

CITY OF CHEYENNE
POLICE DEPARTMENT CIVIL SERVICE COMMISSION

Clerk of the Commission, Cheyenne, Wyoming

November 1, 2024

Police Civil Service Commission members met at 11:00 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 June 20, 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 January 20 – January 29, 2025, 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 they have consulted with a testing advisor for input on how the testing process can be more efficient and advised certain components of the administrative exercise will be adjusted based on feedback received. Lieutenant Hickerson explained testing includes a written exam of CPD policies, written, multiple choice, general knowledge exam, administrative exercise, oral board exercise and a role play exercise. Upon inquiry, Lieutenant Hickerson provided information on the last Sergeant test cycle noting applicants struggled with textbook based collegiate/university level testing and some applicants have less exposure to reporting, etc. He advised there will be weekly bullet point tips issued on how to prepare for the exam and eventually there will be study sessions offered. Lieutenant Hickerson noted the deadline to submit applications is November 20, 2024. Upon inquiry, Lieutenant Hickerson explained the Department's goal is to encourage all eligible employees to test even if they don't have an immediate interest in becoming a Sergeant, noting there are roughly 50 eligible employees. Chairman Pierson expressed concern regarding education requirements for promotional testing for ranks above Sergeant. Discussion continued related to education testing requirements with Lieutenant Hickerson providing history on when and why the requirements were implemented and consideration of possible future updates to the requirements. 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".

Under other business:

Ms. Coates advised that she would not be seeking reappointment to the Commission after her current appointment expires at the end of the year. Chairman Pierson expressed appreciation to Ms. Coates for her time on the Commission.

There being no further business to come before the Commission, the meeting was adjourned at 11:20 a.m.

Submitted by,



Kylie Soden
Deputy City Clerk/Clerk of the Commission

pc: Commission Members
File