

Board & Commission Updates and Hiring Process Review

February 13, 2024

Board of Fire and Police Commission

Boards and Commissions Updates

Board of Fire and Police Commissioners: The Board of Fire and Police Commissioners (BOFP) is responsible for selecting and appointing qualified candidates for the positions of Police Officer and Firefighter/Paramedic. The board is also responsible for the promotional process for the Fire Lieutenants and Captains and Police Sergeants, including the testing and selection processes. The BOFP has authority to conduct disciplinary hearings or appeals of disciplinary action of non-probationary officers in the Police Departments. The BOFP is established through Illinois State Statutes, the Illinois Municipal Code and the Naperville Municipal Code.

Time Commitment Level: ■■■■■

Size: 5 members | **Term:** 3 years | **Student Representatives:** No

Meeting Day and Time: Second and fourth Tuesday of the month at 4 p.m.

Meeting Frequency: Twice a month

Typical Meeting Length: Varies but typically 1 to 2 hours

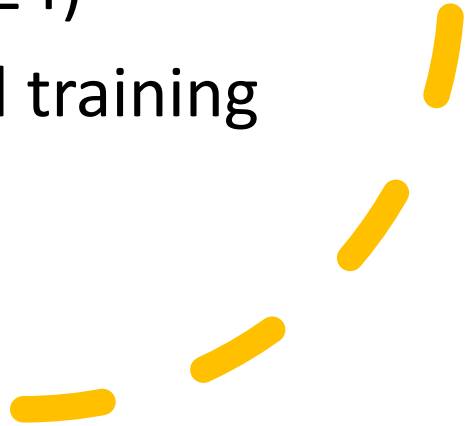
Extra Meetings/Events Outside Meeting Calendar? Occasionally, additional meetings are needed to facilitate candidate hiring. Commissioners are also expected to be a part of Police interviews which are held during the workday three to four times a year. BOFPC members are also invited to all the swearing-in and promotional ceremonies held by Police and Fire and the annual CAPS event for both departments.

Expectations: *This board position demands a significantly greater time commitment than other boards.* Meeting preparation varies depending on the number of candidates being evaluated but can take 30 minutes to 2 hours. There will be some BOFP duties (such as all-day interviews) during weekday business hours that members must attend.

- <https://www.naperville.il.us/globalassets/media/boards-and-commissions/boards-and-commissions-guide.pdf>

Boards and Commissions Updates

Standardizing Naperville's Boards & Commissions by:

- Revised and publicized the appointment process
 - Clear public meeting locations
 - Designated seating areas and nameplates
 - Further standardizing agendas and content requirements
 - Board and Commission guide and rewrite of Boards and Commissions (Title 2) of the Municipal Code
 - **To do:** Chairperson training (2/26/24)
 - **To do:** Standardize onboarding and training
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B & C Guide reminders of OMA and FOIA

- **Open Meetings Act (OMA)**

- Ensure the public has access to information about government and decision-making
- Public notice of meetings/agendas
- Quorum required to conduct business
- Discussions about public business with a majority of a quorum (3) are prohibited, including: Telephone, text, email and/or in-person.

- **Freedom of Information Act (FOIA)**

- Ensure access to government records
- Irrelevant whether a personal or city device or account

Attendance and Meeting Schedules

- Attendance requirements changed from 80% to 75%.
- Excused absences defined as a personal or family illness, death in the family, maternity/paternity leave or family emergency.
- BOFPC meets second and fourth Tuesdays at 4:00 p.m.
- ***Attendance management change:***
 - No action needed if you will be attending the meeting.
 - Notify Caitlin Smith if you will not be attending the meeting (630-305-5959 or email at smithca@naperville.il.us) by noon the Friday before the meeting.
 - Staff will only confirm quorum if we anticipate only three members attending.
 - The link to the agenda will be emailed to commissioners and Nimbus files will be uploaded by 5:00 p.m. the Friday before the meeting.
 - In any files are added to Nimbus after the Friday deadline, Caitlin will notify the commissioners.

THE STATE OF RECRUITMENT: A CRISIS FOR LAW ENFORCEMENT

Dear Businesses: Generation Z Does Not Want To Hear “Please Hold”

Illinois survey finds crisis in police recruitment and retention

“We can only steal from each other for so long.”

Streamline hiring process

The length of time it takes a candidate to navigate the full hiring process varies across agencies from several weeks to several months. For many candidates, the longer the hiring process, the more likely they are to seek employment at other agencies with a shorter process or to look outside of law enforcement altogether. Examining the different steps needed for hiring and how those steps function may bring to light potential changes that could help shorten hiring processes.

Agencies should examine ways to accelerate the hiring process.

Community counts

Another defining feature of Generation Z: a strong belief that communities should play a central role in tackling the world’s problems.

To attract Gen Z, employers must be ready to adopt a speed of evolution that matches the external environment. That means developing robust training and leadership programs, with a real and tangible focus on diversity.

Hiring police and fire employees is a nationwide problem.

Goal: To improve the efficiency while maintaining the integrity of the hiring process

- Historic hiring approach and process is no longer effective in today's environment.
 - Interest in leveraging the Board most effectively.
 - Continue to evaluate changes in processes.
 - Engage the Board in the ongoing review--> from testing to hire.
 - Quarterly interview days will reduce the hiring time by 30-60 days.
 - Dedicated staffing to the Board of Fire and Police.
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