

Shelby County Law Enforcement Personnel Board
Special Meeting
March 13, 2017, 4:00 p.m.

The main purpose of the special meeting was to discuss records retention and disposition schedules and the Rules rewrite.

Chairman Donaldson called the meeting to order in the Butch Ellis Community Services Building, asking Mr. Martin to give the invocation.

Board members and staff present were Mr. Donaldson, Mr. Brasher, Mr. Martin, Mr. Mitchell, and secretary Lucy Womac. Guest present was Chief Deputy Chris George.

The Board considered State of Alabama and Federal Records Regulatory Analyses, along with certain sections of the Functional Analysis and Records Disposition Authority for local law enforcement agencies. The members discussed what materials should be retained. Mrs. Womac answered questions concerning contents of the files in the LEPB office. Chief George will be given a list of the files, some of which are sufficiently aged to be safely stored or destroyed. He replied to the Chairman's question concerning storage of old files: many of the Sheriff's Office's files that are more than ten years old are stored in a secure, climate-controlled warehouse on McDow Road. Every carton of older files is numbered and entered into a catalog system and can be retrieved when needed. Chief George said if given a list of the LEPB office files, he could ask a clerk who recently completed a master of library information science degree to assist in determining what should be retained, stored, or shredded. Mr. Donaldson suggested that the Board also look into Cloud storage for the LEPB's office computer.

The secretary informed the members that a consultant at NeoGov had been assisting her in uploading the employment application on their website in preparation for taking strictly online applications. Training will continue going forward to utilize the ability to pull up applications and lists of applicants in preparation for testing. Eventually paper applications will be replaced by online applications; the Sheriff's Office will print only applications of those who are considered for employment, and the LEPB will print applications only for those hired. Chief George distributed a breakdown of different types of promotional items for the purpose of recruiting new applicants. The Board was also given a list of qualifiers for employment. Answering certain questions incorrectly would not allow applicants to complete the online application.

Chief George had asked Lt. Clay Hammac for a compilation of any illegal, illicit, or controlled substances not currently listed on the LEPB's job application that may be possible impediments to employment. Lt. Hammac is the Commander of the Drug Enforcement Task Force and has knowledge of the newer drugs that are being found in Shelby County. The Board agreed that the newer substances should be added to those already listed on the application.

It was decided that the Rules rewrite and appendices would be discussed at a later meeting.

The Board then considered the results from AUM SummaSource's testing/assessment process for Lieutenant, including a sample candidate feedback letter. Mr. Mitchell moved to approve the results. Mr. Martin seconded the motion and it carried. Chief George was given a copy of the list. AUM will be responsible for sending the individual results to the candidates. AUM is also continuing to process the Sergeant candidates and will inform the LEPB of the results soon.

With no further business, the meeting was adjourned by motion of Mr. Martin.

Minutes approved by:

Randall W. Donaldson, Board Chairman

Bill M. Martin, Board Secretary

Teddy R. Brasher

Lyle D. Mitchell