**  
**Public Safety Center, Conference Room**  
**1102 Cornell Lane, Yorkville IL**  
**April 7, 2017**  
**Meeting Minutes**

Pledge of Allegiance

Call to Order- Shawn Flaherty called the meeting to order at 3:34pm

Committee Members Present: Jack Westphall- ABSENT, John Shaw-present, Amy Cesich- here Shawn Flaherty-present, Rich Gaffney- here. With four of five members present, a quorum was determined to conduct business.

Others Present: Sheriff Dwight Baird, Commander Mike Peters

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

Approval of Minutes- Member Flaherty made a motion to approve the January 13, 2017 meeting minutes, second by Member Shaw. With all in agreement, the motion carried

Items of Business-

Vote for Merit Commission Vice-Chair, Member Cesich nominated John Shaw, second by Rich Gaffney, with all in agreement, the motion carried and John Shaw is the Vice-Chair.

Vote for Merit Commission Secretary, Member Cesich nominated Shawn Flaherty, second by John Shaw, with all in agreement, the motion carried and Shawn Flaherty.

New Business-

No executive session was needed, Peters explained discussion on the request to see promotional interview results, and Sheriff Baird followed up by reading the Merit Commission Rules and reviewed union contracts. After review of these documents and Flaherty, stating there is no legal requirement, Member Flaherty made a motion not to show applicants interview results, second by member Cesich. With all in agreement, the motion carried

Commander Peters presented the new hire testing procedural guidelines to the committee for their review and explained to them the amount of time needed for new hire selection. These guidelines do not go against anything in the Merit Commission rules they layout the specific steps that need to be taken.

Sheriff Baird presented the Committee the Recruitment and Selection Policy that will be issued by Lexipol. Sheriff Baird wanted the Merit Commissions input. He explained that this does not go against any of the Merit Commission Rules

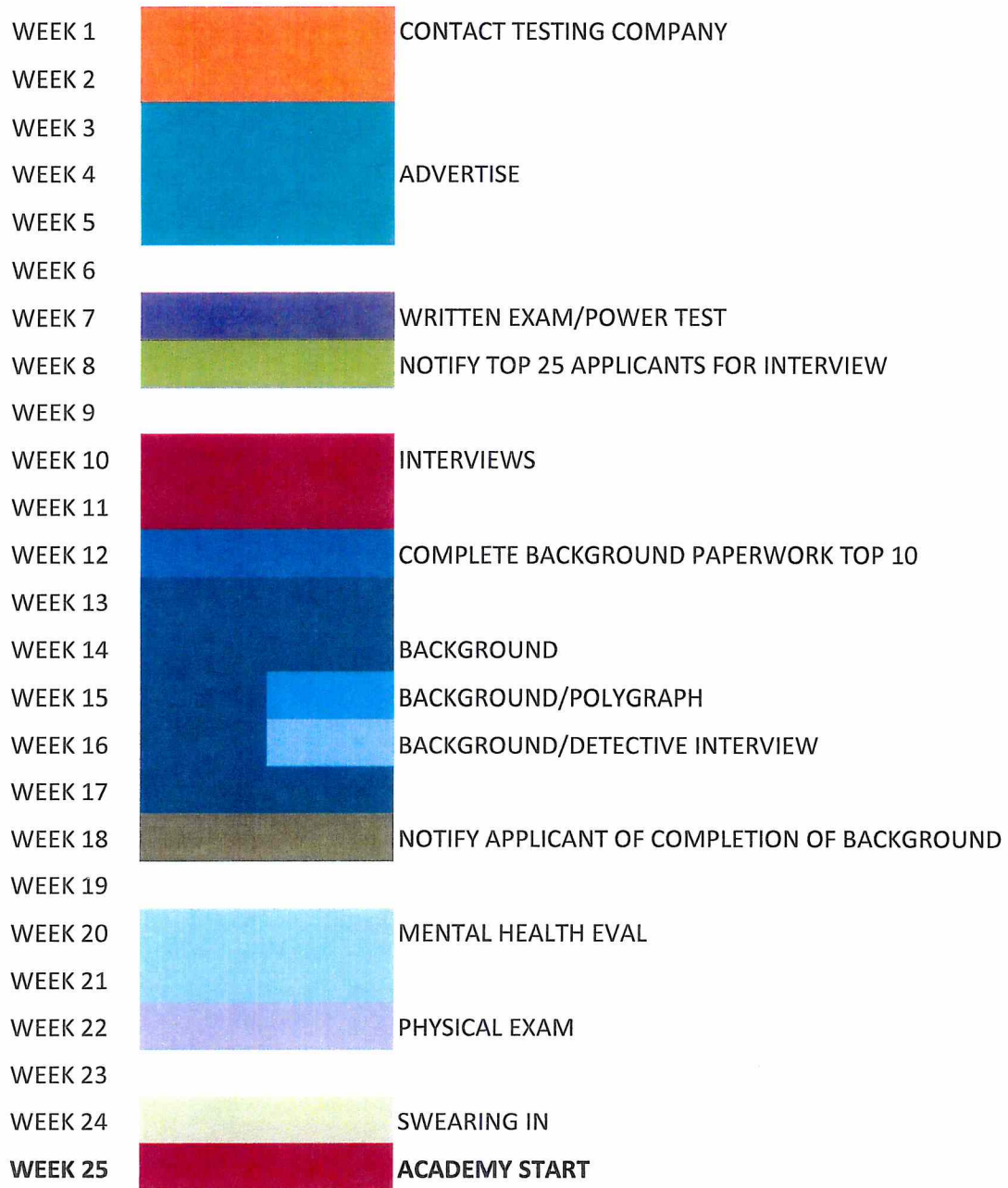
Old Business- None

Public Comment- None

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

Adjournment- Member Flaherty made a motion, second by Cesich to adjourn the Merit Commission meeting. With all in agreement, the meeting adjourned at 3:37pm

Respectfully submitted,  
Tracy Page  
Recording Secretary

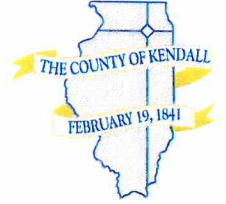




# Kendall County

## Office of the Sheriff

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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