



12 South Center Street  
Bensenville, IL 60106

Office: 630.350.3404  
Fax: 630.350.3438  
[www.bensenville.il.us](http://www.bensenville.il.us)

#### VILLAGE BOARD

**President**  
Frank DeSimone

**Board of Trustees**  
Rosa Carmona  
Ana Franz  
Agnieszka "Annie" Jaworska  
McLane Lomas  
Nicholas Panicola Jr.  
Armando Perez

**Village Clerk**  
Nancy Quinn

**Village Manager**  
Evan K. Summers

March 20, 2019

*Via electronic mail*  
Mr. Thomas Gilligan  
gilligant2@gmail.com

Re: Freedom of Information Act request  
Received March 13, 2019

Dear Mr. Gilligan,

Thank you for writing to the Village of Bensenville ("Village") with your request for information pursuant to the Freedom of Information Act ("FOIA"), 5 ILCS 140/1 *et seq.* Your FOIA request seeks copies of the following:

*"The full transcripts, notes and any other documentation from the Bensenville Police Sergeant selection board from the last four boards. The Boards concerned the selection of and promotion of now SGT Swanson, SGT Oliva, SGT Ptak, and SGT Sandborn. Please include any and all persons and public officials who were present for and or assisted the board in any way."*


Your FOIA request is hereby granted in part and denied in part as follows. The attached records are being provided to you at no charge. Closed-session minutes have been withheld as exempt from disclosure under section 7(1)(I) of FOIA, which exempts from inspection and copying "[m]inutes of meetings of public bodies closed to the public as provided in the Open Meetings Act until the public body makes the minutes available to the public under Section 2.06 of the Open Meetings Act." 5 ILCS 140/7(1)(I). Additionally, please note that the Village was unable to locate meeting minutes for the meetings held on December 28, 2010, and April 23, 2013. Finally, minutes from the regular-session and closed-session meetings held on January 25, 2019, have not yet been created, so the Village does not yet have records responsive to that portion of your FOIA request.

You have a right to have this matter reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You may file your Request for Review with the PAC by writing to:

Ms. Sarah Pratt  
Public Access Counselor  
Office of the Attorney General  
500 South 2nd Street  
Springfield, Illinois 62706  
Fax: 217-782-1396  
E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

Very truly yours,

  
Corey Williamsen  
Freedom of Information Officer  
Village of Bensenville



Special  
MEETING OF THE  
**BOARD OF FIRE AND POLICE COMMISSIONERS**  
VILLAGE OF BENSENVILLE, ILLINOIS  
12 S. Center  
Bensenville, IL 60106  
DuPage and Cook Counties

**Agenda**  
**December 28, 2010 – 10:30AM**  
**Village Hall – CDC Conference Room**

Agenda Items:

1. Call to Order
2. Roll Call
3. Sergeant Candidate Review
  - Oral Interview
  - Oral Interview
4. Closed Session, if necessary
5. Adjournment

Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Fire and Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least three days in advance of the meeting.



**SPECIAL  
MEETING OF THE  
BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF BENSENVILLE, ILLINOIS  
12 S. Center  
Bensenville, IL 60106  
DuPage and Cook Counties**

**Agenda  
December 28, 2010 – 1:00PM  
Village Hall – CDC Conference Room**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Sergeant Candidate Review
  - Oral Interview
  - Oral Interview
4. Police Candidate Review
  - Oral Interview
5. Closed Session, if necessary
6. Adjournment

Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Fire and Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least three days in advance of the meeting.

# MINUTES OF THE MEETING OF THE BOARD OF FIRE AND POLICE COMMISSIONERS

August 18 2010

A Meeting of the BOFPC was called to order by Chairman Whyte in the conference room of the Police Department at 6:10 PM.

Members present: Chairman Whyte, Commissioner Storto, and Commissioner Rivas

Also present: Chief Frank Kosman

Roll call: Chairman Whyte, Commissioner Storto and Commissioner Rivas present.

## UNFINISHED BUSINESS

The Board minutes from the meeting that was held on June 16, 2010 were presented to the Board. Commissioner Rivas made a motion to approve the minutes as presented. Commissioner Storto seconded the motion. All were in favor. Motion passed.

The Board expense, Bill #9138 from Hervas, Condon & Bersani was presented to the Board. Commissioner Storto made a motion to approve the presented expense. Commissioner Rivas seconded the motion. All were in favor. Motion passed.

## Old Business

Chief Kosman discussed with the Board members the sergeant testing process as the current list will expire on October 15, 2010. Chief Kosman passed out police department Memorandums 2007-10, 2007-16, and 2007-50 that pertained to the last Sergeant promotion process for the Boards review. Further discussion as to the process and timetable will be held at the next meeting.

## ADJOURNMENT

Chairman Whyte closed the meeting at 6:45 PM after tentatively scheduling the next meeting for 6:00 PM on September 15, 2010 at the Village Hall.

Respectfully submitted,

Frank J. Kosman  
Chief of Police  
Bensenville Police Department  
100 N. Church Rd.  
Bensenville, IL 60106

Main: 630-350-3455  
Direct: 630-594-1170  
Cell: 630-670-1722

**MINUTES OF THE MEETING OF THE BOARD OF FIRE AND POLICE  
COMMISSIONERS**

September 17 2010

A Meeting of the BOFPC was called to order by Chairman Whyte in the Second Floor Conference Room of the Village Hall at 8:36AM.

Members present: Chairman Whyte, Commissioner Storto, and Commissioner Rivas  
Also present: Chief Frank Kosman, Board Attorney Charles Hervas, and Board Assistant Mary Rivera

Roll call: Chairman Whyte, Commissioner Storto and Commissioner Rivas present.

**UNFINISHED BUSINESS**

The Board minutes from the meeting that was held on August 18, 2010 were presented to the Board. Commissioner Storto made a motion to approve the minutes as presented. Commissioner Rivas seconded the motion. All were in favor. Motion passed.

There were not any Board expenses presented to the Board at this time.

**Old Business**

Chief Kosman reminded the Board members the current sergeant list will expire on October 15, 2010. Chief Kosman distributed information on the sergeant testing and it was discussed. Any candidate should return the completed information by October 4<sup>th</sup> to be considered.

Mr. Hervas reported on the completion of a prior legal case.

**ADJOURNMENT**

Chairman Whyte closed the meeting at 9:26 AM after scheduling the next meeting for 6:00 PM on October 20, 2010 at the Village Hall.

Respectfully submitted,

Mary Rivera

**MINUTES OF THE MEETING OF THE BOARD OF FIRE AND POLICE  
COMMISSIONERS**

November 17, 2010

A Meeting of the BOFPC was called to order by Chairman Whyte in the Second Floor Conference Room of the Village Hall at 6:06 P.M.

Members present: Chairman Whyte, Commissioner Storto, and Commissioner Rivas

Also present: Chief Frank Kosman and Board Assistant Mary Rivera

Roll call: Chairman Whyte, Commissioner Storto and Commissioner Rivas present.

**UNFINISHED BUSINESS**

The Board minutes from the meeting that was held on September 17, 2010 were presented to the Board. Commissioner Storto made a motion to approve the minutes as presented. Commissioner Rivas seconded the motion. All were in favor. Motion passed.

The Board expenses were presented to the Board. Commissioner Storto made a motion to approve the expenses as presented. Commissioner Rivas seconded the motion. All were in favor. Motion passed.

**OLD BUSINESS**

Chief Kosman will notify the Board when the sergeant's test results become available. December dates were reviewed and discussed for possible interviews. Next regularly scheduled Board Meeting will be held on December 15<sup>th</sup>.

**NEW BUSINESS**

Chief Kosman discussed the new Suburban Law Enforcement Academy that is housed at College of DuPage. Consideration and approval was given to utilize this new facility per Chief's discretion.

**ADJOURNMENT**

Chairman Whyte closed the meeting at 6:38 P.M.

Respectfully submitted,

Mary Rivera

**MINUTES OF THE MEETING OF THE BOARD OF FIRE AND POLICE  
COMMISSIONERS**

December 15, 2010

A Meeting of the BOFPC was called to order by Chairman Whyte in the Second Floor Conference Room of the Village Hall at 6:11 P.M.

Members present: Chairman Whyte and Commissioner Rivas  
Also present: Chief Frank Kosman and Board Assistant Mary Rivera  
Roll call: Chairman Whyte and Commissioner Rivas present.

**UNFINISHED BUSINESS**

The Board Meeting minutes from November 17, 2010 were presented to the Board. Commissioner Rivas made a motion to approve the minutes as presented. Commissioner Whyte seconded the motion. All were in favor. Motion passed.

The Board expenses were presented to the Board. Commissioner Rivas made a motion to approve the expenses as presented. Commissioner Whyte seconded the motion. All were in favor. Motion passed.

**OLD BUSINESS**

Chief Kosman reviewed the sergeant's written test results with the Board. December and January dates were discussed for oral interviews. The new officer applicant will be ready for the interview process after the 22nd. Chief Kosman will notify the Board when this applicant becomes available for an interview.

**NEW BUSINESS**

The next regularly scheduled Board Meeting will be held on January 19<sup>th</sup>.

**ADJOURNMENT**

Chairman Whyte closed the meeting at 6:53 P.M.

Respectfully submitted,

Mary Rivera

# **MINUTES OF THE MEETING OF THE BOARD OF FIRE AND POLICE COMMISSIONERS**

January 26, 2011

A Meeting of the BOFPC was called to order by Chairman Whyte in the Second Floor Conference Room of the Village Hall at 6:10 P.M.

Members present: Chairman Whyte and Commissioner Rivas

Also present: Board Attorney Charles Hervas, Chief Frank Kosman, and Board Assistant Mary Rivera

Roll call: Chairman Whyte and Commissioner Rivas present.

## **UNFINISHED BUSINESS**

The Board Meeting minutes from December 15, 2010 were presented to the Board. Commissioner Rivas made a motion to approve the minutes as presented. Commissioner Whyte seconded the motion. All were in favor. Motion passed.

The Board expenses were presented to the Board. Commissioner Rivas made a motion to approve the expenses as presented. Commissioner Whyte seconded the motion. All were in favor. Motion passed.

## **OLD BUSINESS**

Chief Kosman discussed the sergeant's scoring and promotion process with the Board. Chief Kosman gave an update on the present applicant status to the Board.

Mr. Hervas reviewed and discussed the rules and regulations in conjunction with the hiring process.

## **NEW BUSINESS**

Chief Kosman spoke to the Board regarding discipline issues with officers.

The next regularly scheduled Board Meeting will be held on February 23, 2010.

## **ADJOURNMENT**

Chairman Whyte closed the meeting at 7:15 P.M.

Respectfully submitted,

Mary Rivera



# MINUTES OF THE MEETING OF THE BOARD OF FIRE AND POLICE COMMISSIONERS

February 23, 2011

A Meeting of the BOFPC was called to order by Chairman Whyte in the Second Floor Conference Room of the Village Hall at 6:03 P.M.

Members present: Chairman Whyte, Commissioners Rivas and Storto

Also present: Board Attorney Charles Hervas, Chief Frank Kosman, and Board Assistant Mary Rivera

Roll call: Commissioners Rivas, Storto, and Whyte present.

## UNFINISHED BUSINESS

The Board Meeting minutes from January 26, 2011 were presented to the Board. Commissioner Storto made a motion to approve the minutes as presented. Commissioner Rivas seconded the motion. All were in favor. Motion passed.

The Board expenses were presented to the Board. Commissioner Rivas made a motion to approve the expenses as presented. Commissioner Storto seconded the motion. All were in favor. Motion passed.

## OLD BUSINESS

Chief Kosman presented the sergeant's test scores list and the Board approved this list for posting. Sergeant candidates have ten days to submit military points for consideration to Mary Rivera.

Chief Kosman gave an update on the present applicant status to the Board. An interview is tentatively scheduled for March 7<sup>th</sup> at 6pm. Mary Rivera will notify the Board when the test results become available.

## NEW BUSINESS

Mr. Hervas lead a discussion regarding entry level testing to the Board.

Commissioner Rivas made a motion authorizing the Board's legal counsel Chuck Hervas, to rewrite the rules in the hiring process and military service qualifications.

Commissioner Storto seconded the motion. All were in favor. Motion passed. It was also stated that the regularly scheduled meeting in April will be changed from April 20<sup>th</sup> to April 27<sup>th</sup>.

## ADJOURNMENT

Chairman Whyte closed the meeting at 6:54 P.M.

Respectfully submitted,  
Mary Rivera

# Minutes of the Meeting of the Board of Fire and Police Commissioners

April 18, 2012

A meeting of the BOFPC was called to order by Chairman Whyte in the upstairs conference room in the Village Hall at 6:31 PM.

Members present: Commissioners Whyte, Rivas, and Storto

Also present: Board Attorney Charles Hervas, Police Chief Kosman and Board Secretary Mary Rivera.

## **APPROVAL OF MINUTES**

Commissioner Storto made the motion to approve the minutes of February 8, 2012 as presented. It was seconded by Commissioner Rivas, all in favor. The motion passed.

Commissioner Rivas made a motion to approve the minutes of March 5, 2012 as presented. It was seconded by Commissioner Whyte, all in favor. The motion passed.

## **APPROVAL OF EXPENSES**

Commissioner Rivas made a motion to approve the expenses as presented. It was seconded by Commissioner Storto, all in favor. The motion passed.

## **OLD BUSINESS**

Chief Kosman advised the Board that candidate testing continues and that we are approximately one third down on the Eligibility List. The next candidate is scheduled to take his polygraph test early next week. He also indicated that the department may possibly have another position become available. This would be a total of three positions. New Police Officer, Eduardo Flores will be introduced to the Board on April 24, 2012 at 7PM. All the commissions were invited to attend.

## **NEW BUSINESS**

Board Attorney, Charles Hervas began a discussion regarding the potential termination of a police officer. Information was given as a step-by-step procedure of actions. There was no specific detail given in regards to the officer or any matter in relation to it. He also discussed expectations relevant to the process, time frames and possible schedules. He described his role, as well as the Board's role in this potential matter. The Board discussed their personal availability for the month of May. Mr. Hervas left the meeting at 6:46 PM.

As for the matter marked, "Officer Discipline" for Closed Session, it was determined it was not needed and should be indicated in the minutes.

The next meeting is scheduled for May 23, 2012.

Commissioner Whyte made the motion to enter into Closed Session. It was seconded by Commissioner Rivas, all in favor. An interview for the purpose of a Sergeant Promotion was conducted. Mary Rivera left the meeting at 7:10 PM. Commissioner Whyte made a motion to exit out of Closed Session. Commissioner Rivas seconded the motion. The adjournment of Closed Session to Open Session proceeded. Matters from Closed: Promotions of Oliva and Swanson were presented by Commissioner Whyte and seconded by Commissioner Rivas. The Chief would notify the officers and Village Manager.

## **ADJOURNMENT**

Chairman Whyte closed the meeting at 7:45 PM.



# VILLAGE OF BENSENVILLE

## Village Board

President  
Frank Soto

## Trustees

Morris Bartlett  
Robert "Bob" Jarecki  
Martin O'Connell III  
Oronzo Paconio  
JoEllen Ridder  
Henry Wesseler

Village Clerk  
Susan Janowiak

Village Manager  
Michael Cassidy

## Village of Bensenville, Illinois BOARD OF TRUSTEES MEETING AGENDA

**6:30 P.M. Tuesday, April 23, 2013**

**Bensenville Village Hall, 12 S. Center Street, Bensenville IL 60106**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. NOTICE OF PUBLIC HEARING AND JOINT REVIEW BOARD MEETING TO CONSIDER CORRECTING CERTAIN SCRIVENER'S ERRORS IN THE LEGAL DESCRIPTION OF THE REDEVELOPMENT PROJECT AREA FOR, AND EXTENDING THE LIFE OF, THE BENSENVILLE GRAND AVENUE TAX INCREMENT FINANCING DISTRICT (TIF #4), AND AN AMENDMENT TO THE REDEVELOPMENT PLAN AND PROJECT FOR THE BENSENVILLE GRAND AVENUE TAX INCREMENT FINANCING DISTRICT (TIF #4) IN RELATION THERETO
- V. PUBLIC COMMENT (3 minutes per person with a 30 minute meeting limitation)
- VI. APPROVAL OF MINUTES  
April 2, 2013 Special Board of Trustees
- VII. WARRANT – April 23, 2013 #13/07 \$2,411,442.85
- VIII. **CONSENT AGENDA – CONSIDERATION OF AN "OMNIBUS VOTE"**
  - I. *Ordinances Regarding Johnson School Traffic Regulations:*
    - A. *Ordinance Amending Village Code Title 5, Traffic and Motor Vehicles Chapter 3, Streets and Intersections Section 5-3-2, Turn Restrictions Subsection B, Left Turns*
    - B. *Ordinance Amending Village Code Title 5, Traffic and Motor Vehicles Chapter 2, Stopping Standing or Parking Section 5-2-13, No Parking Zones Subsection G, School Days*
    - C. *Ordinance Amending Village Code Title 5, Traffic and Motor Vehicles Chapter 2, Stopping Standing or Parking Section 5-2-13, No Parking Zones Subsection G, School Days*

2. *Motion Authorizing a Carnival Permit to First United Methodist Church, 328 South Church Road, Bensenville*
3. *Resolutions Authorizing Execution of Two Contracts for the Installation of a Private Fiber Optic Network for a Total Cost of \$206,125.85:*
  - A. *Resolution Authorizing the Purchase of Equipment from CDW for the Installation of the Village Fiber Network*
  - B. *Resolution Authorizing the Execution of an Agreement with Six Underground Construction Company to Provide the Village With a Private Fiber Network*
4. *Resolution Supporting the Granting of a Cook County Class 6(b) Real Estate Tax Incentive for Certain Property Commonly Known as 485 Podlin Drive, Bensenville, Castaldo Development, LLC*
5. *Ordinance Granting Approval of a Conditional Use Permit to Allow a Gunsmith in the Light Industrial District at 500 W. Frontier Way, Di-Tech Industries, Inc.*
6. *Resolution Authorizing Execution of an Engineering Services Agreement With Ardmore Associates for the Jefferson Street Watermain Replacement Project – Phase II in the Amount of \$76,832.40*
7. *Resolution Authorizing Execution of a Construction Contract for the Jefferson Street Corridor Watermain Replacement Project – Phase II With J. Congdon Sewer Services, Inc. of Carol Stream, Illinois in the Amount of \$796,860*
8. *Resolution Authorizing Execution of a Contract to Green Horizon, Inc. for Lawn Maintenance Services for the Village of Bensenville in the Not to Exceed Amount of \$49,798*
9. *Resolution Approving a Facility Usage License Agreement With the Chicago Blues Hockey Association*

**IX. REPORTS OF STANDING COMMITTEES**

- A. Community and Economic Development Committee
  1. *Ordinance Granting Approval of a Conditional Use Permit to Allow a Sign Height Variance for 1100 North Rt. 83, Bacci Pizza*
  2. *Resolution Accepting Assistance From the Chicago Metropolitan Agency for Planning (CMAP) for our Comprehensive Plan Update*
- B. Infrastructure and Environment Committee – No Report
- C. Administration, Finance and Legislation Committee – No Report
- D. Public Safety Committee – No Report
- E. Recreation and Community Building Committee – No Report

F. Technology Committee

1. *Purchases Related to the Information Technology Hardware Damaged During the April 17, 2013 Lightning Strike*

X. **REPORTS OF VILLAGE OFFICERS:**

A. PRESIDENT'S REMARKS:

1. *Recognition of the Fenton High School Special Olympic Basketball Team and the Varsity Dance Force Team 2012-2013 for Their Outstanding Accomplishments*
2. *Village of Bensenville Arbor Day, April 26, 2013 Proclamation*

B. VILLAGE MANAGER'S REPORT:

1. *Introduction of New Probationary Police Officer, Agoberto Villfuerte to the Village Board and Bensenville Community*
2. *Swearing in Oaths of Sergeants for Officers Bradley Swanson and Chris Oliva*
3. *Resolution Authorizing the Village Manager to Enter Into a Contract With Camosy Construction for the Installation of a Construction and Security Fence at 345 East Green Street*

C. VILLAGE ATTORNEY'S REPORT:

XI. UNFINISHED BUSINESS

XII. NEW BUSINESS

XIII. EXECUTIVE SESSION

- A. Review of Executive Session Minutes [5 ILCS 120/2 (C)(21)]
- B. Personnel [5 ILCS 120/2(C)(1)]
- C. Collective Bargaining [5 ILCS 120/2 (C)(2)]
- D. Property Acquisition [5 ILCS 120/2(C)(5)]
- E. Litigation [5 ILCS 120/2(C)(11)]

XIII. MATTERS REFERRED FROM EXECUTIVE SESSION

XIV. ADJOURNMENT



## **BOARD OF FIRE AND POLICE COMMISSIONERS VILLAGE OF BENSENVILLE, ILLINOIS**

### **FINAL SERGEANT PROMOTION LIST**

Posted April 5, 2011

1. Christopher Oliva	80.982
2. Brandon Reynolds	79.577
3. Bradley Swanson	79.401
4. Kevin Banks	79.197
5. David Irving	75.877
6. Kevin Driscoll	70.908
7. Jose Navarro	70.420
8. Brett Zempel	70.174
9. Thomas Gilligan*	

\* Testing process not completed

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Anye Whyte, Board Chairman

Those who are eligible for veteran's preference may file a written application for the preference within ten (10) days after the initial posting of the preliminary promotion list. Applicants who are otherwise qualified and have timely requested credit for prior military service shall be awarded veterans' preference points in accordance with state statute.



## **BOARD OF FIRE AND POLICE COMMISSIONERS VILLAGE OF BENSENVILLE, ILLINOIS**

### **PRELIMINARY PROMOTION LIST**

Posted February 25, 2011

1. Christopher Oliva	80.982
2. Bradley Swanson	79.401
3. Kevin Banks	79.197
4. Brandon Reynolds	76.077
5. David Irving	75.877
6. Kevin Driscoll	70.908
7. Jose Navarro	70.420
8. Brett Zempel	70.174
9. Thomas Gilligan*	

\* Testing process not completed

Those who are eligible for veteran's preference may file a written application for the preference within ten (10) days after the initial posting of the preliminary promotion list. Applicants who are otherwise qualified and have timely requested credit for prior military service shall be awarded veterans' preference points in accordance with state statute.



## Village of Bensenville Police Department

100 N. Church Road  
Bensenville, IL. 60106  
Ph (630) 350-3455 Fax (630) 350-0855

Memorandum #2010-41

Date: 09-17-10  
To: All Full-time Sworn Personnel  
From: Frank Kosman, Chief of Police  
Subject: Eligibility list For Sergeant

The Department is currently recruiting to establish an eligibility list for Sergeant as the previous one will expire on 10-15-2010. The eligibility list will be good for three (3) years after final posting unless it is exhausted. As per the Bensenville Board of Fire and Police Commissioners' Rules and Regulations, officers are eligible to take part in the competitive examination process if they meet the following qualifications on the date of the written examination:

- Have completed their probationary period satisfactorily.
- Have a Bachelor's Degree

The testing process consists of the following components that are weighted accordingly:

- Written Examination 45%
- Promotion Rating 25%
- Oral Examination 25%
- Seniority 5%

The criteria for the promotion rating that is determined by the Chief of police is as follows:

- Written response to three supervisory related essay questions 60 %
- Disciplinary history 20 %
- Evaluations since October 15, 2007 20%

The wage schedule for sergeants as of 12/1/10 is as follows:

- Step 1 \$80,669
- Step 2 \$83,547
- Step 3 \$86,860
- Step 4 \$90,179

The application period is from September 17, 2010 to October 4, 2010. Any applicants must complete the application form attached to this memo and return it to the Office of the Chief of Police by 1:00 PM on October 4, 2010. The study materials for the examination and the questions and rubric for the written responses for the promotion rating component will be provided to the applicants shortly thereafter. The written examination is scheduled for 3:00 PM on December 3, 2010. The written response for the promotion rating component will be due on the same date and time as the examination.



Police Sergeant Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

College and Date of obtaining Bachelor's Degree \_\_\_\_\_

(Attach a copy of your diploma and/or transcripts if obtained a Bachelor's degree after being hired.)

Applicant Signature: \_\_\_\_\_

Office Use Only:

Date/Time Received: \_\_\_\_\_

Received by: \_\_\_\_\_



## Village of Bensenville Police Department

100 N. Church Road  
Bensenville, IL. 60106  
Ph (630) 350-3455 Fax (630) 350-0855

Memorandum #2010-46

Date: 10-9-10

To: Promotion Exam Applicants

From: Frank Kosman, Chief of Police *f2010/10*

Subject: Promotion Exam Process

For those officers who have applied to take the promotion test as per Memorandum #2010-41, I am providing you with the study list for the written examination and the questions and rubric for the written responses for the promotion rating component. The oral interview before the Board of Police and Fire Commissioners will be scheduled at a later date.

The study list is provided to assist candidates in the studying and preparing for the written examination. All the police technical questions of the promotional examination will be based upon the following books, the below listed Departmental policies and procedures;

**Procedures:**

- 2.000 Use of Force
- 2.004 Search and Seizure without a Warrant
- 4.000 Patrol Operations
- 4.003 Citizen Complaints
- 4.024 Firearms, Impact Weapons and O/C Spray
- 4.031 Vehicle Pursuit
- 4.200 Criminal Investigations
- 4.613 Traffic Violator Contact
- 4.700 Inspections
- 5.407 Arrest Warrants and Other Legal Process Procedures

**Management and Supervision of Law Enforcement Personnel**

Schroeder, Lombardo, & Strollo, J.B.L. Publications, Inc. 3<sup>rd</sup> or 4<sup>th</sup> edition

**Community Policing: A Contemporary Perspective**

Robert C. Trojanowicz, et al. 4<sup>th</sup> or 5<sup>th</sup> edition

These two books can be ordered directly from the individual publisher as listed below:

Lexis Nexis Matthew Bender  
1333 N. US Highway 17-92  
Longwood, FL 32750-3724  
(800)424-4200 Ext. 3345

The written response questions are listed below. Your answers should be responsive to the questions and should be at least 500 words for each question.

1. What qualities and experiences make you an outstanding candidate for the position of police sergeant? Include examples of your police and non-police supervisory experiences that depict your problem resolution and leadership skills. Conclude with a summary of your leadership style.
2. What are the benefits of community oriented policing, how have you as an officer implemented the principles of community oriented policing, and if promoted, how would you utilize the principles of community oriented policing as a supervisor?
3. If promoted, what would you advocate keeping, what would you advocate throwing away, and what would you advocate modifying in order improve the department and enhance the accomplishment of its mission statement?

I have attached a rubric that will be used to evaluate your answers.

### Promotability Points Questions Rubric

Objectives	Low Performance 1 point	At or Below Average 2 points	At or Above Average 3 points	Exemplary Performance 4 Points	Earned Points
Knowledge of Qualities and Experience	Officer demonstrates little knowledge of qualities and experiences that are desirable for supervisors. The officer is unable to answer questions pertaining to the objective	Officer able to provide only a minimum of pertinent qualities and experiences	Officer able to provide at least 3 to 5 pertinent qualities and experiences.	Officer able to provide at least 6 pertinent qualities and experiences. Effectively relates the qualities to the experiences.	
Knowledge of Importance of Implementing	Officer demonstrates little knowledge of the principles and benefits of community policing. The officer is unable to answer the question pertaining to the topic.	Officer able to provide only a minimum of implementation examples. The officer is unable to provide examples of following direction.	Officer able to provide at least 3 to 5 reasons and or examples of implementing and utilizing community oriented policing principles.	Officer able to provide at least 6 examples of implementing and utilizing community oriented policing principles.	
Knowledge of Ways to Improve the Department	Officer demonstrates little knowledge of identifying problems and making improvements. The officer is unable to answer the question pertaining to the topic.	Officer able to provide only a minimum of recommendations for retaining, discarding, and improving current practices.	Officer able to provide at least 3 to 5 recommendations for retaining, discarding, and improving current practices.	Officer able to provide at least 6 recommendations for retaining, discarding, and improving current practices	
Organization	Officer fails to present ideas clearly or in an organized manner.	Some parts of the answers are unclear and/or not presented in a logical sequence.	Officer presents information in a clear and organized manner.	Officer answers the questions in an exceptional, high quality manner.	
Content and Quality of Information	Topic is unclear. Much of the material is not pertinent to the topic. Material is repetitive with little or no variety.	Some of the information presented does not clearly connect to the topic. Material shows little variation and originality.	Most of the information clearly relates to the topic. Some good points are made, but there is an uneven balance and little variation. Material shows some originality, variety, and blending of materials.	There is an abundance of material that clearly relates to the topic. Some great points are made, and there is variation in the information presented. Material shows originality, variety, and blending of materials.	
Mechanics	In total, the answers contain an average of 2 or more punctuation, capitalization, spelling, or grammatical errors per page.	In total, the answers have an average of 1 to 2 punctuation, capitalization, spelling, or grammatical errors per page.	In total, the answers have an average of less than 1 punctuation, capitalization, spelling, or grammatical errors per page.	In total, the answers contain no punctuation, capitalization, spelling, or grammatical errors.	



## Village of Bensenville Police Department

100 N. Church Road  
Bensenville, IL. 60106  
Ph (630) 350-3455 Fax (630) 350-0855

Memorandum 2011-57

Date: 12-28-11

To: Officer Tom Gilligan

From: Frank Kosman, Chief of Police *F. Kosman*

Subject: Promotion Exam Scheduled for 9:00 AM on 02-29-12

CC: Sgt. Kevin Hermes, BOPC Secretary Mary Rivera

The current sergeant promotion list was posted on 04-05-2011 and will expire on 04-05-14. Since you were on active military duty when the testing process for the eligibility list was conducted and you applied to take the test as per procedure, I have arranged for you to take the written portion of the sergeant promotion exam at the police department at 9:00 AM on 02-29-11.

On that date, you will work the day shift. Please make the necessary schedule change with Sergeant Hermes. If you have a conflict or wish to change the date or time of the test or decide not to take the test, please notify me as soon as possible so that I can make the necessary arrangements.

Please refer to Memorandums 2010-41 and 2010-46 for further information including the reference material for the exam. Your written answers for the essay questions will also be due on the above test date. If I am not available on that date, you may slide them under my office door.



**BOARD OF POLICE COMMISSION  
VILLAGE OF BENSENVILLE, ILLINOIS**

**12 S. Center  
Bensenville, IL 60106  
DuPage and Cook Counties**

**Meeting Agenda  
July 11, 2018– 5:30 PM  
Village Hall – Upper Level Conference Room**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Closed Session:
  - a) Sergeants Promotion Interviews
4. Open Session
5. Adjournment

Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least two days in advance of the meeting.

## Minutes of the Meeting of the Board of Police Commission July 11, 2018

The meeting of the BOPC was opened by Chairman Whyte in the Second Floor Conference Room in the Village Hall at 5:00PM

Other Members present: Commissioners Belmonte and Zage  
Also present: Chief Dan Schulze & Board Secretary Mary Ribando

### **CLOSED SESSION:**

Commissioner Belmonte made a Motion to enter into Closed Session for the purposes of promotional Interviews. It was seconded by Commissioner Whyte. All were in favor; Motion passed and the Board entered into Closed Session to conduct the interview.

### **OPEN SESSION:**

The Board came out of Closed Session. Commissioner Whyte made a Motion for approval of Detective Ptak promoted to sergeant. It was seconded by Commissioner Belmonte. All were in favor, Motion passed and Chief Kosman will notify Ptak and the Village Manager.

### **ADJOURNMENT**

Motion to adjourn was made by Commissioner Belmonte and seconded by Commissioner Zage. All were in favor and meeting was adjourned at 6:20PM

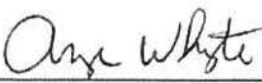


**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF BENSENVILLE, ILLINOIS**

**SERGEANTS FINAL PROMOTION LIST**

Posted February 16, 2016:

1. Michael Ptak	85.1565
2. Doug Sanborn	83.256
3. Brandon Reynolds	82.4455
4. Thomas Gilligan	80.2595
5. Kevin Banks	79.9565
6. Dexter Stephens	78.6665
7. Saul Herrera	76.37
8. Jose Navarro	73.57
9. Joseph Melone	70.6565
10. Christopher Staffeldt	70.56
11. Kevin Driscoll	65.081

  
\_\_\_\_\_  
Anye Whyte, Chairman





**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF BENSENVILLE, ILLINOIS**

**SERGEANTS PRELIMINARY PROMOTION LIST**

Posted January 27, 2016:

1. Doug Sanborn	83.256
2. Michael Ptak	81.6565
3. Kevin Banks	79.9565
4. Brandon Reynolds	78.9455
5. Thomas Gilligan	76.7595
6. Saul Herrera	76.37
7. Dexter Stephens	75.1665
8. Joseph Melone	70.6565
9. Christopher Staffeldt	70.56
10. Jose Navarro	70.07
11. Kevin Driscoll	65.081

Those who are eligible for veteran's preference may file a written application for the preference within ten (10) days after the initial posting of the preliminary promotion list. Applicants who are otherwise qualified and have timely requested credit for prior military service shall be awarded veterans' preference points in accordance with state statute.



**BOARD OF POLICE COMMISSION  
VILLAGE OF BENSENVILLE, ILLINOIS  
12 S. Center  
Bensenville, IL 60106  
DuPage and Cook Counties**

**Meeting Agenda  
January 25, 2019 at 1:00 PM  
Village Hall – Upper Level Conference Room**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Closed Session:
  - a) Sergeants Promotion Interviews
4. Open Session
  - a) Actions Resulting from Closed Session
5. Adjournment

Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least two days in advance of the meeting.

## Mary Ribando

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**From:** Frank Kosman  
**Sent:** Monday, October 26, 2015 5:24 PM  
**To:** All Police  
**Cc:** Mary Ribando  
**Subject:** Sergeant Promotion Test

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I have been notified in writing from the following officers that they intend to take the Sergeant's Promotion Test scheduled for 3:00 PM on November 9, 2015. Please contact me asap if you filed your written intent and do not see your name below:

1. Kevin Banks
2. Kevin Driscoll
3. Thomas Gilligan
4. Saul Herrera
5. Joseph Melone
6. Jose Navarro
7. Michael Ptak
8. Brandon Reynolds
9. Douglas Sanborn
10. Christopher Staffeldt
11. Dexter Stephens

Chief Frank J. Kosman  
Bensenville Police Department  
Office 630-594-1170  
Cell 630-670-1722

## Mary Ribando

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**From:** Frank Kosman  
**Sent:** Thursday, January 07, 2016 5:46 PM  
**To:** Kevin Banks; Kevin Driscoll; Saul Herrera; Joseph Melone; Jose Navarro; Michael Ptak; Brandon Reynolds; Douglas Sanborn; Christopher Staffeldt; Dexter Stephens; Tom Gilligan  
**Cc:** Mary Ribando  
**Subject:** Sergeant's List Oral Examination  
**Importance:** High

The Board of Police Commissioners will be conducting the Sergeant's List Oral Examinations on the next two Mondays. The schedule for the first Monday, January 11, 2016, is set as follows:

1800 hours: Officer Kevin Banks  
1830 hours: Officer Kevin Driscoll  
1900 hours: Officer Thomas Gilligan  
1930 hours: Officer Saul Herrera  
2000 hours: Officer Joseph Melone

The schedule for the final 6 candidates that will be conducted on Monday, January 18, 2016, will be finalized as to the times as soon as possible, but will be done alphabetically also. Let me know asap if you have any conflicts or other concerns.

For the first 5 candidates, please reply to me that you received and can make the interview as soon as possible.

Chief Frank J. Kosman  
Bensenville Police Department  
Office 630-594-1170  
Cell 630-670-1722

## Mary Ribando

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**From:** Frank Kosman  
**Sent:** Monday, January 11, 2016 9:56 PM  
**To:** Jose Navarro; Michael Ptak; Brandon Reynolds; Douglas Sanborn; Christopher Staffeldt; Dexter Stephens  
**Cc:** Mary Ribando  
**Subject:** Sergeant's List Oral Examination

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

The Board of Police Commissioners will be complete the Sergeant's List Oral Examinations next Monday, January 18, 2016, in the CDC Board Room on the second floor of the Village Hall. The schedule for the interviews is as follows:

1800 hours: Officer Jose Navarro  
1830 hours: Detective Michael Ptak  
1900 hours: Officer Brandon Reynolds  
1930 hours: Officer Doug Sanborn  
2000 hours: Officer Christopher Staffeldt  
2030 hours: Officer Dexter Stephens

Please reply to me that you received this message and that you can make the interview as soon as possible. Also, let me know asap if you have any conflicts that would prevent you from making the interview.

Good luck to all.

Chief Frank J. Kosman  
Bensenville Police Department  
Office 630-594-1170  
Cell 630-670-1722



**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF BENSENVILLE, ILLINOIS  
100 N. Church Road  
Bensenville, IL 60106  
DuPage and Cook Counties**

**Agenda  
August 18, 2010 at 6:00pm  
Police Department Meeting Room**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Approval of Minutes  
June 16, 2010
4. Approval of Expenses
5. Old Business
6. Adjournment

Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Fire and Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least three days in advance of the meeting.



**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF BENSENVILLE, ILLINOIS**

**12 S. Center  
Bensenville, IL 60106  
DuPage and Cook Counties**

**Agenda  
September 17, 2010 8:30AM  
Village Hall - CDC Room**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Approval of Minutes  
August 18, 2010
4. Approval of Expenses
5. Old Business  
Review of Sergeant Testing Process
6. New Business
7. Adjournment

Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Fire and Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least three days in advance of the meeting.



**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF BENSENVILLE, ILLINOIS**

**12 S. Center  
Bensenville, IL 60106  
DuPage and Cook Counties**

**Agenda  
November 17, 2010 6:00PM  
Village Hall - CDC Room**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Approval of Minutes  
September 17, 2010
4. Approval of Expenses
5. Old Business
6. New Business
7. Adjournment

Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Fire and Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least three days in advance of the meeting.





**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF BENSENVILLE, ILLINOIS**

**12 S. Center  
Bensenville, IL 60106  
DuPage and Cook Counties**

**Agenda  
December 15, 2010 6:00PM  
Village Hall - CDC Room**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Approval of Minutes  
November 17, 2010
4. Approval of Expenses
5. Old Business
6. New Business
7. Adjournment

Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Fire and Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least three days in advance of the meeting.



**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF BENSENVILLE, ILLINOIS**

**12 S. Center  
Bensenville, IL 60106  
DuPage and Cook Counties**

**Agenda  
January 26, 2011 6:00 PM  
Village Hall - CDC Room**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Approval of Minutes  
December 15, 2010
4. Approval of Expenses
5. Old Business
  - Review of Sergeant Testing Process
  - Review and Discussion of Recent Changes in Hiring Process
6. New Business
7. Adjournment

Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Fire and Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least three days in advance of the meeting.



**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF BENSENVILLE, ILLINOIS**

**12 S. Center  
Bensenville, IL 60106  
DuPage and Cook Counties**

**Agenda  
February 23, 2011 6:00 PM  
Village Hall - CDC Room**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Approval of Minutes  
January 26, 2011
4. Approval of Expenses
5. Old Business  
Hiring Process
6. New Business
7. Adjournment

**Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Fire and Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least three days in advance of the meeting.**



**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF BENSENVILLE, ILLINOIS  
12 S. Center  
Bensenville, IL 60106  
DuPage and Cook Counties**

**Agenda  
April 18, 2012 – 6:00 PM  
Village Hall – First Floor Conference Room**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - February 8, 2012
  - March 5, 2012
4. Approval of Expenses
5. Old Business
  - Update on Hiring
6. New Business
  - Illinois Fire & Police Commissioners Seminar
7. Closed Session
  - Sergeant Promotion Interview
  - Officer Discipline
8. Adjournment

Note: Any individual with a disability requiring reasonable accommodation in order to participate in a Village Board of Fire and Police Commission Meeting should contact the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville, IL 60106 (630) 766-8200, at least three days in advance of the meeting.