

CITY OF CHEYENNE
POLICE DEPARTMENT CIVIL SERVICE COMMISSION

Clerk of the Commission, Cheyenne, Wyoming

June 22, 2023

Police Civil Service Commission members met at 2:30 p.m. in Room 104, Municipal Building, with the following members present: Roberta Coates, Don Pierson and Carla Winkler.

Also present were: Kylie Soden, Deputy City Clerk/Deputy Clerk of the Commission; Julia Lebeck, Human Resources Office Manager; Stefanie Boster, City Attorney and Lieutenant Joel Hickerson, Cheyenne Police Department.

Chairman Don Pierson called the meeting to order. Ms. Coates, seconded by Ms. Winkler, moved to approve the February 10, 2023 minutes as written. Motion carried with all members present voting “yes”.

Lieutenant Joel Hickerson provided information on an upcoming promotional exam for Sergeant, requesting approval for the testing dates of September 25 – October 6, 2023, and advised the value and weights of each portion of the exam remain consistent with what has been used in the past (written exam – 20%, administrative exercise – 30%, oral board interview- 25% and role play exercise – 25%). Lieutenant Hickerson explained testing material is provided by Donnoe and Associates and the need for the exam is due to 1 candidate remaining on the current Sergeant promotional list with several upcoming anticipated retirements within the department. Lieutenant Hickerson advised testing includes a written exam of CPD policies, written, multiple choice, general knowledge exam, administrative “in-basket” exercise, oral board exercise and a role play exercise and upon inquiry, provided information on eligibility requirements for Officers and lateral candidates. Chairman Pierson expressed the importance of Commissioner’s presence during the exam. Ms. Coates moved to approve the promotional exam testing dates and exam values and weights as presented, seconded by Ms. Winkler. Upon inquiry, Lieutenant Hickerson explained the orientation meeting noting it will consist of providing testing information to candidates and is mandatory. He further noted that he believes the Commissioner’s attendance during the exam is positive and important. Motion carried with all members present voting “yes”.

Under other business:

Lieutenant Hickerson provided information upon inquiry related to entry level on demand testing, noting all exam components are scheduled as soon as possible but are rarely able to be scheduled immediately. Commissioners expressed interest in being present during certain components of the entry level on demand exams. Lieutenant Hickerson noted that the annual entry level exam is not as ideal as it used to be and often results in few applicants. He explained he isn’t sure if annual tests will continue, but that he thinks dynamic testing in multiple formats is important for obtaining candidates. Chairman Pierson advised there should be an available listing of candidates who have taken and passed the POST exam.

There being no further business to come before the Commission, the meeting was adjourned at 2:57 p.m.

Submitted by,

A handwritten signature in blue ink that reads "Kylie Soden". The signature is written in a cursive, flowing style.

Kylie Soden
Deputy City Clerk/Clerk of the Commission

pc: Commission Members
File