

# Jefferson County Deputy Sheriffs Civil Service Commission

Steve Cox, President  
Will Liston, Vice President  
VACANT, Commissioner



Jacki Shadle, County Clerk  
Bessie Nelson, Administrative Support

## REGULAR MONTHLY MEETING

Jefferson County Courthouse Meeting Room

## MINUTES

Wednesday, February 2, 2022

10:00 AM

### 1. Attendees:

Steve Cox	Scott Demory
Will Liston	Ben Williams
Bessie Nelson	Brandon Conway
Clare Aft, County Commissioner	Allen Thomas
Matt Harvey representing the Sheriff's Department	Glen Kilmer
Steve Groh	Kevin Boyce
Thomas Hansen, Sheriff	Trey Hockman
Steve Holz representing JCSDA	Robert Sell
Victor Lupis	Kaitlin Grantham, JC Citizen

**Absent:** Jacki Shadle

### 2. Call To Order

Time: 10:01 am

### 3. Public Meeting

Received comments from:

- Matt Harvey on behalf of the Sheriff's Office requesting the Section 4.08(f) Oral Examination be removed from the Rules and Regulations
- Steve Holz on behalf of the JC Deputies Association requesting the Section 4.08(f) Oral Examination be removed from the Rules and Regulations
- Kaitlin Grantham read a statement (attached) requesting the Section 4.08(f) Oral Examination be removed from the Rules and Regulations

### 4. Approve Rules and Regulations as amended

**Motion to approve:** Will Liston  
*No objections, Approved unanimously*

### 5. Approval of Minutes

January 21, 2022  
**Motion to approve:** Will Liston  
*No objections, Approved unanimously*

### 6. Tentative Testing Dates

- Will need to publicize 2 weeks prior
- Need to contact P & R as well as Ranson Civic Center for location for physical exam

**7. Webpage**

- a. County Clerk's Website has been updated with Civil Service
- b. Update on fillable document from IT
- c. We will continue to update this site as information becomes available

**8. Administrative update**

- a. Job Announcement for Civil Service Eligibility posted at Courthouse, Sheriff's office, County Clerk's website
- b. Status update: Contact existing candidates that have submitted applications to JCISO
- c. Budget Requests
  - i. New department created for Civil Service Commission (421)
  - ii. The County Clerk will present the \$20K budget requests to the County Commission at the Budget Meeting February 10, 2022
- d. Candidate Test update
  - i. One test was administered last week and sent to Charleston for scoring

**9. Old Business**

Promotion Process

- a. Schedule a public meeting
- b. An email was sent on January 13, 2022 inviting feedback from the Sheriff's office

**10. Adjournment**

Time: 10:59 am

Public Comments spoken by Katlin Grantham at the Jefferson County Deputy Sheriff's Civil Service Commission Meeting on Wednesday, February 2, 2022:

Good morning. My name is Katlin Grantham and I would like to share some thoughts on the proposed revisions to the rules and regulations for the Jefferson County Deputy Sheriffs Civil Service Commission, specifically the addition of an oral examination to the evaluation process. First, I would like to address the interview panel itself. According to the proposed rules and regulations, the interview panel shall be comprised of a total of three members from the commission, however, if after 30 days three cannot be assembled, then only two members will conduct the exam. This is very troublesome to me for several reasons. The sheriff's office is already short deputies, which is putting a strain on those currently on the road and with the addition of the oral exam the hiring process will take longer. It is obvious that a three-person interview panel is what's best for this type of exam because that is what you wrote in your proposed regulations so I find it appalling that after thirty days (again prolonging not only the hiring process, but also prolonging relief for current deputies), you will just toss that out the window and conduct the exam with only two people. I'm not sure how this "fairly and fully tests the comparative merit" of candidates – words taken from your own rules and regulations – because only having two people conducting the interview could allow for personal bias and does not provide the same checks and balances that a three-person panel would. My second point is to the questions themselves. Are the questions going to be objective or subjective? Based on the fact that there will be follow-up questions, I'm assuming that they will be subjective which then leads me to the scoring. According to the proposed rules and regulations scoring will be done using a scoring scale. A quick internet search for scoring scale, brought up a wide array of options, all of which were very vague and subject to a lot

of evaluator interpretation. As an educator, I use rubrics to evaluate student work almost every day. This not only provides me with specific information to look for and evaluate, but it also provides my students with specific expectations on how they are being evaluated so that they can make sure they are completing their work to their expectations. A detailed rubric posted publicly, outlining how candidates will be evaluated, would be a much better evaluation tool. However, also keep in mind that when evaluating subjective material, there will always be evaluator bias – which reiterates my previous point in having a consistent three-person panel. The last point I would like to make is in regards to the value given to the oral examination. 100 points, weighted the same as the written civil service examination, is a lot for a five-question evaluation. Again, back to the evaluation process being equitable – the written exam, objective in nature, is over one hundred questions and should be worth 100 points, but the oral examination is five questions, subject to evaluator interpretation and should not carry the same weight. Because of these reasons, the fact that an interview is conducted with each candidate and other reasons that I didn't have time to mention, the oral examination should be removed from the evaluation process because it can not be done in an equitable and fair way or a timely manner that could ultimately affect officer safety. Thank you.

Jefferson County  
Jacqueline C Shadle, Clerk  
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