

DeKalb County Sheriff's Merit Commission  
Meeting Minutes  
February 20, 2018  
5:00 PM

The Merit Commission met on Tuesday, February 20<sup>th</sup>, 2018. Commissioners present at the meeting were: Chairman Gene Lane, and Secretary Todd Walker and Commissioner Anita Turner. Also present was Sheriff Roger Scott and Chief Andy Sullivan.

1. Call to Order

Commissioner Lane called the meeting to order at 5:00 p.m.

2. Approval of Agenda

Motion made by Commissioner Turner, seconded by Commissioner Walker to approve the agenda. The motion passed unanimously.

3. Approval of minutes

Motion made by Commissioner Walker, seconded by Commissioner Turner to approve the minutes of the January 16, 2018 meeting. Motion passed unanimously.

4. Elections of Officers:

Commission discussed the officer election process and a motion was made by Commissioner Walker seconded by Commissioner Turner to approve the officers as Gene Lane Chairman, Todd Walker Vice-Chairman and Anita Turner Secretary. The motion passed unanimously.

5. Lateral Transfer Request/Approval:

Sheriff Scott distributed information and discussed his request for possibly two lateral transfers.

- i. The Sheriff requested the lateral transfer of Josh Martinez. The Commission reviewed and discussed his credentials and agreed to allow the transfer process. A motion was made by Commissioner Walker and seconded by Chairman Lane to approve the above mentioned lateral transfer. The motion passed unanimously.
- ii. The Sheriff also requested the lateral transfer of Nicholas Peterson. The Commission reviewed and discussed his credentials and agreed to allow the transfer process. A motion was made by Todd and seconded by Anita to approve the above mentioned processes. The motion passed unanimously.

6. Modification of Merit Rules:

The Sheriff and Chief Deputy Andy Sullivan presented to the Commission a recommendation to modify The DeKalb County Sheriff's Merit rules (2014) Article II Rank Structure item A to combine the rank of Patrol Sergeant and the rank of Detective Sergeant. (see attachment A). In addition the Sheriff and Chief recommended that Article IV Promotion be modified to reflect the above change by combining Patrol Sergeant and Detective Sergeant to read Patrol/Detective Sergeant (see attachment B).

- i. After explanatory discussion Commissioner Walker made a motion to adopt both modifications effective immediately. Commissioner Turner seconded the motion. The motion passed unanimously..
- ii. It was discussed that as a result future Detective Sergeants would be selected by internal Sheriff's Office process from a current Patrol/Detective Merit Commission Sergeant eligibility list and from current Patrol Sergeants who applied for the position.

- iii. The motion to accept the above process for selection of Detective Sergeant was made by Commissioners Walker and seconded by Commissioner Turner. Motion passed unanimously.

7. Review Future Testing

- a. Sheriff and Commission discussed the various upcoming testing processes.
  - i. The Sergeant's testing will be scheduled for April 18<sup>th</sup> for the written and May 5<sup>th</sup> for the Orals. Deputies must pass the written exam by 70% to be allowed to take the oral exams. The overall combined score of 70% must be achieved to be placed on the list. The Combined score will consist of 40% of the written score, 50% of the oral score and 10% of the Sheriff's points.
  - ii. The communication's testing will be scheduled for April 3<sup>rd</sup> for the written, the critical could be scheduled the week of April 9<sup>th</sup> – 12<sup>th</sup> and oral interviews the week of April 23<sup>rd</sup> – 25<sup>th</sup>. Candidates must pass the written exam by 70% to be allowed to take the critical exam. If they pass the critical they may be provided an interview the week of April 23<sup>rd</sup>.

8. New Business – No action.

9. Other Business –

- a. The Commission began discussing the oral interviews, but since it was not on the agenda, a future meeting would be scheduled to address this matter.

10. Adjournment

Commissioner Turner called for a motion to adjourn which was seconded by Lane. On a unanimous voice vote the meeting was adjourned at 6:30 p.m.

Modification to Merit Rules Request

February 20, 2018

Current Reading:

**ARTICLE II  
RANK STRUCTURE**

- A. RANK:** For the purpose of the administration and operation of the merit system of the DeKalb County Sheriff's Office, the ranks in the Sheriff's Office as denoted by the Sheriff of DeKalb County are:

Lieutenant	Correction Sergeant
Patrol Sergeant	Communication Sergeant
Detective Sergeant	Deputy Sheriff

Change Request:

**ARTICLE II  
RANK STRUCTURE**

- A. RANK:** For the purpose of the administration and operation of the merit system of the DeKalb County Sheriff's Office, the ranks in the Sheriff's Office as denoted by the Sheriff of DeKalb County are:

Lieutenant	Corrections Sergeant
Patrol Sergeant/Detective Sergeant	Communications Sergeant/Supervisor
	Deputy Sheriff
	Civilian Tele-communicator

## Attachment B.

### Current Reading:

#### **ARTICLE IV PROMOTION**

- A. PROMOTION:** To be eligible for promotion to the following ranks, an individual must have served continuously as a full time Deputy with the DeKalb County Sheriff's Office for the minimum time period indicated for the particular rank sought, prior to taking the competitive examinations for that rank:
1. a. Patrol Sergeant- Three (3) years in the Sheriff's Office, with a minimum of two (2) years in the Patrol Division.
  - b. Communications Sergeant- Two (2) years in the Sheriff's Office with a minimum of two (2) years in the Communications Division.
  - c. Corrections Sergeant- Two (2) years in the Sheriff's Office with a minimum of two (2) years in the Corrections Division.
  - d. Detective Sergeant- Three (3) years in the Sheriff's Office with a minimum of two (2) years' experience in the Detective Division, or is currently serving as a Sergeant within the Patrol Division, with a minimum of one (1) year of service as a Patrol Sergeant.
  - e. Lieutenant- Five (5) years in the Sheriff's Office, currently holding the rank of sergeant with a minimum of one (1) year as a sergeant.

### Change Request:

#### **ARTICLE IV PROMOTION**

- B. PROMOTION:** To be eligible for promotion to the following ranks, an individual must have served continuously as a full time Deputy with the DeKalb County Sheriff's Office for the minimum time period indicated for the particular rank sought, prior to taking the competitive examinations for that rank:
1. a. Patrol/Detective Sergeant- Three (3) years in the Sheriff's Office, with a minimum of two (2) years in the Patrol Division.
  - b. Communications Sergeant/Supervisor- Two (2) years in the Sheriff's Office with a minimum of two (2) years in the Communications Division.
  - c. Corrections Sergeant- Two (2) years in the Sheriff's Office with a minimum of two (2) years in the Corrections Division.
  - d. Lieutenant- Five (5) years in the Sheriff's Office, currently holding the rank of sergeant with a minimum of one (1) year as a sergeant.

Sheriff Roger Scott