



CITY OF
OAKBROOK TERRACE
POLICE COMMISSION

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Special Meeting Minutes
December 16, 2025

Chairman Shanahan called the meeting to order at 3:00 p.m. Members present: Chairman Shanahan, Commissioner Brown, Commissioner Tomaselli; and interim secretary Debbie Shanahan. Also present: Tim Griffin, evaluator, Chief Calvello and Deputy Chief Clark.

Public Comment - None

Additions or Deletions to Agenda

Chairman Shanahan suggested the board skip to item VI. Old Business, Number 1 and return to the agenda after the oral interview is complete. Commissioner Brown motioned, seconded by Commissioner Tomaselli to move to executive session to complete the oral interview on lateral applicant Arthur Muhammad. Roll call vote: Ayes – Commissioner Brown, Commissioner Tomaselli, Chairman Shanahan. Motion carried.

Moved to executive session at 3:03 p.m.

Motion made by Commissioner Tomaselli, seconded by Commissioner Brown to reconvene the meeting. Roll call vote: Ayes - Commissioner Brown, Commissioner Tomaselli, Chairman Shanahan. Motion carried.

Chairman Shanahan reconvened the special meeting of December 16, 2025 at 3:32 p.m. Members present: Chairman Shanahan, Commissioner Brown, Commissioner Tomaselli; and interim secretary Debbie Shanahan. Also present: Tim Griffin, evaluator, Chief Calvello and Deputy Chief Clark.

Approval of Minutes – Changes or Corrections

Commissioner Brown wanted to revisit the Rules & Regulations on the December 11, 2025 minutes regarding the amended version has been available since August for review. He would like the minutes to be corrected to add that not all members were aware of all the changes at the time.

Motion made by Brown, seconded by Tomaselli to approve the minutes as corrected. All in favor.

Old Business

Lateral Applicant Testing

Chairman Shanahan gave an update on lateral applicants. Applicant Ingram has received her conditional offer of employment letter sent via email and regular mail. Spoke to her on the phone and she stated she is still interested and very excited to accept a position here at the City of Oakbrook Terrace Police Department. She is in the process of scheduling psychological exam. Medical exam scheduling is full until the new year, and they don't have the 2026 schedule yet. Secretary will continue to reach out to try to get the medical exam scheduled as soon as possible. Chief Calvello offered to reach out to contacts to see if he can help get applicant scheduled for medical sooner. Chief Calvello stated the local clinic on 14th & Summit, Abraham is the owner and should be able to get someone in right away. Secretary will reach out again and check what their police officer pre-employment medical entails to make sure it is the same as what is currently being done.

Chairman Shanahan asked when the police department would be ready with the further interview on the lateral applicant sent back to them for further review. Deputy Chief Clark stated he needed the full application of the applicant from the police commission. Upon review, the full application was sent yesterday to the Chief and Deputy Chief.

Chairman Shanahan asked if there was any further discussion on the old Lateral Register. No further discussion.

Chairman Shanahan moved on to the new Rolling Lateral Register. Scoring and tabulation has been completed and lateral applicant Arthur Muhammad has passed the oral interview. The secretary will start a new Rolling Lateral Register. Although this will be a new rolling lateral list, the current Lateral Eligibility Register must be exhausted prior to hiring an applicant from this new rolling Register. Commissioner Brown and Commissioner Tomaselli agreed.

Commissioner Brown motioned to send lateral applicant Arthur Muhammad on to background investigations seconded by Commissioner Tomaselli. Roll call vote: Ayes - Commissioner Brown, Commissioner Tomaselli, Chairman Shanahan. Motion carried.

Chairman Shanahan reported that no other lateral applications have been returned, and the secretary spoke to COPS Testing again this morning – still holding at 4 applications purchased. There is one applicant from Stone Park police department, and three including today's applicant from the Harvey police department.

Chairman asked if there was any other discussion on lateral applicant testing? There was none.

Entry Level Applicant Testing

Chairman Shanahan reported that a letter has been prepared and ready for signature today for removing applicant Gary from the Final Entry Level Register. Chairman Shanahan asked that Commissioner Brown sign the letter as the most senior commissioner. Commissioner Brown signed the letter.

Chairman Shanahan recapped hiring process:

- * One entry level passed and paused for further review, who will be ready to be sworn in after further review is complete and approved.
- * One lateral applicant proceeding in the hiring process – has conditional offer, needs medical exams,

upon passing both medical exams will be sworn in.

* One lateral paused for further review – if board proceeds with that applicant, they will need a conditional offer sent and will need to pass both medical exams; and

* One new lateral applicant today – will need background, polygraph, then a letter of conditional offer of employment, and must pass both medical exams.

Discussion was held on whether to proceed with scheduling a polygraph for the new lateral applicant or waiting until after backgrounds are complete and how to proceed with entry level applicants. Chief Calvello stated that the academy is not until May and it's a long time to keep someone on the books waiting for a spot in the academy. Chairman Shanahan asked if there were other dates at other academy's available sooner. Chief stated they were all about the same month. It was decided to hold off on proceeding with entry level and re-evaluate next month.

Board decided to wait on scheduling the polygraph until after the backgrounds. Chairman Shanahan stated that the board will have to meet again to approve sending applicant to polygraph, and next meeting is not until January 22, 2026.

Chairman Shanahan motioned to approve giving Commissioner Brown authorization to proceed with polygraph on applicant Muhammad if the background investigations are acceptable, seconded by Commissioner Tomaselli. Roll call vote: Ayes - Commissioner Brown, Commissioner Tomaselli, Chairman Shanahan. Motion carried.

Chief Calvello asked if the board can preapprove all the exams, Chairman Shanahan stated that the board cannot send an applicant to medical exams without first making a conditional offer of employment.

Rules & Regulations

Commissioner Brown he has not reached out to the association attorney yet. Commissioner Brown asked if Commissioner Tomaselli had reviewed the Rules & Regulations, he said he had not.

Chairman Shanahan stated that the rules have been approved and the commission is following the new rules, all that is left is the signature page so that they can be printed. If there are further changes to be made, they will have to be amended again. Commissioner Brown & Commissioner Tomaselli would like to keep the rules & regulations on hold.

Closed Executive Session – Done earlier in the meeting.

Commissioner Tomaselli moved to adjourn, seconded by Commissioner Brown. All in favor. Meeting adjourned at 3:56 p.m.

Respectfully submitted,

Debbie Shanahan
Interim Secretary