

CITY OF CHEYENNE
POLICE DEPARTMENT CIVIL SERVICE COMMISSION

Clerk of the Commission, Cheyenne, Wyoming

June 20, 2024

Police Civil Service Commission members met at 10:00 a.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; Luisa McGill, Administrative Assistant, City Clerk's Office; Darrin Hass, Human Resources Director; 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 January 25, 2024 minutes as written. Motion carried with all members voting "yes".

Lieutenant Joel Hickerson provided information on an upcoming promotional exam for Sergeant, requesting approval for the testing dates of September 23 – October 3, 2024, 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 there not being a current Sergeant promotional list. 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 provided information on eligibility requirements for Officers and lateral candidates. Lieutenant Hickerson advised there isn't an immediate need to fill a vacancy, but there are 2 Sergeants eligible for retirement. He further explained upon inquiry that he issued a memo on May 30, 2024 for those candidates interested in testing to submit a request by the end of the month. Ms. Coates moved to approve the promotional exam testing dates and exam values and weights as presented, seconded by Ms. Winkler. Motion carried with all members voting "yes".

There being no further business to come before the Commission, the meeting was adjourned at 10:15 a.m.

Submitted by,



Kylie Soden
Deputy City Clerk/Clerk of the Commission

pc: Commission Members
File