

**Dekalb County Sheriff's Merit Commission  
Quarterly Meeting**

**Wednesday, September 15, 2010  
7:00 p.m.**

**The Commission met in the Conference Room of the DeKalb County Sheriff's Office. Chairman Lane called the meeting to order at 7:00 p.m.**

**Those present at the meeting: Commissioner Gene Lane, Commissioner Todd Walker and Commissioner Bennetta Stearnes. Also present: Sheriff Roger Scott and Lt. Al Newby.**

**Approval of Agenda: The agenda was approved on a unanimous voice vote with the correction of the time of the meeting changed from 5:00 p.m. to 7:00 p.m.**

**Approval of Minutes of June 6, 2010: Todd Walker moved for approval, motion was seconded by Gene Lane and the minutes were approved on a unanimous voice vote.**

**Sheriff Scott presented the Commission with a Records Update: Attached to these minutes is a progress report on communication with the State of Illinois Archives on Disposal of Files. Recommendations have been made by Steve Colaizzi who is the local representative from Archives. The Sheriff's office is now in the process of complying with the requirements and recommendations and once that process is complete, we will meet again with Steve Colaizzi who will direct us from there on disposal.**

**Future testing dates and process: Dates have been set for promotional testing for a Lt. to serve in the Communications Division. Lt. Al Newby who is the current Lt. in that division will be retiring in November. Dates for testing are as follows:**

**Written Examination: October 11, 2010 at 6:00 p.m. Professional Panel and Commission Oral Examination will be held on October 23, 2010 with gathering at approximately 7:30 a.m. and first interview to begin at 8:00 a.m.**

**Format for Testing: Five candidates have signed up for testing in this promotional cycle. The written test will consist of a total of 100 questions divided into two separate tests of 50 questions each. One test is for Sheriff's office administrative and communication knowledge, the other test is for basic computer knowledge. Each question is worth 2 points, making possible a score of 100 points on each test. Candidates have been given resources to use for preparation of all phases of the tests.**

**Stanard and Associates will provide the test questions and also provide the answers for scoring. Scoring will be done by the Commissioners.**

**Weighting of the components of the tests will be as follows:**

**Stanard and Associates Written Examination (Administrative and Communication) 35% of 100 and (Basic Computer Skills) 5% of 100**

**Oral Assessment with Professional Panel and Commission 50%**

**Sheriff's Points 10%.**

**Each percentage represents the weight given out of a Total Possible Points of 100**

**An overall score of 70 must be achieved for a candidate to be placed on the eligibility list.**

**The Oral Assessment to be held on Saturday, October 23, 2010 will be conducted by the Commission with a panel of three professionals who will be selected by Sheriff Scott. Each candidate will be asked the same questions by the panel and the Commissioners may ask questions if they wish. The professional panel will score each candidate and will give the Commissioners their averaged scores for each candidate at the end of the testing of all candidates. The Commissioners will then complete a list of eligible candidates based on the scoring of all the examination components as outlined above.**

**Candidates will be given an opportunity to submit a personal resume' if they wish and should do so the day before the Oral Assessment. Prior to each candidate's interview the Professional Panel Members and the Commissioners will have an opportunity to review the candidate's resume'.**

**Communications Entry Level Testing: In view of possible attrition which may occur in the division, it is necessary to establish a list of entry level candidates as soon as possible. Sheriff Scott indicated that he will begin advertising within the next two weeks. It is projected that the Commission can hold a written examination in early November and complete Critical and the oral interview process sometime in December.**

**Sgt Testing and other testing discussed in the June quarterly meeting will be on hold for now because of necessary cut-backs in the department.**

**Chairman Lane called for any other business. None was brought forward.**

**Chairman Lane called for a motion to adjourn the meeting.**

**Bennetta Stearnes moved for adjournment, seconded by Todd Walker. Motion carried on a unanimous voice vote**

**Meeting adjourned at 8:04 p.m.**

**Submitted by: *Bennetta Stearnes, Secretary***