

**Merit Commission
Coles County Sheriff's Office
701 7th Street, Charleston, IL 61920-2102**

MEETING

Coles County Sheriff's Office (CCSO) Merit Commission

Date: August 20, 2024
Time: 6:00 p.m.
Location: Conference Room
Coles-Moultrie 911 Center (CECOM)
10500 State HWY 16, Mattoon, IL (East Entrance of Coles County Airport)

AGENDA

- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call**
- **Approval of Minutes (June 11, 2024)**

- **Old Business**
 - There is no Old or Unfinished Business to discuss or address

- **New Business**
 - 1. July, 2024 Sergeant and Lieutenant Promotional Process**
 - A. Canceled - only applicant withdrew due to catastrophic illness in family
 - B. New Sergeant/Lieutenant promotional process to be scheduled this Fall

 - 2. Correctional Officer Entry Level Test Process**
 - A. A remote/Inet written exam was conducted in July, 2024 and was administered by Stanard & Associates. There were five applicants, of which one failed the written exam while four passed the written exam & advanced to the Oral Interview. The four interviews were conducted by Steidl, Ferguson, Smith and those candidates were certified to Sheriff Martin for hiring consideration. We are awaiting the final disposition of background checks, admin interviews and final decision by Sheriff Martin & Admin Staff.

 - 3. Patrol Deputy Test Process**
 - A. A remote/Inet written exam was conducted in July, 2024 and was administered by Stanard & Associates. There were five applicants, of which three failed the written exam while two passed the written exam & advanced to the Physical Fitness Test (Pfit). One failed the Pfit & did not advance. The remaining candidate advanced to the Oral Interview. The interview was

conducted by Steidl, Ferguson and Smith, and the candidate was certified to Sheriff Martin for Hiring Consideration. We're awaiting the final disposition.

4. Patrol Deputy Lateral Transfer Request – See Proposal / Vote Tally Sheet

A. Sheriff Martin has indicated that CCSO would like to hire an applicant via the lateral transfer/hire method authorized by the CCSO Merit Commission Bylaws (Article 3 – Applicant Certification – Section 3.5 “Prior Law Enforcement Experience Preference for Appointments”) in which the applicant - recently resigned in good standing from Albion, IL PD - is not required to complete a Merit Commission written exam or oral interview. All background checks are complete, including the ILETSB complaint and certification status verification check. The remaining required steps prior to hiring are being completed by Sheriff Martin and the CCSO Admin Staff.

- **Discussion:** Promotional, Correctional Officer, and Patrol Officer Testing,
- **Next Meeting:** 6:00 P.M. - November 19, 2024 – Conference Room CECOM
- **Adjourn**

RCS

**Merit Commission
Coles County Sheriff's Office**

Regular Meeting
August 20, 2024
6:00 P.M.
CECOM

VOTE TALLY

Sheriff Kent Martin's Request to Laterally Hire A Patrol Deputy

Sheriff Kent Martin has requested that the Merit Commission approve the lateral hire of Cody Brown, an applicant who resigned - in good standing – from the Albion, IL Police Department in April 2024 after approximately three years of service, for employment as a Recruiter with the IL National Guard.

The background check, including interviews with prior employers, his current employer, peripherals in his personal life, a neighborhood canvas, a thorough credit check, an IL Law Enforcement Training & Standards Board status verification, an Admin Interview with Sheriff Martin and staff, and a psychological exam have all been completed. No negatives have been revealed, and the impression is very positive.

Merit Commission Bylaw, Article 3 – Applicant Certification – Section 3.5 “Prior Law Enforcement Experience Preference for Appointments” states:

“The Commission may deem applicants with prior acceptable law enforcement experience as having met the following minimum requirements for hiring and will be exempt from taking the following screening steps. (55 ILCS 5/3-8008).

- 1. Written Test*
- 2. Oral Interview*

Proposal:

Shall the Coles County Sheriff's Office Merit Commission grant the exemption from Written Test and Oral Interview provided in Article 3, Section 3.5 of the Commission Bylaws and approve the lateral hire of Cody Brown as a Coles County Sheriff's Office Patrol Deputy subsequent to successful completion of the remaining required steps in the hiring process and upon recommendation of Sheriff Kent Martin?

Motion to Accept/Approve by: _____ 2nd by: _____

CIRCLE ONE: Aye / Nay / Abstain

Rory Steidl	Aye / Nay / Abstain
Mike Martin	Aye / Nay / Abstain
Steve Ferguson	Aye / Nay / Abstain
Chad Reed	Aye / Nay / Abstain
Leon Smith	Aye / Nay / Abstain