

**DEKALB COUNTY SHERIFF'S MERIT COMMISSION
MEETING MINUTES
APRIL 1, 2010
3:00 P.M.**

The meeting was called to order at 3:05 p.m. by Chairman Gene Lane.

Present at the meeting: Commissioners Gene Lane, Bennetta Stearnes and Todd Walker. **Also present:** Sheriff Roger Scott, and Chief Deputy Kevin Hickey.

Chairman Lane called for the approval of the agenda. Bennetta Stearnes made the motion, seconded by Todd Walker. The agenda was approved on a unanimous voice vote.

Chairman Lane called for the approval of the minutes of the February 3, 2010 meeting. Todd Walker made the motion, seconded by Bennetta Stearnes. The motion carried on a unanimous voice vote.

Updating of Rules and Regulations was completed by a line by line review of the current document. There was a thorough discussion of changes to be made and the rationale for the changes as suggested by the commissioners or by the sheriff. Following this process, Chairman Lane called for a motion. Todd Walker made the motion: DeKalb County Merit Commission approves and adopts the Rules and Regulations of the Commission to be effective May 1, 2010 as amended during this meeting. Bennetta Stearnes seconded the motion. On a roll call vote: All three commissioners voted "Yes". The motion was carried unanimously.

The upcoming promotional testing for Patrol Sergeant was discussed. The written examination is scheduled for Monday, April 5, 2010 at 6:00 p.m. in the Gathertorium of the County Office Building. Commissioners will be present to monitor the written examination on April 5th. Stanard and Associates has designed the questions for the written examination and they will also conduct the Oral Board Assessment on April 13, 2010. The Oral Board Assessment Examinations will be held beginning at 8:00 a.m. and ending at 5:00 p.m. in the County Sheriff's Department Building. Commissioners are invited to observe the Oral Board Assessment of candidates on April 13th, but if they choose to observe it is required that they be present for the entire day for each candidate's assessment.

Determination of minimum final score on the examinations in order to be certified was discussed. Todd Walker made the motion: "For the upcoming promotional examination for Patrol Sergeant to be held on April 5th and April 13th a minimum score of 70% on each of the examinations must be achieved by the candidate in order to be certified for the list." Gene Lane seconded the motion. Roll call vote: All 3 Commissioners voted "Yes". The motion carried unanimously.

Additional motion was made by Todd Walker: “In order for candidates to be eligible to advance to the Oral Board Assessment phase of the examination process they must achieve a score of at least 70% on the written examination given on April 5th.”

The motion was seconded by Bennetta Stearnes. Roll call vote: All 3 Commissioners voted “Yes”. The motion carried unanimously.

Other Business: Commissioners discussed the establishment of dates for quarterly meetings of the Board. Gene Lane made the motion: “Quarterly meetings will be held on the 3rd Wednesday of March, June, September and December at 5:00 p.m. unless circumstances require a change in the date and time.” Todd Walker seconded the motion. On a roll call vote: All Commissioners voted “Yes”. Motion carried.

Commissioner Stearnes asked the question of document retention requirements that are outlined by the State. The Commission has the intent to reorganize the files and needs to know what documents can be eliminated after a designated period of time, and what documents must be retained indefinitely. Sheriff Scott will get that information for the Commission.

Chairman Lane called for a motion to adjourn. Bennetta Stearnes made the motion, seconded by Todd Walker. Motion passed on unanimous voice vote.

Submitted by: *Bennetta Stearnes, Secretary*