

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

Clerk of the Commission, Cheyenne, Wyoming

January 25, 2024

Police Civil Service Commission members met at 2:00 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; Stefanie Boster, City Attorney; Julia Lebeck, Human Resources and Lieutenant Joel Hickerson, Cheyenne Police Department.

Deputy City Clerk Kylie Soden administered the Oath of Office to Don Pierson due to his recent reappointment to the Commission.

Chairman Don Pierson called the meeting to order. Mr. Pierson advised the next item of business was the election of Commission Chair and Vice-Chair for 2024. Ms. Coates moved to nominate and elect Don Pierson as Chair and Carla Winkler as Vice-Chair, seconded by Ms. Winkler. There being no further nominations, motion to nominate and elect Mr. Pierson as Chair and Ms. Winkler as Vice-Chair carried with all members voting “yes”.

The next item of business was approval of minutes from the June 22, 2023 meeting. Ms. Coates, seconded by Ms. Winkler, moved to approve the minutes as written. Motion carried with all members voting “yes”.

Under other business:

Lieutenant Joel Hickerson, upon inquiry, provided information on recruitment efforts noting that there are 111 of 113 allotted officers currently employed. He advised the Department participates in job fairs and is currently working on a recruitment video that is being created by West Edge Collective. Lieutenant Hickerson explained Sergeant Peterson’s schedule will allow him to dedicate more time to hiring entry level officers. Discussion continued and included: annual testing for officers, testing procedures for out-of-town applicants and online testing requirements. Concern was expressed about entry level officer candidate scoring. It was noted that the Commission would like to see all test component scores.

Lieutenant Joel Hickerson provided information on an upcoming Sergeant exam that is in the planning stage. He explained they are looking at requesting some policy changes for the exam that will be proposed for review at the next meeting when the details of the exam are presented to the Commission for approval. Lieutenant Hickerson provided information on the last Sergeant exam noting some candidates struggle with the written portion of the exam. He further explained they would eventually like to offer group study sessions and a mentorship program for promotional testing and that candidates can utilize testing materials that the Police Department has available. Upon inquiry regarding why eligible officers aren’t testing for Sergeant, Lieutenant Hickerson advised pay compression is a factor and candidates aren’t finding value in the effort and time

required for the position. Lieutenant Hickerson noted there is not a current promotional list in place for Lieutenant.

There being no further business to come before the Commission, the meeting was adjourned at 2:34 p.m.

Submitted by,



Kylie Soden  
Deputy City Clerk/Deputy Clerk of the  
Commission

pc: Commission Members  
File