

**CHAMPAIGN COUNTY SHERIFF'S MERIT COMMISSION**  
**Wednesday, January 21, 2026 - Sheriff's Conference Room**  
**102 E. Main Street, Urbana**

**MEMBERS' PRESENT:** Oliver J. Clark, Cindy Cunningham

**OTHERS PRESENT:** Sheriff Heuerman

**CALL TO ORDER**

Commissioner Cunningham called the meeting to order at 11:00 am, declaring a quorum present, the Commissioners proceeded with the meeting.

**APPROVAL OF MINUTES**

Commissioner Clark made a motion to approve the minutes of the April 16, 2025, meeting, seconded by Commissioner Cunningham.

**PUBLIC PARTICIPATION**

Sheriff Heuerman checked the lobby of the Sheriff's Office, there was no public participation.

**ACTION ITEMS/DISCUSSION**

The commission was asked to certify the Law Enforcement Division Sergeant Promotional List for future promotions. Sheriff Heuerman discussed the promotional process. He tasked Chief Barrett with finding a new process. We are going to try something different and have applicants complete a written test, have oral interviews and look at their evaluations for the past three years. We will add all scores together and then have a list, ranking each applicant. The Sheriff would choose the top three candidates and then number four candidate would move up on the list. This should make the process more transparent. Sheriff Heuerman invited all the Merit Commission members to sit in at all the oral interviews. He is hoping this will give CCSO Command more of an outside opinion. We are going to try this process and see how it works out. Commissioner Cunningham commented on how some will score very well but may not be the best applicant for the position. Sheriff Heuerman advised that after a person is selected, they will serve a probationary period and if they do not work out, they will be pulled and returned to their previous position. He is hoping we will learn from this process. Across the United States Merit Commissions serve various purposes. CCSO is always evaluating how to move forward with new ways of doing promotions.

Sheriff Heuerman advised the Commission that he also is considering a lieutenant promotion in March. This will create a sergeant vacancy. We are going through union negotiations now, and he is hoping CCSO gets two additional sergeant positions. Sheriff Heuerman advised he would like more of a formal process. Commissioner Cunningham commented this will avoid hard

feelings. Sheriff said all applicants would be on probation and hopefully do well on probation. He feels the evaluation process will be better by the sergeants.

### **OTHER BUSINESS**

Sheriff Heuerman spoke about a recent Department of Human Relations complaint. An applicant from Vermilion County with a felony conviction was interviewed and declined a position at CCSO. The applicant eventually got his conviction expunged, but CCSO did not hire the individual. This situation may trigger changes with the Merit Commission Rules as the State's Attorney may advise us to make some changes. Sheriff advised the group we didn't want to hire an individual who brought in a substance into the Vermilion County Jail. We will be working with the State's Attorney on any changes that need to be made to our current rules.

### **ADJOURNMENT**

Motion to adjourn the meeting by Commissioner Cunningham, seconded by Commissioner Clark. The meeting adjourned at 11:20 am.

Respectfully submitted,

*Teresa Schlein*

Teresa Schlein/Merit Commission