



CITY OF OAKBROOK TERRACE

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Police Commission

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MINUTES Regular Meeting October 9, 2025

Chairman Shanahan called the meeting to order at 7:00 p.m. Commissioners present: Shanahan and Brown, and interim secretary Debbie Shanahan. Absent: Commissioner Tomaselli. Chairman Shanahan wished Commissioner Tomaselli a speedy recovery. Also present, Chief Calvello.

Public Comment - None

Additions or Deletions to Agenda

Chairman Shanahan asked to add three items under new business for discussion. New purchase procedures, updated roster, and Sergeant's promotions.

Minutes

Commissioner Brown motioned, seconded by Chairman Shanahan to approve the minutes from the Regular Meeting of September 11, 2025. All in favor.

Correspondence

Emails:

- *Advocate Health dated 9/12/25* – medical examination results lateral applicant Robert Flores
- *To C.O.P.S. Testing on 9/12/25* – signed Final Entry Level Eligibility Register, C.O.P.S. Testing will email all eligible entry level candidates a copy which shows their scores.
- *To CLS Background Investigations on 9/12/25* – list of ten (10) entry level applicants to begin background investigations
- *CLS Background Investigations dated 9/17/25 to 9/25/25* – ten (10) completed background investigations, forwarded onto commissioners.
- *National Testing Network dated 9/15/25* – information on testing services available
- *Addy Lozano dated 9/16/25* – announcing swearing in of lateral hire Robert Flores on 9/22/25
- *C.O.P.S. Testing dated 9/23/25* – update on lateral applications: 9 applications sold, 5 qualified, 2 have been completed & returned. *Email sent* to commissioners, Mayor, Chief & Deputy Chief with update.
- *National Testing Network dated 9/30/25* – announcing new entry level exam in development
- *CLS Background Investigations dated 10/1/25* – from Dan Skoczylas with update on what will be needed on new background investigations on 1/1/26.
- *Chief Calvello dated 10/3/25* – expressed concern for delay in rolling lateral list
- *Entry level applicant P Gary dated 10/4/25* – letter of personal statement, forwarded to commissioners
- *To Chief Calvello on 10/6/25* – response to Chief's email with detailed timeline on processes

from May to September and explaining to have a rolling lateral list, the commission Rules & Regulations must be updated.

Chairman Shanahan reported that he dropped off copies of ten (10) entry level applications with Detective Sergeant Bryant on 9/12/25 to complete preliminary backgrounds, requesting that the six (6) applicants that indicated they were certified, be completed first.

Chairman Shanahan asked if the board had received the September 12, 2025, email from Interim City Administrator Tanya Walker with the Clarity One Investigation report attached. Commissioner Brown replied he had received it.

Mail:

C.O.P.S. Testing received 9/23/25 – Copies of (2) invoices they have been unable to email, server still rejecting them.

Bills Presented

Ottosen DiNolfo dated 9/12/25 – State association attorney bill for reviewing rules and telephone conference with City attorney regarding commission files.

\$250.00 (code legal expense #5600)

C.O.P.S. Testing 9/23/25 – invoice #1838 dated 9/15/25 for compiling preference points & updating eligibility registers for current entry level list

\$450.00 (code testing #5775)

Illinois Fire & Police Commissioners Association 9/24/25 – #03881 Secretary fall seminars

\$550 (code #5605 training & conferences)

CLS Background Investigations 10/1/25 – invoice #14325 background investigations for ten (10) entry level applicants

\$3,486.25 (code testing #5775)

Total bills presented: \$4,736.25

Commissioner Brown motioned, seconded by Chairman Shanahan to approve all bills as submitted. Roll call vote, Ayes: Shanahan, Brown. Motion carried.

Old Business

New entry Level Applicant Testing

Chairman Shanahan reported that the commission has received all ten (10) background investigation reports from CLS Backgrounds, also reported that the commission has not received preliminary background reports from Detective Sergeant Bryant. Last communication Chairman Shanahan had with Detective Sergeant Bryant was on October 1st at which time Bryant reported he was working on scheduling in person visits with the outside agencies of the certified officers, it is going well but time consuming. He is waiting for responses from Secretary of State for driver's license abstracts. He stated he was hoping to have completed some this week. Chairman Shanahan reported a forwarded email did come in today from Chief Calvello of an email Detective Sergeant Bryant sent to the Chief and Deputy Chief stating he has the 1st six (6) 'certified' applicants backgrounds completed and he should have the reports ready to submit to the police commission by Monday, October 13, 2025.

Chairman Shanahan stated once the board receives and reviews the preliminary background reports the commission can proceed with forwarding the applicants onto polygraph examinations. He stated that if there were any questionable backgrounds that require commissioners' discussion, he will call a special meeting.

Lateral Applicant Testing

Chairman Shanahan reported the lateral application process is complete and there were ten (10) purchased applications. Four (4) were not eligible, three (3) were eligible and returned their completed applications, and three (3) were eligible but did not return their completed applications despite receiving a reminder three days prior to the deadline.

Discussion held on holding oral interviews for the three (3) eligible lateral applicants the week of October 20th. Commissioner Brown reached out to Tim Griffin during the meeting and it was decided that oral interviews will be held at a Special Meeting on October 23, 2025 at 3:00 p.m. Interim secretary to contact Jodie at City Hall to reserve council chamber for interviews.

Commissioner Brown motioned, seconded by Chairman Shanahan to send lateral applicants who pass the oral interview onto background investigations. Ayes: Brown & Shanahan. Motion carried.

Discussion held on starting a new lateral applications process. Chairman Shanahan pointed out that there cannot be two lists at the same time. Discussion held on the number of officers to be hired. The last roster received was dated August 20, 2025 which showed six (6) vacancies to be filled. The commission has hired three (3) lateral applicants since then, leaving three (3) vacancies. Chief Calvello stated there are currently four (4) vacancies. Chairman Shanahan stated this is another three (3) backgrounds that will be sent to Detective Sergeant Bryant on top of the four (4) he is completing, suggesting wait a month to see how the current lateral list goes before starting a new list. Chief Calvello stated with a rolling lateral list it could be done in weeks and is anxious to start the rolling lateral list. Chairman Shanahan stated that a lateral rolling list cannot be done until the current rules and regulations are revised. Commissioner Brown asked why the board can't just amend that section, send to the attorney for approval and begin. Chairman Shanahan suggested to continue the discussion under Rules & Regulations on the agenda.

Rules & Regulations

Chairman Shanahan stated he was ready to move forward on approving the revised Rules & Regulations and getting the process done; but, reported that at the board's last meeting it was decided to wait to approve the proposed revised Rules & Regulations until they could get more information at the Fall Seminars November 7th. Chairman Shanahan asked if this was still the case or if the board wanted to move forward, and that the secretary did bring a revised copy with the rolling lateral list section included that was amended in August; and, the discipline chapter with the clarification paragraph from the state association attorney received September 3rd. Chief Calvello stated the rolling lateral list is needed to cut down on the time to hire. Discussion held explaining that once all changes in the Rules & Regulations are approved and adopted, only then can the board implement the rolling lateral list. The chapter on discipline is the delay on amending the proposed revised rules and regulations, not the lateral rolling list chapter. Discussion on avoiding the duplicate work and extra cost of amending the rules & regulations twice, take the time and do it right the first time.

Motion made by Commissioner Brown, seconded by Chairman Shanahan, to approve the updated Rules & Regulations as presented. Ayes: Brown, Shanahan. Motion carried.

Chief to send updated Bargaining Agreement to attach to the updated Rules & Regulations. Secretary will remove watermark and reformat type, so it is ready for print, and available to be on display at City Hall and the Police Department. Chairman Shanahan will get the public notice into the newspaper, the amended Rules & Regulations must be available for ten (10) days. After the newspaper legal notice is posted, the Rules & Regulations will be effective ten (10) days from the legal notice date published.

Motion made by Shanahan, seconded by Brown to approve beginning a new rolling lateral list once the

Rules & Regulations becomes effective. Ayes: Brown and Shanahan. Motion carried.

Fall Seminars

Commissioner Brown stated that Module 6 schedule was changed and is now on Saturday rather than Friday, which is a problem for him.

New Business

New purchase procedures – all commissioners received an email on October 7th from Interim City Manager, Tanya Walker, stating that all purchases must be pre-approved through her and to use the new police commission credit card she received, to be picked up and returned to her during her regular business hours 8:30 a.m. to 4:30 p.m. Chairman Shanahan asked Commissioner Brown if he received reimbursement for his purchase last month? Commissioner Brown stated yes, he received a check. Discussion held on how this new credit card will work for picking up supplies needed before or after office hours.

Updated Roster – last roster received was dated 8/20/25 with six vacancies, since then three (3) lateral applicants were hired. It appears one (1) officer on that roster has left. New roster requested on Monday, October 6th, have not received one yet. Chairman Shanahan asked Chief Calvello if he would ask Deputy Chief Clark to send an updated roster, he is usually very good about that. Chief Calvello asked why the Commission needs an updated roster, and not just the number of officers needed. Explanation that it keeps the commission records up to date, current vs previous employees for the filing system. Chairman Shanahan asked if the last date of employment could also be given so that the police commission files will be up to date and accurate.

Sergeant Promotion – List is current and up to date. Last roster showed two (2) sergeants have left employment, leaving two (2) openings for sergeants. The commission has not received a request to fill those positions but are prepared to act when the request is received. Chief Calvello stated he would not discuss police personnel at this time.

Closed Executive Session - None.

Chairman Shanahan motioned, seconded by Commissioner Brown to adjourn meeting at 7:44 p.m.

Respectfully submitted,

Debbie Shanahan
Interim Secretary