

Minutes of the meeting of the
South Barrington Public Safety Committee
Thursday, December 4, 2014

Chairman Abbate called the Public Safety Committee meeting to order at 4:35 pm. Present: Trustee Joe Abbate, Trustee Therese DeSerto-Cohen, and Trustee Steve Guranovich. A quorum was present. Also present were Chief Tom Roman and Village Trustee Bernie Kerman.

Trustee Guranovich motioned to accept the minutes of the October 2, 2014 regular meeting as written. Seconded by Trustee Abbate, the motioned carried by voice vote. Trustee Cohen abstained.

2014 Annual Report. Chief Roman asked trustees if there is anything specific that they would like to see in the police department's annual report. He stated that the report is a reflection of the activities and mission of the police department but added that it can serve to answer questions that the trustees may have. Trustee Cohen stated that she would have to review old reports and get back to the chief if she had anything to add.

FY 15-16 Police Department Budget. The committee began discussion about next year's budget. Chief Roman stated that the police department added a new patrol car to the fleet this year, and added that we will have to replace the detective vehicle next year and perhaps the chief's car in two years. Trustee Abbate questioned the price of new cars. He stated that there are two prices for each vehicle: the purchase price of the squad, and the price to stripe the car and outfit with police equipment. Often the price of outfitting the vehicle rivals the purchase price of the vehicle.

The committee discussed other equipment needs of the police department including computers, radios, light bars, and other equipment. After discussion, Chairman Abbate directed the chief to meet with him privately before the next meeting to discuss the specific items to be placed in the budget. The budget will be revisited at the next Public Safety meeting. The committee members agreed.

Staffing Analysis. Chief Roman stated that he plans on conducting a staffing analysis of the police department to identify the work loads of both officers and civilians to learn more about the peaks and valleys of those workloads, and to identify a schedule the works best to accommodate it and to improve service at busier times. Solutions such as power shifts (higher staffed at peak times) and/or part-time officer augmentation will be analyzed. The chief stated that he is looking at the New World software system to provide historical data for the analysis and to find ways for improved, more efficient delivery of service.

Old Business

Personnel Update. Chief Roman briefed committee members on the Records Clerk vacancy. The position has been re-advertised and the chief is currently reviewing applications. In the meantime, he has decided to hire back a former employee, Marcia Eaton, as a temporary, part-time records clerk. Marcia will help out in the Records Section until a new clerk is hired, and then may assisted with large records destruction project that is overdue.

47 Police Commission Update. The Police Commission has changed its Rules and Regulations
48 regarding the procedure for recruiting and hiring part-time officers. The chief stated that the new
49 process is streamlined and will enable the Commission to move quickly when a qualified
50 candidate is identified. The Police Commission and Mayor have agreed that the hiring part-time
51 officer is better done by the Chief of Police instead of the Police Commission. This is the part-
52 time procedure in most municipalities that have a police commission. The chief will solicit
53 applications (either by word of mouth or on the Village Website). Prospective candidates will
54 interview with the chief via phone call or preliminary in-person interview. If the chief likes what
55 he hears, he will arrange an interview with the police commission chairman and the public safety
56 chairman; if the applicant meets with their approval, then the medical, psychological testing will
57 take place. Lastly, the mayor can approve or disapprove the hire. Supervisors discussed the
58 hiring procedures for SBPD. Chief Roman stated that one part-time officer candidate is ready to
59 be hired. He is waiting for the completion of the background, and medical/psych testing.
60 The committee discussed the changes in the Police Commission Rules and Regulations that
61 affect recruitment of potential officers. For the first time the Commission will allow an
62 uncertified candidate to be hired and the Village would send him/her to the police academy.
63 Also, full-time applicants will be required to possess a bachelor's degree in a field related to
64 criminal justice. Chief Roman briefed the committee on the orientation and written exam that
65 was held December 3. 68 applicants took the written test and all but one passed. This is a much
66 larger candidate pool than we have had in the past.

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68 New Business
69 None.

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71 Trustee Guranovich motioned, and Trustee Cohen seconded, to adjourn the meeting. Meeting
72 adjourned at 5:40 pm.

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74 Respectfully submitted,
75 Mary Lampugnano, Recording Secretary

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78 The December 4, 2014 minutes were accepted on _____, 2015.
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