

CIVIL SERVICE BOARD MINUTES

NOTE: THE MINUTES OF THE CIVIL SERVICE BOARD ARE NOT VERBATIM.

The Civil Service Board of the Seminole County Sheriff's Office met on April 4, 2023 via Microsoft Teams and at the Seminole County Sheriff's Office. The Board Members present were Chairperson Ben Newman (in person), Retired Major David Diggs (in person), and Detention Deputy Taurius Burke (in person). HR Director Robert Hunter (remote), Captain Ron Shaw (remote), Lt. Rachel Rados (in person), Detective Erik Aragon Vela (in person), and Sr HR Analyst Alexis Scott (in person) were also present.

The meeting started with a call to order at approximately 4:00 pm with roll call.

The minutes for the previous meeting, held on February 7, 2023, were reviewed. Major Diggs made a motion for approval. Deputy Burke seconded the motion. The minutes were unanimously approved.

Under the agenda item, old business, the passing percentages for 2022 were presented. There was discussion as to why there is no firearms percentages for the Deputy Sheriff sponsorship category. Detective Aragon Vela explained that these applicants are not tested until they have completed the firearms portion in the academy.

The Communications and Sworn Eligibility Lists were reviewed. Major Diggs inquired about the chances that are given for the typing test portion and whether any type of training is provided. Detective Aragon Vela explained that there is a two minute practice test and then they are given the actual test. We do not offer any typing training but the applicants are given the information for free websites to be able to practice. Deputy Burke inquired on how long an applicant must wait to retake the test if they fail it. Detective Aragon Vela explained that after two attempts the applicant must wait six months to retake the typing test. The second attempt can be done immediately or an applicant can return at a later date. There are currently 23 vacancies in Communications that need to be filled. There was discussion on whether shortening the period to retake the typing test to less than six months would help. Director Hunter explained that the process is continually being reviewed and the score requirement was decreased to 30 words per minute. The discontinuation does not solely rely on the typing test. It is also due to the background steps that follow including a psychological evaluation. We do not lack a volume of applicants. Major Diggs made a motion for approval of the eligibility lists. Deputy Burke seconded the motion. The eligibility lists were unanimously approved.

Lt. Rados presented an update on the promotional process. The process will open in June 2023 with the final list being presented to the Sheriff in October 2023. The changes to the process this year include minor changes to the scoring sheets. There will also be a decrease in the number of Captains who are on the interview panel and an increase in how many will be interviewed.

The information for TEA Detention Deputy Trainee program was presented. This program allows the agency to start an employee in a temporary employment status where the employee will start Field Training within in the Correctional Facility, while always in the accompaniment of a Detention Deputy, and then they would attend the academy. The employees would then complete the high liability portion of Field Training at the end after completing the academy.

The next meeting is scheduled for 4:00 pm on May 2, 2023.

The meeting was adjourned.

The minutes were prepared by Shelley Curenton and approved by the Board Secretary, Deputy Burke.