

**DeKalb County Sheriff's Merit Commission**  
**Quarterly Meeting Minutes**  
**April 18, 2011**  
**6:30 p.m.**

The Merit Commission met for a quarterly meeting on the above date in the conference room of the DeKalb County Public Safety Building.

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

The meeting was called to order at 6:30 by Chairman Gene Lane

**Approval of Agenda:** Agenda approved by unanimous voice vote.

**Approval of Minutes of Special Meetings for Testing:** Entry Level Candidates for Corrections/Patrol Division on 2-26-2011 (Power Test and Written Examination) and Oral Interview meetings for same held without adjournment from 2-28-2011 to 3-09-2011..Both meeting minutes were approved on a unanimous voice vote.

**Review of Previous Testing Process for Promotions: (Corrections/Communications)**  
During discussion no problems were noted. Process seemed to work well

**Planning for upcoming Detective Sgt. Promotional Process:**

**Dates: Written:** Tuesday, May 31, 6p.m.

**Oral Assessment:** Saturday, June 4, 2011 at 7:30 a.m or a time to be determined.

**Scoring:** Merit Commissioners will score the written examination pursuant to the answers provided by the testing service (Stanard & Associates)

**Sample Written Test Study Guide:**—It will be designed to provide relevant study materials for use by eligible candidates for this promotional testing. Study Guide material will be provided to candidates well ahead of the testing date which will give them ample time for study.

**Scoring Criteria: Written Test:** Minimum passing score will be 70. Candidates must pass written examination to be eligible to take oral assessment phase.

Written Test will be weighted at 40% of total grade, Oral Assessment will be weighted at 50% of total grade, and Sheriff's points will be weighted at 10% of total grade.

**Waiver Request:** Letter from Sgt. Jim Burgh attached:

**Discussion:** Sheriff Scott cited Merit Commission Rules and Regulations: Article III G-4 as noted in this agenda item.

Commissioners voiced some concern with granting of this waiver which could set a precedent. Other discussion was brought forth by Commissioners relative to Article IV 1d of the Merit Commissions' Rules and Regulations regarding the minimum time spent in the Detective Division prior to testing for Sgt in that division.

**Page 2 Merit Commission Quarterly Meeting Minutes 4-18-2011**

**Commissioner Walker acknowledged that Sgt. Burgh's tenure in the Detective Division was cut short because of his promotion to Patrol Sgt. and felt that the Commission should not want to penalize anyone by denial of the opportunity to test because of such advancement.**

**Chairman Lane called for a motion on this issue:**

**Motion made by Todd Walker: The Commission accepts the request of Sgt. Burgh and grants the waiver for him to test for Detective Sgt. during this testing cycle beginning with the written examination on May 31, 2011.**

**Chairman Lane called for questions: None noted.**

**Chairman Lane called for a vote: The motion passed on a unanimous voice vote. All three Commissioners voted for passage of the motion.**

**Old Business: None brought forth**

**New Business: No additional new business was brought forth.**

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

**Commissioner Todd Walker made the motion, Commissioner Bennetta Stearnes seconded.**

**Adjournment was at 7:40 p.m.**

**Secretary, *Bennetta Stearnes***