

**CITY OF CHEYENNE**  
**POLICE DEPARTMENT CIVIL SERVICE COMMISSION**

Clerk of the Commission, Cheyenne, Wyoming

January 30, 2025

Police Civil Service Commission members met at 10:00 a.m. in Room 104, Municipal Building, with the following members present: Don Pierson and Tom Roberts. Absent: Carla Winkler.

Also present were: Kylie Soden, City Clerk/Clerk of the Commission; Luisa McGill, Administrative Assistant, City Clerk's Office; Darrin Hass, Human Resources Director; Chief Mark Francisco and Captain David Janes, Cheyenne Police Department.

Chairman Don Pierson called the meeting to order.

City Clerk Kylie Soden administered the Oath of Office to Tom Roberts due to his appointment to the Commission.

Mr. Pierson advised the next item of business was the election of Commission Chair and Vice-Chair for 2025. Mr. Roberts moved to nominate and elect Mr. Pierson as Chair, seconded by Mr. Pierson. There being no further nominations, motion to elect Mr. Pierson as Chair carried with all members present voting "yes". Mr. Pierson moved to nominate and elect Ms. Winkler as Vice-Chair, seconded by Mr. Roberts. There being no further nominations, motion to nominate and elect Ms. Winkler as Vice-Chair carried with all members present voting "yes".

Mr. Roberts, seconded by Mr. Pierson, moved to approve the November 1, 2024 minutes as written. Mr. Pierson commented on the current Sergeant exam noting the Commission didn't receive a reminder of the testing dates and requested a reminder be provided to the Commission for future exams. Chief Francisco and Captain Janes gave an update on the Sergeant exam noting the process would conclude that day and there were 3 remaining candidates. Upon inquiry, Chief Francisco and Captain Janes provided information on the promotional testing process. Discussion continued on Lieutenant testing requirements with Chief Francisco noting there has been preliminary discussion regarding education requirements. He advised the issue with eligible candidates not wanting to test for Lieutenant seems to be centered around the inability to receive overtime pay as several Sergeants hold degrees. He added the Police Department has an education reimbursement program. Motion carried. Voting "yes" – all members present.

There being no further business to come before the Commission, the meeting was adjourned at 10:16 a.m.

Submitted by,



Kylie Soden  
City Clerk/Clerk of the Commission

pc: Commission Members  
File