

DeKalb County Sheriff's Merit Commission
Meeting Minutes
Tuesday, September 28, 2021
2:00 PM

The Merit Commission met in the Sheriff's Conference Room at the DeKalb County Sheriff's Office.

I. Call to Order

Chairman Todd Walker called the meeting to order at 2:00 PM on Sept. 28, 2021.

II. Roll Call

Commissioners present at the meeting were: Chairman Todd Walker, Commissioner Anita Turner, and Secretary Bryan Perry. Also present was Sheriff Andy Sullivan.

III. Approval of Agenda

Todd Walker called for the approval of the agenda. Anita Turner moved and Bryan Perry seconded. All voted Yes. Motion passed.

IV. Approval of Minutes

Minutes from the previous meeting held 07/26/2021 were reviewed by Commissioners. Chairman Todd Walker called for approval of those minutes. Motion for approval was made by Anita Turner and seconded by Bryan Perry. All were in favor. Motion passed.

V. Public Comment

Though it was an open public meeting, no audience was present.

VI. Correspondence

No Correspondence to present.

VII. Promotional Testing

Sheriff Sullivan discussed the need for a Patrol Lieutenant Testing to fill the vacancy left by Lt. Jim Burgh who was promoted to Chief Deputy. This will then create a need for testing to establish a certified list for a Patrol/Detective Sergeant position. Sheriff Sullivan also advised he received a resignation letter from a Corrections Sergeant effective 12/31/21 which will in turn require the need for testing for a Corrections Sergeant to fill this vacant position. Sheriff Sullivan advised the testing material from the previous Corrections Sergeant Test can be reused. Sheriff Sullivan has asked to use the First National Supervisor Test from Stanard for the Patrol/Detective Sergeant test and also include a reading/writing assignment. Sheriff Sullivan has requested for the Patrol Lieutenant test to conduct a writing assignment along with the assessment center (without a written test) as we had done for the previous Corrections Lieutenant test. The same scoring mechanism would be used, 70% is passing. Promotional testing Candidates must pass the written test to move on to the Assessment Center. After discussion the dates for the testing will be Patrol/Detective Sergeant written test on 12/06/21, Corrections Sergeant written test on 12/08/21, Lieutenant Assessment on 12/08/21 and potential Assessment for both Patrol/Detective and Corrections Sergeant on 12/18/21. The Commission had no further questions or comments.

VIII. Testing Review/Scheduling

Sheriff Sullivan discussed the online application for Telecommunications and Corrections/Patrol candidates and how it is generating interest however, not all are completing the application therefore, we are still lacking in candidates. Sheriff Sullivan

advised we will continue with the process but he would also like to start attending upcoming job/career fairs to increase our visibility. Merit Commission also discussed making reasonable accommodations and being flexible for candidates in order to have the largest pool of applicants that is possible.

IX. Old Business – None

X. New Business – None

XI. Executive Session - None

XII. Adjournment

With no further business to discuss Chairman Walker called for a motion to adjourn at 2:28 PM. Anita Turner made the motion which was seconded by Bryan Perry. On a unanimous voice vote, the meeting was adjourned.