

CHAMPAIGN COUNTY SHERIFF'S MERIT COMMISSION

Wednesday, September 3, 2014 @ 4:00 p.m.

Sheriff's Conference Room

204 E. Main Street, Urbana

MEMBERS PRESENT: Chair Jon Rector, Commissioners Eddie Adair; Sami Anderson

OTHERS PRESENT: Sheriff Dan Walsh

CALL TO ORDER

Chair Rector called the meeting to order at 4:00 p.m. Declaring a quorum present, Chair Rector proceeded with the meeting.

APPROVAL OF MINUTES

Commissioner Anderson made a motion to approve the minutes from the February 19, 2014 meeting. Seconded by Commissioner Adair. Motion passed.

PUBLIC PARTICIPATION

Sheriff Walsh checked the lobby of the Sheriff's Office - there was no public participation.

DISCUSSION (Action Items)

Sheriff Walsh spoke to the Commission about the recent law enforcement written test and requested that the Commission set a passing score. He advised the Commission there were 200 plus applications submitted, however, only 112 applicants took the actual test. Sheriff Walsh did advise that the agency supplying the tests show 70% as passing – in the past, CCSO has used 80% and above for passing. Chair Rector asked if the Commission set the passing score at 80% and above would that provide a sufficient amount of applicants to be interviewed. Commissioner Anderson inquired about lowering the passing score to 70% as that would double the applicant pool. Sheriff advised the Commission they could also go with mid score. Sheriff also discussed the physical agility test – how the applicants do the power test – he said the FBI and NH Police are looking at different things due to lawsuits. At this time CCSO is going to emphasize the importance of being able to pass the power test. Chair Rector stated he was comfortable with 80 % but also said if we find that it doesn't produce enough applicants we could go with lower standards. After much discussion Commissioner Anderson made a motion to set the passing score for the law enforcement written exam to 80% and above; seconded by Commissioner Adair; motion passed. Commissioner Adair made a motion to vacate the existing Law Enforcement hiring list; Commissioner Anderson seconded; motion passed.

Sheriff Walsh asked the Commission if they would like to be involved with the interviews for the Captain/Corrections position, the Commission declined at this time. They are comfortable with the Sheriff and his command staff conducting the oral interviews. Chair Rector did not think it would be beneficial for the Commission to be involved. Sheriff Walsh explained to the Commission about the Captain/Corrections being a protected position. After Captain Young retired from the jail, the Sheriff hired Mike Moore as a civilian position – Superintendent of the Jail. Mr. Moore retired and the Sheriff "sentenced" Captain Jones to the jail for two years – then Captain Cook to the jail as the Sheriff wanted both of them to learn the jail, teach different management styles. The Sheriff would now like to bring Captain Cook back to the Law Enforcement Division and solicit applications for the Captain/Corrections.

Sheriff discussed the inconsistency in the Merit Commission Rules and Regulations – he suggested changes (see attached pages) he would like to delete all of the "strike out" language on all pages 8-12. Motion by Commissioner Adair to accept all changes to Merit Commission Rules as presented (pages 8-12); seconded by Commissioner Anderson. Motion carried.

OTHER BUSINESS

The Commission set the next meeting date for Wednesday, October 8, 2014 @ 4:00 pm. to certify the Captain/Corrections list.

There was no other business.

ADJOURNMENT

Motion to adjourn the meeting by Commissioner Anderson; seconded by Commissioner Adair.
The meeting adjourned at 4:27 p.m.

Respectfully submitted,

Teresa Schleinz

Teresa Schleinz/Merit Commission

ARTICLE V
APPOINTMENT

- A. CERTIFICATION FOR APPOINTMENT. The appointment of all personnel subject to the jurisdiction of this Commission shall be made by the Sheriff from those applicants who have been certified by this Commission as being qualified for appointment. The Sheriff shall make appointments from those persons certified by the Commission as qualified for appointment.
- a. As vacancies occur within the Office, the Sheriff shall hire from any list of certified applicants then in effect; otherwise the Commission shall solicit and receive applications for appointment to fill the vacancies.
 - b. After the various screening examinations and the background investigations have been completed, those applicants who have been found to possess the prescribed requisites for appointment shall be so informed by the Commission and shall be certified as qualified to the Sheriff.
 - c. If the Sheriff rejects any persons so certified, the Sheriff shall notify the Commission in writing of such rejection.
 - d. The Commission shall keep a list of those applicants qualified for appointment or promotion.
 - e. Certification for appointment and promotion shall be valid for a period of two years following the date of certification unless earlier decertified by the Commission. If a certified applicant is not appointed within said two-year period, then his/her certification shall expire. To be appointed, he/she must reapply for examination and certification.
- B. REQUIREMENTS. The Commission establishes the following minimum requirements for appointment to the respective positions:
- a. APPOINTMENT AS DEPUTY SHERIFF – LAW ENFORCEMENT DIVISION. An applicant for Deputy Sheriff in the Sheriff’s Office shall:
 - i. Be at least 21 years of age at the time of appointment as a Deputy Sheriff.
 - ii. Have a high school diploma or equivalent.
 - iii. Pass such screening examinations and interviews as the Commission may from time to time prescribe. As a prerequisite to take any written test, or be eligible for certification for potential hire by the Sheriff, an applicant for any sworn position must pass a physical or power test with similar

testing requirements and passing performance as may later be required by the Illinois Law Enforcement Training and Standards Board for training academy entrance, or successful completion of such basic training.

DELETE

iv. An applicant who meets the above qualifications shall become a certified applicant after the Sheriff notifies ~~all~~ the Commission, in writing, that the applicant meets the above qualifications. Upon meeting the above qualifications, the applicant must: **DELETE**

1. Pass a background investigation to the Sheriff's satisfaction.
2. Successfully pass an interview process with the Sheriff and/or Sheriff's Interview Board.
3. If requested, applicants must take and pass, to the Sheriff's satisfaction, a strength/physical agility test.
4. Applicants must take and pass, to the Sheriff's satisfaction, a medical examination and/or psychological examination after the Sheriff has extended an offer of employment, if requested by the Sheriff.

b. ALTERNATE APPOINTMENT AS DEPUTY SHERIFF – LAW ENFORCEMENT DIVISION. EXPERIENCED OFFICER/EDUCATION HIRING PROGRAM. This program allows applicants who meet the prescribed qualifications to by-pass the written entry level examination and proceed into the application process at any time during the year. To be eligible to apply to the program, the applicant must:

- i. Be at least 21 years of age.
- ii. Have a high school diploma or equivalent.
- iii. The applicant has successfully completed the basic law enforcement training academy for Police Officers/Deputy Sheriffs or a recognized equivalent.
- iv. Currently certified by the State of Illinois or able to obtain that certification without having to attend the basic academy.
- v. Be currently employed or have one or more years of experience, within the last five years, as a police officer or deputy sheriff, with a state, county or local law enforcement agency, and is currently in good standing in the

law enforcement agency in which the person is serving or left that agency in good standing, or have successfully completed Illinois Police Corps Program administered through the Illinois Local Law Enforcement Training and Standards Board.

- vi. An applicant who meets the above qualifications shall become a certified applicant after the Sheriff notifies the Commission, in writing, that the applicant meets the above qualifications. Upon meeting the above qualifications, the applicant must:
 - 1. Pass a background investigation, to the Sheriff's satisfaction, using the same criteria as for the regular testing program.
 - 2. Successfully pass an interview process with the Sheriff and/or Sheriff's Interview Board.
 - 3. If requested, applicants must take and pass, to the Sheriff's satisfaction, a strength/physical agility test.
 - 4. Applicants must take and pass to the Sheriff's satisfaction, a medical examination and/or psychological examination after the Sheriff has extended an offer of employment, if requested by the Sheriff.
- vii. Testing may be done anytime there are applicants meeting the Experienced Officer Hiring Program qualifications. The Sheriff may appoint any applicant who meets the above criteria, to the position of Deputy Sheriff.

c. APPOINTMENT AS CORRECTIONAL OFFICER. An applicant for Correctional Officer in the Sheriff's Office shall:

- i. Be at least 21 years of age at the time of appointment as a Correctional Officer.
- ii. Have a high school diploma or equivalent.
- iii. Pass such screening examinations and interviews as the Commission from time to time prescribes. As a prerequisite to take any written test, or to be eligible for certification for potential hire by the Sheriff, an applicant for any sworn position must pass a physical or power test with similar testing requirements and passing performance as may later be required by the Illinois Law Enforcement Training and Standards Board for training

~~academy entrance, or successful completion of such basic training~~
~~DELETE .~~

iv. An applicant who meets the above qualifications shall become a certified applicant after the Sheriff notifies the Commission, in writing, that the applicant meets the above qualifications. Upon meeting the above qualifications, the applicant must:

1. Pass a background investigation to the Sheriff's satisfaction.
2. Successfully pass an interview process with the Sheriff and/or Sheriff's interview Board.
3. If requested, applicants must take and pass, to the Sheriff's satisfaction, a strength/physical agility test.
4. Applicants must take and pass, to the Sheriff's satisfaction, a medical examination and/or psychological examination after the Sheriff has extended an offer of employment, if requested by the Sheriff.

d. ALTERNATE APPOINTMENT AS CORRECTIONAL OFFICER. EXPERIENCED CORRECTIONAL OFFICER HIRING PROGRAM. The Correctional Officer Program allows applicants who meet the prescribed qualifications to by-pass the written entry-level examination and proceed into the application process at any time during the year. To be eligible to apply to this program, the applicant must:

- i. Be at least 21 years of age.
- ii. Have a high school diploma or equivalent.
- iii. The applicant has successfully completed the basic corrections training academy for Correctional Officers or a recognized equivalent.
- iv. Currently certified by the State of Illinois or able to obtain that certification or waiver without having to attend the basic academy.
- v. Be currently employed or have one or more years of experience, within the last five years, as a correctional officer, with a state, county or local Correctional facility.
- vi. Is currently in good standing in the law enforcement agency in which the person was serving or left that agency in good standing.

vii. An applicant who meets the above qualifications shall become a certified applicant upon the Sheriff notifying all commission members, in writing, that the applicant meets the above qualifications. Upon meeting the above qualifications, the applicant must:

1. Pass a background investigation, to the Sheriff's satisfaction, using the same criteria as for the regular testing program.
2. Successfully pass an interview process with the Sheriff and/or Sheriff's Interview Board.
3. If requested, applicants must take and pass, to the Sheriff's satisfaction, a strength /physical agility test.
4. Applicants must take and pass, to the Sheriff's satisfaction, a medical examination and/or psychological examination after the Sheriff has extended an offer of employment, if requested by the Sheriff.

viii. Testing may be done anytime there are applicants meeting the Experienced Officer Hiring Program qualifications. The Sheriff may appoint any applicant who meets the above criteria to the position of Correctional Officer.

e. APPOINTMENT AS COURT SECURITY OFFICER. An applicant for Court Security in the Sheriff's Office shall:

- i. Be at least 21 years of age at the time of appointment as Court Security Officer.
- ii. Have a high school diploma or equivalent.

~~iii. Pass such screening examinations and interviews as the Commission may from time to time prescribe. As a prerequisite to take any written test, or be eligible for certification for potential hire by the Sheriff, an applicant for any sworn position must pass a physical or power test with similar testing requirements and passing performance as may later be required by the Illinois Law Enforcement Training and Standards Board for training academy entrance, or successful completion of such basic training.~~
~~DELETE~~

iv. An applicant who meets the above qualifications shall become a certified applicant after the Sheriff notifies the Commission, in writing, that the