

CITY OF DEL RIO
CIVIL SERVICE COMMISSION MEETING
COUNCIL CHAMBERS - CITY HALL
109 WEST BROADWAY STREET
JANUARY 5, 2017
12:00 P.M.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - a. September 21, 2016 Civil Service Commission Meeting
4. ORDERS
 - a. ORDER NO. 2017-01 - An Order in Accordance with Chapter 143 of the Local Government Code and the Local Civil Service Rules Authorizing a Promotional Examination for the Position of Corporal in the City of Del Rio Police Department; Setting a Date, Time and Place for such Examination; and Directing the Civil Service Director to Cause the Posting and Publication of all Applicable Notices.
5. CONSIDER AND ACT
 - a. Consider and Act - Consider the Approval and Certification of the Police Department Entry Level Eligibility List Based on Written Examinations held on November 1, 2016.
 - b. Consider and Act - Consider the Approval and Certification of the Police Department Senior Officer Promotional Eligibility List Based on Written Examinations held on November 8, 2016.
 - c. Consider and Act - Commission Election of Chairman And Vice-Chairman (143.006(e))
 - d. Consider and Act - Commission shall Establish a Schedule of Meetings (City of Del Rio Civil Service Rules & Regulations 2.06)
6. INFORMATION ITEMS
 - a. Information Item - Civil Service Director's Update, Mary Canales, Civil Service Director

7. ADJOURNMENT

- * NOTE: The Commission reserves the right to retire into executive session concerning any of the items listed on this agenda whenever it is considered necessary and legally justified under the Open Meetings Act.

I, Alma Levrie, City Secretary, hereby certify that the above agenda was posted on the bulletin board in the Municipal Building and on the bulletin board immediately outside the Municipal Building on or before 12:00 p.m. on the 29th day of December.


Alma Levrie, City Secretary

Civil Service Commission

3. a.

Meeting Date: 01/05/2017

Submitted For: Mary Canales, Human Resources

Submitted By: Mary Canales, Human Resources

Information

Subject

September 21, 2016 Civil Service Commission Meeting

Attachments

Minutes 09-21-2016

**CITY OF DEL RIO, TEXAS
CIVIL SERVICE COMMISSION MEETING
OFFICE OF THE CIVIL SERVICE DIRECTOR
MINUTES FOR MEETING HELD ON **SEPTEMBER 21, 2016****

MINUTES

1. CALL TO ORDER

Vice Chairman Fernandez called the Civil Service Commission Meeting to order on September 21, 2016 at 12:07PM.

2. ROLL CALL

The following members were present constituting a quorum:

Julian Fernandez, Vice-Chairman
Clay Cowan, Commissioner

Others present:

Mary Canales, Civil Service Director
Waylon Bullard, Chief of Police
Joe Harrington, interim Chief, Fire Department
Fred Knoll, Captain, Police Department
Bill Rattay, Captain, Police Department
Manuel Chavez, Interim Assistant City Manager
And others in the audience.

3. APPROVAL OF MINUTES – CIVIL SERVICE COMMISSION MEETING – July 21, 2016.

Mr. Cowan made a motion to approve the minutes for July 21, 2016. Mr. Fernandez seconded the motion. MOTION PASSED. The vote was 2-0. Ayes: Commissioners Mr. Fernandez and Mr. Cowan.

4. ORDERS:

A. ORDER NO. 2016-04 C.S.C. – AN ORDER IN ACCORDANCE WITH CHAPTER 143 OF THE LOCAL GOVERNMENT CODE AND THE LOCAL CIVIL SERVICE RULES AUTHORIZING AN EXAMINATION FOR THE POSITION OF ENTRY LEVEL POLICE OFFICER IN THE DEL RIO POLICE DEPARTMENT; SETTING A DATE, TIME AND PLACE FOR SUCH EXAMINATION; AND DIRECTING THE CIVIL SERVICE DIRECTOR TO CAUSE THE POSTING AND PUBLICATION OF ALL APPLICABLE NOTICES

Discussion: Mrs. Canales informed the Commission that Chief Bullard had requested an Entry Level Police Officer examination. Mrs. Canales reported to the Commission that later on in the agenda, the Commission would be presented with an item to certify the eligibility list of eligible candidates for the written examination held on September 13, 2016. She further informed the Commission

that forty applicants had taken the examination, four had passed the written examination and two of those four had passed the agility examination. She reported to the Commission that the Police Department currently has six vacancies with another pending due to the promotional process. She stated that there was a need to test again so that the Chief would have a full academy in February.

Mr. Cowan made a motion to approve Order No. 2016-04 as presented. Mr. Fernandez seconded the motion. MOTION PASSED. The vote was 2-0. Ayes: Commissioners Mr. Fernandez and Mr. Cowan.

B. ORDER NO. 2016-05 C.S.C. – AN ORDER IN ACCORDANCE WITH CHAPTER 143 OF THE LOCAL GOVERNMENT CODE AND THE LOCAL CIVIL SERVICE RULES AUTHORIZING A PROMOTIONAL EXAMINATION FOR THE POSITION OF SENIOR OFFICER IN THE CITY OF DEL RIO POLICE DEPARTMENT; SETTING A DATE, TIME AND PLACE FOR SUCH EXAMINATION; AND DIRECTING THE CIVIL SERVICE DIRECTOR TO CAUSE THE POSTING AND PUBLICATION OF ALL APPLICABLE NOTICES

Discussion: Mrs. Canales informed the Commission that Chief Bullard had requested a Promotional Examination for the position of Senior Officer. Mrs. Canales reported to the Commission that there was a vacancy in the position of Corporal that would create the vacancy of Senior Officer. Mrs. Canales informed the Commission that Police Officers with two years of service would have no later than 4:00PM on October 26, 2016 to apply for the examination. She further reported that the reading source had been posted since February 28, 2014, so all posting requirements are met. Mrs. Canales informed the Commission that they had previously certified a list back in March 2016 that contained the names of four eligible officers; and all four of those officers had been promoted; the list was exhausted.

Mr. Cowan made a motion to approve Order No. 2016-05 as presented. Mr. Fernandez seconded the motion. MOTION PASSED. The vote was 2-0. Ayes: Commissioners Mr. Fernandez and Mr. Cowan.

C. ORDER NO. 2016-06 C.S.C. – AN ORDER IN ACCORDANCE WITH CHAPTER 143 OF THE LOCAL GOVERNMENT CODE AND THE LOCAL CIVIL SERVICE RULES AUTHORIZING A PROMOTIONAL EXAMINATION FOR THE POSITION OF CORPORAL IN THE CITY OF DEL RIO POLICE DEPARTMENT; SETTING A DATE, TIME AND PLACE FOR SUCH EXAMINATION; AND DIRECTING THE CIVIL SERVICE DIRECTOR TO CAUSE THE POSTING AND PUBLICATION OF ALL APPLICABLE NOTICES

Discussion: Mrs. Canales informed the Commission that Chief Bullard had requested an Entry Level Police Officer examination. Mrs. Canales reported to the Commission that the posting notice was included in their packets. She gave details of the test date. She also reported that the promotion of Senior Officer Adrian Garcia to the position of Corporal had exhausted the current list.

Mr. Cowan made a motion to approve Order No. 2016-06 as presented. Mr. Fernandez seconded the motion. MOTION PASSED. The vote was 2-0. Ayes: Commissioners Mr. Fernandez and Mr. Cowan.

5. CONSIDER AND ACT

A. CONSIDER AND ACT – CONSIDER THE APPROVAL AND CERTIFICATION OF THE POLICE DEPARTMENT ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST BASED ON WRITTEN EXAMINATIONS HELD ON SEPTEMBER 13, 2016.

Discussion: Mrs. Canales informed the Commission that the list was included in their packet. She stated her disappointment in the grades that were received; that forty applicants took the examination; four passed the written examination, and two passed the agility examination.

Mr. Cowan made a motion to certify the Police Department Entry Level Eligibility List as presented. Mr. Fernandez seconded the motion. MOTION PASSED. The vote was 2-0. Ayes: Commissioners Mr. Fernandez and Mr. Cowan.

6. INFORMATION ITEMS

A. CIVIL SERVICE DIRECTOR'S UPDATE, MARY CANALES, CIVIL SERVICE DIRECTOR

Discussion: Mrs. Canales informed the Commission that Chief Bullard had filed a 30 day agreed suspension in her office.

She also reported that they were looking into a different source for promotional examinations due to cost. There was a brief discussion.

7. ADJOURNMENT

The meeting was adjourned at 12:32 PM.

Civil Service Commission

4. a.

Meeting Date: 01/05/2017

Submitted For: Mary Canales, Human Resources

Submitted By: Mary Canales, Human Resources

Information

Subject

ORDER NO. 2017-01 - An Order in Accordance with Chapter 143 of the Local Government Code and the Local Civil Service Rules Authorizing a Promotional Examination for the Position of Corporal in the City of Del Rio Police Department; Setting a Date, Time and Place for such Examination; and Directing the Civil Service Director to Cause the Posting and Publication of all Applicable Notices.

Attachments

Order 2017-01 Order Police Corporal Examination

Notice Police Corporal Examinaation

ORDER NO. 2017-01 C.S.C.

AN ORDER IN ACCORDANCE WITH CHAPTER 143 OF THE LOCAL GOVERNMENT CODE AND THE LOCAL CIVIL SERVICE RULES AUTHORIZING A PROMOTIONAL EXAMINATION FOR THE POSITION OF CORPORAL IN THE CITY OF DEL RIO POLICE DEPARTMENT; SETTING A DATE, TIME AND PLACE FOR SUCH EXAMINATION; AND DIRECTING THE CIVIL SERVICE DIRECTOR TO CAUSE THE POSTING AND PUBLICATION OF ALL APPLICABLE NOTICES

WHEREAS, the Fire Fighter's and Police Officer's Civil Service Commission has found and determined that it is necessary to give a new examination and create a new eligibility list for said position in accordance with Section 143 of the Local Government Code.

NOW, THEREFORE, BE IT ORDERED BY THE FIRE FIGHTER'S AND POLICE OFFICER'S CIVIL SERVICE COMMISSION OF THE CITY OF DEL RIO, TEXAS, THAT:

1. EXAMINATION

A promotional examination for the position of CORPORAL in the Del Rio POLICE Department shall be conducted at the following date, time and place to-wit:

Date: Wednesday, February 22, 2017

Time: 9:00 AM

Place: Del Rio Civic Center – Mesquite Room

2. ADMINISTRATION OF EXAMINATION

The foregoing examination shall be administered and conducted under the direction and supervision of the Director of the Fire Fighter's and Police Officer's Civil Service Commission.

3. NOTICES

The Director of the Fire Fighter's and Police Officer's Civil Service Commission is hereby authorized and directed to cause the posting and publication of all applicable notices in accordance with the law.

PASSED AND ORDERED on this 5th day of January 2017.

Concurring Members:

Pete Ortiz
Chairperson

Julian Fernandez
Vice Chairperson

Clay Cowan
Commissioner

ATTEST:

Mary Canales
Civil Service Director

Suzanne West
City Attorney

January 6, 2017

NOTICE

**DEL RIO POLICE DEPARTMENT
CORPORAL**

THE PROMOTIONAL EXAMINATION FOR THE POSITION OF **POLICE CORPORAL** IN THE DEL RIO POLICE DEPARTMENT SHALL BE CONDUCTED ON THE FOLLOWING DATE, TIME AND PLACE:

EXAM DATE: WEDNESDAY, FEBRUARY 22, 2017

TIME: 9:00 AM

**PLACE: DEL RIO CIVIC CENTER
MESQUITE ROOM**

PERSONS DESIRING TO TAKE SUCH EXAM SHALL BE REQUIRED TO SIGN UP FOR THE ELIGIBLE EXAMINATION.

THE DEADLINE FOR SIGNING UP FOR SUCH EXAM IS NO LATER THAN 4:00PM ON FEBRUARY 1, 2017 IN THE OFFICE OF THE CIVIL SERVICE DIRECTOR (HUMAN RESOURCES): CITY OF DEL RIO MUNICIPAL BUILDING, 109 WEST BROADWAY, DEL RIO, TEXAS

February 28, 2014

Posted Study List for Del Rio Police **Corporal**

1. **Texas Criminal and Traffic Law Manual**, 2013-2014 Edition, Lexis Nexis Publications, ISBN# 978-0-7698-7271-1.

Transportation Code
Penal Code
Code of Criminal Procedure
Health and Safety Code
Family Code
Alcoholic Beverage Code

2. **Police Ethics: The Corruption of Noble Cause**, 3rd Edition (Revised Printing), 2010, Michael A. Caldero & John P. Crank, Anderson Publishing Co., ISBN# 978-1-43774-455-2.
3. **Effective Police Supervision**, 6th Edition, 2010, Harry W. More & Larry S. Miller, Anderson Publishing Co., ISBN# 9781437755862.

Mary Canales
Civil Service Director

Civil Service Commission

5. a.

Meeting Date: 01/05/2017

Submitted For: Mary Canales, Human Resources

Submitted By: Mary Canales, Human Resources

Information

Subject

Consider and Act - Consider the Approval and Certification of the Police Department Entry Level Eligibility List Based on Written Examinations held on November 1, 2016.

Attachments

Police Entry Level Certification

CITY OF DEL RIO

POLICE OFFICER CANDIDATES FOR THE CITY OF DEL RIO, TEXAS

AUTHORIZATION TO TEST DATE: 09/21/2016
WRITTEN EXAMINATION DATE: 11/01/2016
CERTIFICATION DATE: 01/05/2017

In accordance with Chapter 143 of the Local Government Code, the Director must certify these names on an eligibility list before the Chief of Police and the City Manager can make any appointments. The entry level Police Officer Eligibility Examination was administered and the following are eligible to fill the position:

RANK	NAME	WRITTEN EXAM SCORE	VETERAN POINTS	TOTAL SCORE
1	Chapa, Ricardo	85	0	85
2	Cervantes, Marissa	81	0	81
3	Villarreal, Kristopher A	74	5	79
4	Toro, Joseph A	73	0	73
5	Cavazos, Christine	70	0	70

The candidates listed above have passed the Physical Agility Exam, however, they will be required to pass the following in order to be considered for a position in the Police Department:

- Background Check
- Psychological/Mental Examination
- Physical
- and Drug Examination

In addition, the following candidates were eligible by written examination, however, they may not be certified for appointment because of the failure to meet the requirements of the agility examination; an established requirement in accordance with Chapter 143 and local rules:

	NAME	WRITTEN EXAM SCORE	DISQUALIFYING FACTOR
1	Fitzmorris, John	80	Failed Agility Examination
2	Avila, Adriana	80	No Show - Agility Exam
3	Chavarria, Briana Y	72	Failed Agility Exmination

Certify:

Pete Ortiz
Chairperson

Julian Fernandez
Vice Chairperson

Clay Cowan
Commissioner

ATTEST:

MARY CANALES
Civil Service Director

SUZANNE WEST
City Attorney

Civil Service Commission

5. b.

Meeting Date: 01/05/2017

Submitted For: Mary Canales, Human Resources

Submitted By: Mary Canales, Human Resources

Information

Subject

Consider and Act - Consider the Approval and Certification of the Police Department Senior Officer Promotional Eligibility List Based on Written Examinations held on November 8, 2016.

Attachments

Certification - Senior Officer

CITY OF DEL RIO

POLICE SENIOR OFFICER CANDIDATES FOR THE CITY OF DEL RIO, TEXAS

AUTHORIZATION TO TEST DATE: 09/21/2016
WRITTEN EXAMINATION DATE: 11/08/2016
CERTIFICATION DATE: 01/05/2017

In accordance with Chapter 143 of the Local Government Code, the Director must certify these names on an eligibility list before the Chief of Police and the City Manager can make any appointments.

ELIGIBILITY LIST OF APPLICANTS FOR POLICE SENIOR OFFICER POSITION:

RANK	NAME	WRITTEN EXAM SCORE	SENIORITY POINTS	TOTAL SCORE
1	Mijares, Miguel	68	10	78
2	Hernandez, Porfirio	68	8	76
3	Gonzalez, Dulce	65	10	75
4	Snyder, Trevor	68	2	70

The candidate(s) listed above will be required to pass the following in order to be considered for the Senior Officer position in the Police Department:

- Physical Examination

This promotional eligibility list remains in existence for one year after the date of the written examination, unless exhausted. The above list will expire on November 8, 2017.

CERTIFIED on this 5th day of January 2017.

Concurring Members:

Pete Ortiz
Chairperson

Julian Fernandez
Vice Chairperson

Clay Cowan
Commissioner

ATTEST:

Mary Canales
Civil Service Director

Suzanne West
City Attorney

Civil Service Commission

5. c.

Meeting Date: 01/05/2017

Submitted For: Mary Canales, Human Resources

Submitted By: Mary Canales, Human Resources

Information

Subject

Consider and Act - Commission Election of Chairman And Vice-Chairman (143.006(e))

Attachments

No file(s) attached.

Civil Service Commission

5. d.

Meeting Date: 01/05/2017

Submitted For: Mary Canales, Human Resources

Submitted By: Mary Canales, Human Resources

Information

Subject

Consider and Act - Commission shall Establish a Schedule of Meetings (City of Del Rio Civil Service Rules & Regulations 2.06)

Attachments

No file(s) attached.

Civil Service Commission

6. a.

Meeting Date: 01/05/2017

Submitted By: Mary Canales, Human Resources

Information

Subject

Information Item - Civil Service Director's Update, Mary Canales, Civil Service Director

Attachments

No file(s) attached.
