

CIVIL SERVICE

RULES AND PROCEDURES

OF

THE POLICE DEPARTMENT

OF

THE CITY OF SHERIDAN, WYOMING

Rules and Regulations

SHERIDAN POLICE DEPARTMENT CIVIL SERVICE COMMISSION

City of Sheridan, County of Sheridan, Wyoming

I hereby certify that the attached is a true and correct copy of the rules of the Sheridan Police Department Civil Service Commission, established pursuant to statute by the City of Sheridan, Wyoming, relating to governance of the proceedings of the Sheridan Police Department Civil Service Commission, the classification of Police Department employment, promotion on the basis of merit, experience, and good record, the preparation and administration of examinations and the preparation of eligibility lists from which vacancies are to be filled. These rules also prescribe the procedures for review of departmental discipline, discharges from service or reduction in grade or compensation, and the conduct of contested cases as defined in Section 16-3-101(b)(ii) of the Wyoming Statutes. These rules were adopted on May 7th, 2001, in accordance with the ordinances and statutes, which govern Police Civil Service Commissions and the Administrative Procedure Act.

These rules supersede all prior rules of the Sheridan Police Department Civil Service Commission.

Prior to adoption, these rules were made available for public inspection from and after February 23, 2001 through April 27, 2001, notice was first duly published in the Sheridan Press on February 23, 2001, and notices of intended adoption were mailed to all persons requesting

notice of proposed rules.

The attached rules are effective immediately upon filing with the County Clerk.

Signed this _____ day of May, 2001.

POLICE CIVIL SERVICE COMMISSION CITY COUNCIL

Carol Doughty, Chairperson

Wayne Blank, City Council President

Gary Bowers, Member

Scott Severs, City Council Vice-President

Richard Hammer, Member

Attest:

Arthur W. Elkins
City Clerk

Jim Wilson
Mayor

RULES AND REGULATIONS

SHERIDAN POLICE DEPARTMENT
CIVIL SERVICE COMMISSION

to

THE PUBLIC

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CHAPTER I

GENERAL PROVISIONS

Section 1. Authority. These rules of practice and procedure are made in accordance with the provisions of Sections 15-5-101 through 15-5-121 and Sections 16-3-101 through 16-3-115, Wyoming Statutes 1977, as amended and republished.

Section 2. Purpose. The purpose of these rules is to govern the proceedings of the Sheridan Police Advisory Board, the classification of Police Department employment, promotion on the basis of merit, experience, and good record, the preparation and administration of examinations and the preparation of eligibility lists from which vacancies are to be filled. These rules shall also prescribe the procedures for review of departmental discipline, discharges from service or reduction in grade or compensation, and the conduct of contested cases as defined in Section 16-3-101(b)(ii) of the Wyoming Statutes.

Section 3. Liberal Construction. These rules shall be construed liberally to accomplish the purpose and intent of Section 15-5-101, et. seq., Wyoming Statutes 1977 and the policies of the Sheridan Police Advisory Board.

Section 4. Definitions. As used in these rules:

- a. "Chair" shall mean the individual elected by the Commission to chair the proceedings of the Commission.
- b. "Chief" shall mean the Chief of Police of the Sheridan Police Department.
- c. "City" shall mean the City of Sheridan, Wyoming.
- d. "Advisory Board" shall mean the Sheridan Police Civil Service Commission established pursuant to Section 15-5-102(b), Wyoming Statutes 1977.
- e. "Court" shall mean the District Court in and for the Fourth Judicial District of the State of Wyoming.
- f. "Employee" shall mean any certified Police Officer, as defined by Statute, who works for and receives compensation from the City of Sheridan Police Department.
- g. "Employer" shall mean the City of Sheridan Police Department.
- h. "Quorum", for any contested case proceeding shall consist of three (3) of the three Board Members and is required for a contested case hearing of the Advisory Board; "quorum"

for any other meeting or proceeding of the Advisory Board shall consist of two (2) of the three Board Members and is required for a regular meeting or proceeding.

i. "Rules" shall mean these rules or rules made by the City of Sheridan Police Department governing Police Department personnel, rules of Police Department procedure, etc.

Section 5. Validity of Rules. Should a provision of these rules or their application to any person or circumstance be adjudged by a Court of competent jurisdiction to be invalid, or if by legislative action any rule or regulations should lose its force and effect, that judgment or action shall not affect the remainder of these rules.

Section 6. Amendments. The right to amend or revoke any or all of these rules from time to time is reserved to the Advisory Board acting together with a committee of three (3) designated by the Mayor from the City Council of the City of Sheridan and shall be accomplished as provided by Section 15-5-119 and Section 16-3-101, et. seq., or any amendments.

Section 7. Effective. All previous rules, regulations, orders and publications of the Advisory Board governing the Police Department of the City of Sheridan are hereby revoked and these rules shall become effective immediately upon filing with the County Clerk.

CHAPTER II

ADMINISTRATION

Section 1. Administration of Civil Service Rules. The Advisory Board, established and authorized in accordance with the laws of the State of Wyoming and the City of Sheridan, shall have general authority and responsibility in the administration of these rules in accordance with Sections 15-5-101, et. seq., and Sections 16-3-101, et. seq., Wyoming Statutes 1977.

Section 2. Composition.

a. The Advisory Board shall consist of three (3) members who shall be appointed by the Mayor and confirmed by the City Council.

b. Each Board Member shall be a qualified elector of the City of Sheridan and shall serve without compensation for a term of three (3) years and until a successor is appointed and qualified. The terms of the Board Members shall be staggered so that one (1) Board Member is appointed annually to commence service on January 1. No Board Member shall commence service until taking and subscribing the oath prescribed by Section 16-5-103(b) Wyoming Statutes 1977.

c. Not more than one (1) Board Member may be appointed from the City Council, and no officer or employee in the City of Sheridan, fire or police department is eligible to appointment or service as a Board Member.

d. In the case of a vacancy or disqualification of any Board Member, the Mayor, with the consent of the City Council, may appoint a person to serve during the unexpired portion of the term and until a Board Member is appointed and qualified.

e. The Advisory Board shall, from its own membership, annually elect a Chair who shall serve as the Chief Officer of the Advisory Board.

CHAPTER III

CLASSIFICATION OF EMPLOYMENT

Section 1. Classification of Positions. All officers and positions within the City of Sheridan, Wyoming Police Department are classified into grades as follows:

Grade 1: Police Officer

Grade 2: Police Sergeant

Grade 3: Lieutenant

Grade 4: Captain

Grade 5: Chief of Police

Section 2. Job Descriptions. Description of work, examples of work, duties and qualifications, are found in the City of Sheridan Police Department Policy and Procedure Manual.

Section 3. Subdivision of Classes. The Mayor and Council for the City of Sheridan, upon recommendation of the Civil Service Advisory Board, may subdivide any class within the classified service. Unless otherwise designated, subdivisions within a classification do not constitute a separate grade.

CHAPTER IV

QUALIFICATIONS FOR EMPLOYMENT

Section 1. Qualifications for Initial Employment. To qualify for initial employment with the Sheridan Police Department, every applicant shall:

a. Be a citizen of the United States of America or a legal resident alien;

b. Be not less than twenty-one (21) years of age at the time of examination for

employment; Possess ordinary physical courage;

-
- c. Possess ordinary physical courage; {W.S. 15-5-114}
 - d. Be able to read and write the English language;{W.S. 15-5-114}

 - e. Not have been convicted of, or have any indictment or information pending for, any offense the punishment for which may be confinement in the penitentiary;{W.S. 15-5-114}

 - f. Not be of notoriously bad character;{W.S. 15-5-114}

 - g. Be of good health, and have no serious physical deficiencies which would interfere with job performance, and be capable of strenuous physical activity;

 - h. Have a high school education or its equivalent;

 - i. Be of mature judgment, emotional stability and aptitude for police work;

 - j. Possess and maintain a valid drivers license;

 - k. Pass all examinations administered by the Board.

Section 2. Qualifications for Continued Employment. To continue employment with the Sheridan Police Department, every employee shall:

- a. Continue to satisfy all the requirements for initial employment, which are listed above in Section 1;

- b. Satisfactorily complete the one-year probation period which follows the initial employment.

- c. Satisfactorily complete an annual performance evaluation;

- d. Obtain and maintain certification from P.O.S.T;

Section 3. Qualifications for retaining rank of Sgt or higher. Officers holding a rank of sergeant or higher shall:

- a. Within one year from date of promotion, obtain and maintain certification from P.O.S.T. as a Professional Law Enforcement Officer.

- b. If currently held, maintain certification from P.O.S.T. as a Professional Law Enforcement Officer.

CHAPTER V

INITIAL APPLICATION AND EXAMINATION FOR EMPLOYMENT

Section 1. Applications for Initial Employment.

- a. Every person who desires to apply for appointment to the Police Department may obtain an appropriate application blank and file it with the City Personnel Department.
- b. Every application shall be typed or in the handwriting of the applicant and signed and sworn to by the applicant.
- c. Any willful misrepresentation regarding any material fact contained in the application, made with the applicant's knowledge or at the applicant's request, shall be sufficient cause for excluding the applicant from the examinations, for removing the applicant's name from the eligibility list, or for discharge from service.
- d. Dismissal for good cause from any branch of the City's service shall be sufficient cause for rejection of the application, exclusion of the applicant from the examinations, or removal of the applicant's name from the eligibility list.
- e. Whenever any application shows that the applicant is not qualified to hold the position applied for, that application shall be rejected and the applicant notified of the reason therefor by the Advisory Board.

Section 2. Entrance Examinations.

- a. The Advisory Board or its designee shall schedule all examinations for appointment to the Sheridan Police Department, shall fix the date, approve the testing process and shall insure written notice of the time and place of the examinations is sent to each applicant.
- b. All examinations shall be conducted by the Advisory Board or such other persons as the Advisory Board may designate. In cases where technical knowledge or skill is required, the Advisory Board may designate any suitable person or persons to conduct or assist in conducting the examination.
- c. All examinations shall be impartial and relate only to matters which will test the fitness of the persons examined. No question shall relate to political or religious opinion or affiliations and no appointments shall be in any manner affected by such opinions or affiliations.

d. Each entrance examination shall consist of the following:

1. A written test:

Each applicant shall be marked independently upon the scale of 100% on the written examination. A minimum score of 75% is required to pass the written test.

2. A health status evaluation:

Each applicant shall submit to a health status evaluation administered by the Advisory Board or its designate. The health status evaluation is scored on a pass/fail basis with at least a 25th percentile ranking required in each evaluation area.

3. An oral examination with the applicant appearing before the Advisory Board.

This evaluation may include but not necessarily be limited to:

Motivation
Self Confidence
Leadership Ability
Attitude
Initiative
Adaptability

Section 3. Applicant ranking.

a. Those who pass all phases of the examination shall be ranked according to overall suitability by the board. In order to arrive at an overall eligibility ranking, the board shall consider the following factors:

1. Written test
2. Oral Interview
3. Education and Experience
4. Health Status Evaluation

Section 4. Psychological evaluation and background investigation.

a. Each ranked applicant shall submit to a psychological evaluation, and sign an appropriate release of information to the Sheridan Police Department and Advisory Board.

b. Each ranked applicant shall submit to a complete background investigation.

CHAPTER VI

ELIGIBILITY LIST AND ENTRY LEVEL EMPLOYMENT

Section 1. Eligibility List. Applicants who have met all qualifications set forth in Chapter IV, Section 1, and who have successfully completed all applications and examinations set forth in Chapter V, shall be certified by the Advisory Board to the eligibility list for entry level employment.

Section 2. Entrance Position.

a. When an entry level position is to be filled in the Sheridan Police Department, the Chief of Police, with the approval of the Mayor, shall request the Advisory Board to provide the names of five (5) eligible persons having the highest level of proficiency on the current eligibility list, one (1) of whom shall be offered probationary employment.

b. Each applicant shall submit to a physical examination performed by a physician designated by the Advisory Board. All costs associated with that examination shall be paid by the City. The physical examination is scored on a pass/fail basis. Prior to administration of the examination, the Advisory Board shall establish the pass/fail standards for this examination and make those standards available for inspection by the applicant. Applicants rejected by the physician shall not be employed.

If all persons certified are unsuitable for the position, the Advisory Board shall certify additional names, but the reason for certification of the additional names shall be stated in the certificate. If there are no registered, eligible applicants, the Advisory Board may allow provisional employment, or it may authorize the Police Chief to select a suitable person for examination, and if qualified, that person shall be certified for conditional employment, subject to completion of a physical examination as outlined in paragraph (b) above.

Section 3. Appointments.

a. Every appointment to an entry level position shall be made by the Mayor, based upon the recommendation of the Chief.

b. All things being equal, persons honorably discharged from the military service of the United States shall be given preference for employment over other candidates.

Section 4. Probationary Employment.

a. Every entry level appointment within the Department shall be on a probationary basis for a period of one (1) year. At any time during the one (1) year probationary period, the appointment may be withdrawn by the Mayor if, in the judgement of the Chief, the appointee

fails to satisfy or meet minimum performance standards. Regular full-time appointment shall be made at the end of the one (1) year probation period, providing the appointee has satisfactorily met minimum performance standards, as determined by the Mayor and the Chief.

CHAPTER VII

PROMOTIONS, ELIGIBILITY LISTS, TRIAL EMPLOYMENT

Section 1. Promotions. The filling of all vacancies above the grade of Police Officer, with the exception of the position of Chief of Police, shall be considered a promotion, and such promotion shall be made from the eligibility list maintained by the Advisory Board for that position.

Section 2. Notice. Promotion examinations may be held to meet present or anticipated needs of the Police Department. Notice of such examinations shall be prominently posted in the Police Station at least forty-five (45) working days prior to the examination. The notice shall include the grade or rank of those eligible for the promotion process, the types of examinations that will be used, and will describe the performance necessary to pass each examination.

Section 3. Application for Promotional Examination. An application for promotional examination shall be in the form of a letter addressed to the Advisory Board Chair, shall specify the particular positions for which the applicant requests examination, and shall be filed by the applicant with the Chief of Police no later than thirty (30) working days prior to the examination date.

Section 4. Eligible Applicants. The Advisory Board or its designee shall schedule an examination for qualifying applicants for promotion who meet all qualifications established by job description listed in the Sheridan Police Department Policy and Procedure Manual and who hold the grade or rank below the grade vacancy to be filled; if applicants in this grade or rank fail to meet the percentage of proficiency required for promotion, the Advisory Board shall give an examination to all applicants in the grade or rank below the previously tested position. If all applicants in the ranks or grades below which the vacancy exists fail to attain or exceed the percentage of proficiency for promotion, the Advisory Board may administer a revised examination or give an examination to applicants not employed in the Department for the vacancy. If such applicant passes all required tests included in Chapter V and the original examination, they will be offered conditional employment, subject to passing a medical examination as outlined in Chapter VI, Section 2(b).

Section 5. Promotion Examinations.

a. All examinations shall be conducted by the Advisory Board or such other persons as the Advisory Board may designate. In cases where technical knowledge or skill is required, the Advisory Board may designate any suitable person or persons to conduct or assist in conducting

the examinations.

b. All examinations shall be impartial and relate only to matters which will test the ability of the persons examined. No question shall relate to political or religious opinion or affiliations and no appointments shall be in any manner affected by such opinions or affiliations.

c. Each promotional examination shall consist of the following:

1. A written test.

2. Practical examination of skills done through an assessment center.

3. An oral examination with the applicant appearing before the Advisory Board, including a review of the applicant's educational achievements and seniority.

d. Each applicant shall be marked independently upon the scale of 100% on the written examination. An applicant whose score is 70% or better on the written examination may go on to participate in the assessment center.

e. The assessment center shall assess the applicant in the following areas:

1. Management skills: problem analysis and decision making. This portion shall be weighted at 35% of the assessment center score.

2. Interpersonal skills: leadership, resistance to stress, interpersonal sensitivity, and flexibility. This portion shall be weighted at 35% of the assessment center score.

3. Communication skills: oral and written communication and recall. This portion shall be weighted at 30% of the assessment center score.

f. Those who successfully complete the assessment center may go on to the oral interview before the Advisory Board.

Section 6. Applicant Ranking.

a. Those who pass all phases of the examination shall be ranked according to overall composite score. In order to arrive at an overall composite score, the results of the examinations shall be weighted by the Advisory Board in the following manner:

1. Written test: 30%;

2. Oral interview/Job Performance/Education: 25%;

a. Job performance evaluations shall be provided to the Advisory Board by the Chief of Police or his designee.

3. Assessment Center: 40%;
4. Seniority: 5%;
(Seniority shall be total sworn service with the Sheridan Police Department)

Section 7. Eligibility lists.

- a. The Advisory Board shall prepare separate eligibility lists for all promotional positions.
- b. After each promotion examination, the Advisory Board shall prepare and maintain an eligibility list containing the names of successful applicants in the order of their relative performance. Promotions shall be made from the eligibility lists and the applicants with the highest percentage of proficiency shall be appointed. Such eligibility lists shall expire at the end of one (1) year from the date of certification of the eligibility list.

Section 8. Appointments.

- a. Every appointment within the Department, excluding the position of Chief, shall be made by the Mayor, based on the recommendation of the Chief.
- b. The appointment of the Chief shall be made by the Mayor and confirmed by the City Council of Sheridan, Wyoming.

Section 9. Probationary Employment. Every appointment within the Department, entry level and promotional, shall be on a probationary basis for a period of one (1) year. At any time during the one (1) year probationary period, the appointment may be withdrawn by the Mayor if, in the judgement of the Chief the appointee fails to satisfy or meet minimum performance standards. Regular full-time appointment shall be made at the end of the one (1) year probationary period, providing the appointee has satisfactorily met minimum performance standards, as determined by the Chief and the Mayor, based on the job description for that position.

CHAPTER VIII

DISCHARGE AND REDUCTION FOR CAUSE

Section 1. Discipline, Discharge and Reduction for Cause. Discharge from the department, reduction in grade or compensation, or both, or disciplinary action resulting in suspension without pay in excess of forty (40) hours, may be made by the Chief of Police, with approval from the mayor, for good cause, not political or religious, which will promote the efficiency of the service. The discharge or reduction or disciplinary action shall be effective upon consent of the Advisory Board after a hearing.

Section 2. Notification. The Chief of Police or Mayor shall notify the Advisory Board, in writing, prior to implementation of discipline, discharge or reduction in grade or compensation described in Section 1 above. Such notice shall specify the reasons for the action, and request the Advisory Board set a hearing.

Section 3. Notice and Response. Immediately after receiving the notice, the Advisory Board shall set a time and place for the hearing, which shall be not less than ten (10) nor more than twenty (20) days after receipt of the notification. The Advisory Board shall notify the employee at least ten (10) days prior to the hearing by notice served personally or by certified mail sent to the employee's last known address. The notice shall contain the following:

- a. The time, place and nature of the hearing;
- b. The legal authority and jurisdiction under which the hearing is to be held;
- c. The particular sections of the statutes, rules, departmental regulations or orders involved;
- d. A short and plain statement of the matters asserted;
- e. Statement to the employee that the grounds for discharge, discipline, or reduction in grade or compensation may be accepted by filing a written statement of acceptance with the Advisory Board no later than three (3) days prior to the date set for the hearing. If the employee fails to make such a response, the Advisory Board will hold the hearing at the time and place set therefor on the grounds specified in the petition.
- f. A statement to the employee that neither employee or representative shall communicate ex parte with any members of the Advisory Board.

Section 4. Pre-hearing Requirements.

- a. If the employee fails to file a statement of acceptance, the Advisory Board shall conduct a hearing at the time and place set in the notice. If either party, requests a resetting, then the Advisory Board may, upon good cause shown, reset the matter for hearing at a time not more than thirty (30) days from that set in the original notice.
- b. Upon receipt of the statement of acceptance from the employee, the Advisory Board shall submit a true and complete copy to the Mayor and Chief.
- c. When a hearing occurs, the Advisory Board shall establish a separate file, wherein it shall systematically place all pleadings, papers, documents, transcripts, evidence, and exhibits

pertaining to the case, and all those items shall be marked and identified.

d. The Advisory Board may, after ten (10) days notice given to the parties, hear any motion filed by either party.

e. In all contested cases, the taking of depositions and discovery shall be available to the parties in accordance with the provisions of Section 16-3-107(g), Wyoming Statutes 1977.

f. Prior to the day of hearing, the Advisory Board may direct the parties or their attorneys to appear before the agency for a pre-hearing conference.

g. As authorized by the Wyoming Administrative Procedure Act, subpoenas for appearance and to produce books, papers, documents, or exhibits, will be issued by the Advisory Board upon written request by either party.

Section 5. Disposition without Hearing. Any proceeding may be concluded by stipulation, agreed settlement, consent order or default of the parties or motion or order of dismissal if such disposition is approved by the Advisory Board. If a proceeding is concluded in this way, an appropriate order shall be entered and included in the case record.

Section 6. Hearing. All issues and allegations set forth in the notice shall be presented by the City Attorney, or designate, acting on behalf of the Chief of Police or Mayor. Any party may be represented personally or by counsel, provided that counsel is authorized to practice law in the State of Wyoming or is otherwise associated at the hearing with one or more attorneys authorized to practice law in this state. The Advisory Board shall have the authority to request special authorization from the City Council to hire an attorney to advise the Advisory Board.

As nearly as may be, hearings shall be conducted in accordance with the following order of procedures:

a. The Advisory Board shall announce that the hearing is convened, shall note for the record all appearances of the parties and their counsel of record and all subpoenas issued. The Advisory Board shall then direct the reading into the record of the formal notice of the hearing that had been given by the Advisory Board.

b. Opening statements may be made by each party within the discretion of the Advisory Board. Counsel for the City shall then proceed to present evidence. Witnesses may be cross-examined. All exhibits offered by the City shall be marked by numbers, beginning with "1".

c. At the conclusion of the City's presentation, the employee shall be heard in the same manner. All exhibits offered by the employee shall be marked with the letters of the alphabet, beginning with "A".

d. The City may offer rebuttal evidence within the discretion of and by order of the Advisory Board.

e. Closing statements will be allowed at the conclusion of the presentation of evidence. The time for oral argument may be limited by the Advisory Board.

f. After all proceedings have been concluded, the Advisory Board shall excuse all witnesses and declare the hearing closed. Any party may tender written briefs of law to the Advisory Board. The Advisory Board shall take the case under advisement and declare that the decision of the Advisory Board will be announced after due consideration of all the matters presented at the hearing and the legal arguments of the parties.

Section 7. Witnesses to be Sworn. All persons testifying at any contested case hearing before the Advisory Board shall stand and be administered the following oath by a member of the Advisory Board:

"Do you swear (or affirm) to tell the truth, the whole truth and nothing but the truth in this hearing now before the Advisory Board?"

Section 8. Applicable Rules of Civil Procedure and Evidence to Apply. So far as practical and subject to contrary provisions contained in Wyoming statutes, the Wyoming Administrative Procedure Act and these rules, the Wyoming Rules of Civil Procedure and the Rules of Evidence shall apply to the course of all contested case proceedings before the Advisory Board.

Section 9. Attorneys. The filing of an answer or other appearance by an attorney constitutes an appearance for the party for whom the pleading is filed. The Advisory Board shall be notified in writing and approve before any counsel withdraws from any hearing. No person appearing before the Advisory Board at a hearing in a representative capacity shall be allowed to examine or cross-examine any witness unless an attorney licensed to practice law in the State of Wyoming, or a nonresident attorney associated with a Wyoming attorney qualified to practice law in the State of Wyoming. This rule shall not be construed to prohibit persons from representing themselves in any hearing before the Advisory Board, but any such person appearing personally must abide by the Rules of Civil Procedure and the Rules of Evidence under the laws of the State of Wyoming.

Section 10. Record of Proceedings - Reporter. The proceedings of all contested cases including all testimony, shall be reported verbatim by a competent reporter. The compensation of such reporter shall be paid by the City of Sheridan. If a transcript of testimony is required in the subsequent agency deliberations, the cost thereof shall be furnished to the Advisory Board as provided by law. The Advisory Board may direct any contestant or contestee to assume the cost of the transcript if transcribed at his or their request.

Section 11. Decisions, Findings of Fact and Conclusions of Law. The Advisory Board

shall, following the full and complete hearing, make and enter a written decision and order containing Findings of Fact and Conclusions of Law. Such decision and order shall be filed with the Advisory Board and will, without further action, become the decision and order as a result of the hearing. Forthwith, upon entry and filing, the Advisory Board shall send a copy by certified mail to each party or their attorneys of record.

Section 12. Appeals to District Court. Appeals to the District Court from decisions of the Advisory Board are governed by the Wyoming Rules of Appellate Procedure, promulgated by the Supreme Court of the State of Wyoming.

Section 13. Transcript in Case of Appeal. In case of an appeal to the District Court as above provided, the party appealing shall secure and file a transcript of the testimony and all other evidence offered at the hearing, which transcript must be verified by the oath of the reporter who took the testimony, as a true and correct transcript of the testimony and other evidence in the case. The compensation of the reporter for making the transcript of the testimony and all other costs involved in such appeal shall be borne by the party prosecuting such appeal.