

DeKalb County Sheriff's Merit Commission
Meeting Minutes
Tuesday, September 19, 2017
5:30 p.m.

The Merit Commission met on Tuesday, September 19, 2017. Commissioners present at the meeting were: Chairman Gene Lane, and Secretary and Commissioner Todd Walker. Also present was Sheriff Roger Scott.

1. Call To Order

Commissioner Lane called the meeting to order at 5:30 p.m.

2. Approval of minutes

Motion by Gene, seconded by Todd to approve the minutes of the May 20, 2017 recruitment process and the June 22, 2017 meeting. Motion passed.

3. Upcoming Communication Sgt. Test Planning:

a. Sheriff and Commission discussed the upcoming Communication Sergeant's promotional exam:

- i. The Commission and Sheriff discussed the testing process and agreed that we would use the same testing company that we have used in the past;
- ii. That the written test would not have a minimum passing score, but the overall score for the entire testing process must be 70% or above (the commission formula for the written, oral and Sheriff's points must equal 70% or greater to be placed on the final list);
- iii. The written exam for November 1st, 2017 (time to be determined by the Sheriff);
- iv. The Oral interviews will be scheduled for November 11th, 2017 (time to be determined by the Sheriff);
- v. As a note, the Sheriff has selected Chief Sullivan to act in the Sheriff's stead during this particular Sgt. testing process.

A motion was made by Gene and seconded by Todd to approve the above mentioned processes. Motion passed.

4. Long Range Testing Plan:

a. The Sheriff and Commission discussed the need for an upcoming corrections/patrol recruitment process:

- i. The tentative written exam for the recruitment will be December 2nd;
- ii. The written exam would include section 1-3 (excluding the report writing section);
- iii. To pass the written exam, the applicants must have an overall combined average of 75% or greater (not each independent section like prior years);
- iv. This recruitment process we will not be doing the physical exam prior to the written. Instead, the department will require all candidates to provide in the application process a copy of their NIPSTA card (or similar documents as approved by the Sheriff) prior to taking the written test;

v. Oral interviews will be determined and scheduled after the written test.

A motion was made by Gene and seconded by Todd to above the above mentioned processes. Motion passed.

b. The Sheriff and Commission discussed the need for an upcoming communication recruitment process:

i. The commission will evaluate possible dates in the future depending on their schedules and the needs of the agency.

5. Other Business

No other business was needed.

6. New Business

No other business was needed.

7. Adjournment

Commissioner Lane called for a motion to adjourn which was seconded by Todd Walker. On a unanimous voice vote the meeting was adjourned at 6:10 p.m.