



KENDALL COUNTY MERIT COMMISSION

Kendall County Public Safety Center
1102 Cornell Lane, Yorkville IL 60560
Friday, May 21, 2021 @ 3:30pm



SPECIAL MEETING AGENDA

1. Call to Order
2. Roll Call: Shawn Flaherty, Rob DeLong, Don Marrone, Jamal Williams and Cara Brummel
3. Approval of Agenda
4. Approval of minutes from April 9, 2021 Meeting
5. Old Business
 - a) Lateral transfer discussion
6. New Business
 - a) Ratification of promotional testing prerequisites – Operations Sgt.
 - b) Ratification of promotional testing prerequisites – Corrections Sgt.
 - c) Discussion and action on promotional oral interviews
 - d) Scheduling of promotional oral interviews
7. Public Comment
8. Executive Session
9. Adjournment



KENDALL COUNTY MERIT COMMISSION

Kendall County Public Safety Center
1102 Cornell Lane, Yorkville IL 60560
Friday, April 9, 2021 @ 3:30pm



MEETING MINUTES

Call to Order – Shawn Flaherty called the meeting to order at 3:30pm on Friday, April 9, 2021

Roll Call- Shawn Flaherty-Hear, Rob DeLong- Hear, Jamal Williams- Hear, Don Marrone- Hear and Cara Brummel- Here. With all five members present a quorum is formed

Others in Attendance- William Curry, Mike Peters, Bobby Richardson, Jason Langston, Tracy Page, Mitch Hattan and Dwight Baird

Approval of Agenda- no objections

Approval of the April 23, 2020 Meeting Minutes- Motion by Marrone, second by Williams. All in favor, motion passes

Items of Business

Old Business –

Sheriff Baird and Commander Jason Langston discussed the recent union contracts adding lateral transfer language to the contracts.

New Business-

Nomination for the position of Merit Commission Chair, Rob DeLong nominated Shawn Flaherty, second by Marrone. All in favor, motion passes. Shawn Flaherty will remain Chair

Nomination for the position of Merit Commission Vice-Chair, Don Marrone nominated Rob DeLong, second by Brummel. All in favor, motion passes. Rob DeLong will be the Vice-Chair

Nomination for the position of Merit Commission Secretary, Jamal Williams nominated Cara Brummel, second by Marrone. All in favor, motion passes. Cara Brummel will be the Secretary.

Approval to begin promotional testing for both the Patrol and Correctional Division was presented by Chief Peters explaining how the current lists for both divisions will be expiring in August. Motion made by DeLong, second by Williams. All in favor, motion passes

Approval to use C.O.P.S. and F.I.R.E Personnel testing Service for both the Patrol and Correctional Sgt. Promotional testing. Motion made by Flaherty, second by DeLong. All in favor, motion passes.

Approval to start testing for entry level Corrections Deputies upon the depletion of the list or the expiration of the current list, with the ability to choose either a third party vendor or keeping it in-house for applications and testing. Motion made by Flaherty, second by DeLong. All in favor motion passes

Approval to start testing for entry level Patrol Deputies upon the depletion of the list or the expiration of the current list, with the ability to choose either a third party vendor or keeping it in-house for applications and testing. Motion made by Flaherty, second by DeLong. All in favor motion passes.

Approval to amend the Sheriff Merit Commission Rules as present and to allow for later transfers. Motion made by DeLong, second by Jamal. All in favor motion passes

2021 meeting dates set for July 9, 2021 and October 8, 2021 at 3:30pm at the Kendall County Public Safety Center. Motion made by Flaherty, second by Brummel. All in favor motion passes

Merit Commission extended the POWER test exception that was approved on April 21, 2020 to allow applicants to test without a card because of the pandemic but must obtain one before a conditional job offer is made.

Public Comment: Member Jamal Williams would like to have an annual review of the Merit Commission Rules and Regulations.

Executive Session – none

Adjournment at 4:19pm, motion made by Marrone, second by Williams. All in favor motion passes

Respectfully submitted by,

Tracy Page
Recording Secretary



Merit Commission

KENDALL COUNTY OFFICE OF THE SHERIFF
Shawn Flaherty, Chair - Rob Delong, Vice Chair - Cara Brummel - Secretary
Don Marrone and Jamal Williams



INTEROFFICE MEMORANDUM

To: All Sworn Patrol Deputies
From: Tracy Page, KCSO HR Manager
Date: April 20, 2021
Re: Sergeant Promotional Process Announcement

This memorandum shall serve to announce the 2021 Kendall County Sheriff's Office promotion process for the rank of Operations Sergeant. The Office has contracted with C.O.P.S and F.I.R.E Personnel Testing Service to assist with the development and administration of a valid, objective promotion process.

Eligibility Requirement

All Kendall County Sheriff patrol deputies shall be eligible to participate in the sergeant promotion process if they have completed

- A minimum of three (3) years as a full-time patrol deputy with the Kendall County Sheriff's Office by the date of the written exam, June 26, 2021.
- Have sixty (60) credit hours from an accredited college or university OR
- Have four (4) years of active military service that received an honorable discharge and achieved a minimum paygrade of E-4 in their respective military branch.

Sign-Up (Intent to Participate)

All eligible patrol deputies who wish to participate in the promotional process must submit a letter of intent to HR Manager Tracy Page no later than 3pm on May21, 2021. Candidates must attach a resume to their letter of intent.

The resume should include:

- Previous work assignments within the Office and outside the Office
- Projects completed for the Office or the community
- Participation or leadership on projects or teams
- Participation on Office specialty teams
- Special law enforcement training above and beyond Office required training
- Community involvement
- Awards or recognition received
- Any other experiences that reflect a candidate's initiative – This list above is not all-inclusive. Therefore, candidates should include all experiences or details that are noteworthy.
- As is standard for a resume, candidates may also include how long they have served with the Office, military experience, and college education.
- A photocopy of your college transcripts or DD214

Rating factors and weights:

Oral Interview (with the Merit Commission)	15%
Written Exam*	35%
Assessment	50%

**Candidates must achieve a passing grade of 70% on the written exam to proceed with the testing process*

Testing Dates

Specific testing events are scheduled as follows:

- The Merit Commission oral interviews will take place the week of June 14th
- The written exam will take place on Saturday, June 26, 2021 @ 9am
- The assessment will take place on July 26 and 27.

The exact locations for process components will be distributed to candidates at a later date. Those who wish to participate in the promotion process should avoid scheduling events that will conflict with these time frames.

This examination does offer the use of reference material for the purpose of pretesting preparation. The reference materials that will form the basis of the written exam shall consist of the following:

- 80 Questions from:
 - **Management and Supervision of Law Enforcement Personnel** by Donald J. Schroeder, PH.D, and Frank Lombardo – Fifth Edition Gould Publications, Inc.
- 75 Questions from:
 - **Supervising Police Personnel – Strengths-Based Leadership** by Paul M. Whisenand / E. Dough McCain – Eight Edition
- 32 Questions from:
 - **Comprehension Evaluation** - There is no specific study material designated for this portion of the test that will identify your comprehension related skills. However, all comprehensive reading can help to improve these skills.
- Approximately 50 Questions from:
 - **Department Policy** – Test will consist of true/false and multiple choice, taken from the Kendall County Sheriff's Office General Orders.

**Currently the Sheriff's Office only has two copies of the book Management and Supervision of Law Enforcement Personnel on hand to borrow. The book Supervision Police Personnel has been ordered but will not arrive until early May. If you would like to check out a book for a two-week time period, please contact Tracy Page.*

CANDIDATES MUST COMPLETE THE ABOVE APPLICATION PROCESS AND SUBMIT THEIR DOCUMENTS TO HR MANAGER TRACY PAGE BY 3:00PM ON MAY 21, 2021 OR YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROMOTIONAL PROCESS



Merit Commission



KENDALL COUNTY OFFICE OF THE SHERIFF
Shawn Flaherty, Chair - Rob Delong, Vice Chair - Cara Brummel – Secretary
Don Marrone and Jamal Williams

INTEROFFICE MEMORANDUM

To: All Sworn Patrol Deputies
From: Tracy Page, KCSO HR Manager
Date: May 25, 2021
Re: Sergeant Promotional Process Announcement

This memorandum shall serve to announce the 2021 Kendall County Sheriff's Office promotion process for the rank of Corrections Sergeant. The Office has contracted with C.O.P.S and F.I.R.E Personnel Testing Service to assist with the development and administration of a valid, objective promotion process.

Eligibility Requirement

All Kendall County Sheriff Corrections Deputies shall be eligible to participate in the sergeant promotion process if they have completed

- A minimum of three (3) years as a full-time corrections deputy with the Kendall County Sheriff's Office by the date of the written exam, July 31, 2021.
- Have sixty (60) credit hours from an accredited college or university OR
- Have four (4) years of active military service that received an honorable discharge and achieved a minimum paygrade of E-4 in their respective military branch.

Sign-Up (Intent to Participate)

All eligible patrol deputies who wish to participate in the promotional process must submit a letter of intent to HR Manager Tracy Page no later than 3pm on June 25, 2021. Candidates must attach a resume to their letter of intent.

The resume should include:

- Previous work assignments within the Office and outside the Office
- Projects completed for the Office or the community
- Participation or leadership on projects or teams
- Participation on Office specialty teams
- Special corrections training above and beyond Office required training
- Community involvement
- Awards or recognition received
- Any other experiences that reflect a candidate's initiative – This list above is not all-inclusive. Therefore, candidates should include all experiences or details that are noteworthy.
- As is standard for a resume, candidates may also include how long they have served with the Office, military experience, and college education.
- A photocopy of your college transcripts or DD214

Rating factors and weights:

Oral Interview (with the Merit Commission)	15%
Written Exam*	35%
Assessment	50%

**Candidates must achieve a passing grade of 70% on the written exam to proceed with the testing process*

Testing Dates

Specific testing events are scheduled as follows:

- The Merit Commission oral interviews will take place the week of July 19th
- The written exam will take place on Saturday, July 31, 2021 @ 9am
- The assessment will take place on August 25th and 26th.

The exact locations for process components will be distributed to candidates at a later date. Those who wish to participate in the promotion process should avoid scheduling events that will conflict with these time frames.

This examination does offer the use of reference material for the purpose of pretesting preparation. The reference materials that will form the basis of the written exam shall consist of the following:

- 55 Questions from:
 - **Management and Supervision of Law Enforcement Personnel** by Donald J. Schroeder, Ph.D, and Frank Lombardo – Fifth Edition Gould Publications, Inc.
- 19 Questions from:
 - **Effective Police Supervision** – by Larry S. Miller, Harry W. More and Michael C. Braswell – 9th Edition. Questions taken from Chapters 1, 3, 4, 5, 6, and 12
- 26 Questions from:
 - Sections 701.40 through 701.70 and Sections 701.110 through 701.260 of the Illinois County Jail Standards which can be found at:
www.ilga.gov/commission/jcar/admincode/020/02000701sections.html
- 50 Questions from:
 - **Department Policy** – Test will consist of true/false and multiple choice, taken from the Kendall County Sheriff's Office General Orders.

**The Sheriff's Office only has two copies of the books Management and Supervision of Law Enforcement Personnel and Effective Police Supervision on hand to borrow. If you would like to check out a book for a two-week time period, please contact Tracy Page.*

CANDIDATES MUST COMPLETE THE ABOVE APPLICATION PROCESS AND SUBMIT THEIR DOCUMENTS TO HR MANAGER TRACY PAGE BY 3:00PM ON JUNE 25, 2021 OR YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROMOTIONAL PROCESS

