

DeKalb County Sheriff's Merit Commission
Meeting Minutes
Monday, April 14, 2014

The meeting was called to order by Chairman Gene Lane at 6:15 p.m.
Present at the meeting: Commissioners Gene Lane and Bennetta Stearnes
Also Present: Sheriff Scott, Chief Deputy Dumdie and Guest LaMetra Curry.
Absent: Commissioner Todd Walker

Approval of Agenda: Motion by Bennetta Stearnes, second by Gene Lane

Approval of Minutes of February 2014 Corrections Testing Cycle: Motion by Bennetta Stearnes, second by Gene Lane

Review of **current** Rules and Regulations of Merit Commission which were adopted on May 1, 2010:

Article I Administration:

Questions had been raised regarding Item C: **Meetings**. There will be further discussion at the next meeting regarding the first and last sentence in this item.

Article III Appointment to Department:

Item D 2 **Right of Refusal**: Discussion was questioning the legality of this item in view of current laws both Federal and State. Following this discussion a Motion was made by Bennetta Stearnes and seconded by Gene Lane to "delete Item D2 under Article III and include note in an addendum to our current (2010 revision) Rules and Regulations. A unanimous voice vote passed the motion.

Article IV Promotion: Item A 2b after discussion it was agreed that this wording is appropriate at this time.

Discussion of Application Fees: Should we raise the fee to cover the cost of the written examinations which is approximately \$35.00? Currently \$25.00 is the fee being charged but is waived for military personnel. A consensus was in consideration of the current economy we should leave the fee at \$25.00 and review this issue again as needed.

Discussion of having detectives on site to do background interviews with each applicant on the same day directly after the oral interview with the

Merit Commission.: Sheriff Scott and Chief Deputy Dumdie indicated that it would be more cost effective if those interviews with the Detectives would be done only after a candidate is certified for the position. It is generally necessary to call Detectives in for overtime duty if we maintain the current practice. However, fingerprinting can continue to be done on the same day since staff is already on site and on duty. Both Commissioners present agreed that this current practice should be adjusted to exclude the background interviews and do fingerprinting only on the night the Merit Commission interviews the candidate. Future adjustments to this practice should be made according to the needs of the department.

Discussion of the oral interview process: Chairman Lane indicated that the Commission should consider and adopt a more standardized process for interviewing candidates. Sheriff Scott presented written examples of questions formulated from other departments: Commissioners Lane and Stearnes agreed that the following standardized procedures should be adopted:

1. Create and use a uniform score sheet which will include relevant criteria and assign points for each criteria that will total 100 possible points.
2. Each Commissioner: formulate relevant questions and will ask each candidate the same questions for the purposes of scoring. Follow up questions will also be the prerogative of each Commissioner as deemed necessary and/or appropriate.

Discussion of Sheriff's Promotion Points: Sheriff Scott presented his view of the points he has to give each candidate testing for a promotion which is based on 100 points as his total allowance for assigning as he sees fit to the candidates testing, not 10 total points for assigning as indicated. For clarification the total weight of 10% of the candidate's final score is determined by the points given by the Sheriff. Currently: Final Score for the Candidate is: Sheriff's score 10%, Written is 40%, Oral Interview 50%. Commissioners agreed this should clarify any confusion.

Sheriff Scott updated the Commission on impact of current eligibility requirements for Detective Sgt. Promotions as stated in Article IV A d of our current Rules and Regulations (2010). He requests an expanded eligibility requirement for this promotion which would include as eligible any current individual holding the rank of Sgt. in the Patrol Division. Commissioners agreed that an addendum to the current Rules is necessary and the language

will be discussed at the next meeting and made an addendum to our current Rules and Regulations to be included in the next major revision of same.

Sheriff Scott gave an update on Contract/Arbitration issues which will bring about changes in some instances for the Merit Commission. More information will be forthcoming when these issues are finalized.

Other Business: Sheriff Scott, Chief Deputy Dumdie and Chairman Lane thanked Bennetta Stearnes for her service on the Merit Commission and acknowledged her decision to retire as a Commissioner after this meeting. Bennetta Stearnes thanked Sheriff Scott and the entire staff of the department for the opportunity to serve and enjoy this experience.

Chairman Lane called for a motion to adjourn the meeting at approximately 8:00 p.m. Bennetta Stearnes made the motion, seconded by Gene Lane.

Minutes recorded and submitted by *Bennetta Stearnes* in the absence of Secretary Todd Walker.