



**CITY OF DEL RIO, TEXAS  
CIVIL SERVICE COMMISSION MEETING  
COUNCIL CHAMBERS - CITY HALL  
109 WEST BROADWAY  
SEPTEMBER 14, 2018 - 11:00 A.M.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - a. Approval of minutes for July 11, 2018
4. ORDERS
  - a. Order No: 2018-13 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 Fire Engineer in the City of Del Rio Fire 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
  - b. Order No: 2018-14 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 Lieutenant in the City of Del Rio Fire 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.
  - c. Order No: 2018-15 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.
  - d. Order No: 2018-16 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 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.

- e. Order No: 2018- 17 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 Sergeant 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.

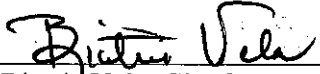
5. CONSIDER AND ACT

- a. Consider the approval and certification of the Eligibility List for the Promotional Examination for Senior Police Officer held on August 24, 2018.
- b. Consider the approval and certification of the Eligibility List for the Promotional Examination for Sergeant held on August 24, 2018

6. 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, Biatris Vela, 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 5:00 p.m. on the 10th day of September 2018.

  
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Biatris Vela, City Secretary

**Civil Service Commission**

**3.a.**

Meeting Date: 09/14/2018

Submitted By: Ruben Luna, Human Resources

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Information

Subject

Approval of minutes for July 11, 2018

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Attachments

Minutes

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**CITY OF DEL RIO, TEXAS  
CIVIL SERVICE COMMISSION MEETING  
OFFICE OF THE CIVIL SERVICE DIRECTOR  
MINUTES FOR MEETING HELD ON July 11, 2018  
MINUTES**

**1. CALL TO ORDER**

Chairman Fernandez called the Civil Service Commission Meeting to order on July 11, 2018 at 10:56 AM.

**2. ROLL CALL**

**The following members were present constituting a quorum:**

Julian Fernandez -Chairman  
Clay Cowan, Vice-Chairman  
Dhalia Garcia, Commissioner

**Others present:**

Lori Venegas, Human Resource Director  
Joe Harrington, Chief, Fire Department  
William Rattay, Captain, Police Department  
Fred Knoll, Chief, Police Department  
Robert Guzman, Captain, Police Department  
Robert Maldonado, Training Officer, Police Department  
Rey Garcia, Captain, Police Department

**3. APPROVAL OF MINUTES FOR MAY 29, 2018.**

Discussion: Ms. Garcia accepted the minutes from May 29,2018, as is without corrections. Mr. Cowan seconded the motion. Vote was 3 -0 in favor of accepting the minutes as is.

**4. Consider and Approve:**

**A. Consider the Approval and Certification of the Eligibility List for the Promotional Exam for Corporal held on May 30, 2018.**

Discussion: Mr. Luna advised that eight (8) tested but that only three (3) passed; Jesse Garcia, Julian Ramos and John Monk. A request to have the list approved was made so that we could continue with the promotional process. Chairman Fernandez made a motion to approve the list. Mr. Cowan seconded the motion. Motion approved: 3-0 ayes.

**B. Consider the Approval and Certification of the Eligibility list based on the written examination for Lieutenant held on May 31, 2018.**

Discussion: Mr. Luna advised that 4 tested, and that two (2) passed the written exam; Mike McClellan and Richard Roman. Mr. Luna requested to have the list certified in order to continue with the promotional process. Mrs. Garcia made a motion to approve the list so that they could continue with the promotional process. Mr. Cowan seconded the motion. Motion approved: 3-0 ayes.

**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 Sergeant 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: Mr. Luna advised that three tested, but that no one passed. He requested to re-announce so that we could retest again setting a date for August 24, 2018, at the Cottonwood Room at 9:00 A.M. Chairperson Garcia made a motion to schedule the exam on August 24, 2018, Mr. Cowan seconded the motion. Motion approved, 3-0 ayes.

**D. 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: Mr. Luna requested the approval of the Senior Officer promotional examination scheduled for August 24, 2018 at 2:00 PM at the Cottonwood Room of the Civic Center. Mr. Fernandez asked how many positions were available. Mr. Luna asked Captain Guzman to reply. Captain Guzman advised that there were at least four (4) positions for sure. Mr. Cowan asked how many positions for Senior Officers total were available. Captain Guzman responded that there were a total of eight (8) positions approved but that currently there were four (4) positions available. Mr. Fernandez asked if there was a motion to approve. Mr. Cowan made the motion to approve; Mrs. Garcia seconded the motion. Motion approved: 3-0 ayes.

**5. INFORMATIONAL ITEMS**

Discussion: Mr. Luna mentioned that the Police Department would like the approval to start the recruitment process for potential applicants, so that they could have enough applicants apply, therefore targeting an entry-level examination date of mid-November. Mrs. Garcia made a recommendation to have an open enrollment so that we can have sufficient applications on file, since there are too many vacancies available therefore, being pro-active instead of reactive. We all agreed on having an open enrollment. No other items were discussed.

**6.. ADJOURNMENT**

Mr. Fernandez made a motion to adjourn. The meeting was adjourned at 11:08 AM.

**Civil Service Commission**

**4.a.**

Meeting Date: 09/14/2018

Submitted For: Ruben Luna, Human Resources

Submitted By: Ruben Luna, Human Resources

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Information

Subject

Order No: 2018-13 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 Fire Engineer in the City of Del Rio Fire 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

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Attachments

Notice

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**September 14, 2018**

**NOTICE**

**FIRE ENGINEER  
PROMOTIONAL EXAMINATION**

AN EXAMINATION FOR THE POSITION OF FIRE ENGINEER IN THE DEL RIO FIRE DEPARTMENT SHALL BE CONDUCTED ON THE FOLLOWING DATE, TIME AND PLACE:

**EXAM DATE: THURSDAY, OCTOBER 25, 2018**  
**TIME: 9:00 A.M.**  
**PLACE: DEL RIO CIVIC CENTER – COTTONWOOD 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 4:00 P.M. ON OCTOBER 4, 2018 IN THE OFFICE OF THE CIVIL SERVICE DIRECTOR (HUMAN RESOURCES), CITY HALL, 109 WEST BROADWAY STREET, DEL RIO, TEXAS.**

September 14, 2018

**Posted Study List for Fire Engineer**

- 1. Pumping Apparatus Driver/Operator Handbook**, 2nd Edition, 2006, IFSTA, Chapters 1,2,4,5,7,8 (customary and metric), 9 and 10.
- 2. Aerial Apparatus Driver/Operator Handbook**, 2nd Edition, 2009, IFSTA, Chapters 1,2,5,6,7,8,10.
- 3. Essentials of Firefighting**, 6th Edition, 2013, IFSTA, Chapters 5, 12, 14, 15 & 16.

Ruben Luna  
Civil Service Director



**Civil Service Commission**

**4.b.**

Meeting Date: 09/14/2018

Submitted By: Ruben Luna, Human Resources

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Information

Subject

Order No: 2018-14 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 Lieutenant in the City of Del Rio Fire 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.

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Attachments

Notice

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**September 14, 2018**

**NOTICE**

**LIEUTENANT  
PROMOTIONAL EXAMINATION**

AN EXAMINATION FOR THE POSITION OF LIEUTENANT IN THE DEL RIO FIRE DEPARTMENT SHALL BE CONDUCTED ON THE FOLLOWING DATE, TIME AND PLACE:

**EXAM DATE: THURSDDAY, October 25, 2018**  
**TIME: 2:00 P.M.**  
**PLACE: DEL RIO CIVIC CENTER – COTTONWOOD 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 4:00 P.M. ON OCTOBER 4, 2018 IN THE OFFICE OF THE CIVIL SERVICE DIRECTOR (HUMAN RESOURCES), CITY HALL, 109 WEST BROADWAY STREET, DEL RIO, TEXAS.**

**September 14, 2018**

**Posted Study List for Lieutenant**

- 1. Fire and Emergency Services Company Officer**, 4th Edition, 2007, IFSTA, Chapters 1-13, 16, 18, 19 and 20.
- 2. Structural Fire Fighting: Initial Response Strategy & Tactics**, 1st Edition, 2010, IFSTA, Chapters 1-5.
- 3. Fire Department Safety Officer**, 1st Edition, 2001, IFSTA, Chapters 4, 6, 7, 8 and 9.
- 4. From Buddy to Boss: Effective Fire Service Leadership**, 2006, C. Sargent, Pennwell Corporation, Chapters 1-5, and 7

Ruben Luna  
Civil Service Director

**Civil Service Commission**

**4.c.**

Meeting Date: 09/14/2018

Submitted By: Ruben Luna, Human Resources

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Information

Subject

Order No: 2018-15 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.

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Attachments

Notice

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**September 14, 2018**

**NOTICE**

**DEL RIO POLICE DEPARTMENT  
SENIOR OFFICER**

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

**EXAM DATE: TUESDAY, OCTOBER 30, 2018**  
**TIME: 9:00 AM**  
**PLACE: DEL RIO CIVIC CENTER  
COTTTON WOOD 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 FRIDAY, OCTOBER 12, 2018 IN THE OFFICE OF THE CIVIL SERVICE DIRECTOR (HUMAN RESOURCES): CITY OF DEL RIO MUNICIPAL BUILDING, 109 WEST BROADWAY, DEL RIO, TEXAS**

September 14, 2018

Posted Study List for Del Rio Police **Senior Officer**

1. **Texas Criminal and Traffic Law Manual**, 2015-2016 Edition, Lexis Nexis Publications, ISBN# 978-1-63283-072-2  
  
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**, 3<sup>rd</sup> Edition (Revised Printing), 2010, Michael A. Caldero & John P. Crank, Anderson Publishing Co., ISBN# 978-1-43774-455-2.

Ruben Luna  
Civil Service Director

**Civil Service Commission**

**4.d.**

Meeting Date: 09/14/2018

Submitted By: Ruben Luna, Human Resources

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Information

Subject

Order No: 2018-16 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 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.

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Attachments

Notice

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September 14, 2018

**NOTICE**

DEL RIO POLICE DEPARTMENT  
**CORPORAL**

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

**EXAM DATE:** TUESDAY, OCTOBER 30, 2018  
**TIME:** 2:00 PM  
**PLACE:** DEL RIO CIVIC CENTER  
COTTTON WOOD 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 FRIDAY, OCTOBER 12, 2018 IN THE OFFICE OF THE CIVIL SERVICE DIRECTOR (HUMAN RESOURCES): CITY OF DEL RIO MUNICIPAL BUILDING, 109 WEST BROADWAY, DEL RIO, TEXAS**

September 14, 2018

Posted Study List for Del Rio Police **Senior Officer**

1. **Texas Criminal and Traffic Law Manual**, 2015-2016 Edition, Lexis Nexis Publications, ISBN# 978-1-63283-072-2  
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**, 3<sup>rd</sup> Edition (Revised Printing), 2010, Michael A. Caldero & John P. Crank, Anderson Publishing Co., ISBN# 978-1-43774-455-2.
3. **Effective Police Supervision. 6<sup>th</sup> Edition**, 2010, Harry W. More & Larry S. Miller, Anderson Publishing Co. ISBN# 9781437755862

Ruben Luna  
Civil Service Director

**Civil Service Commission**

**4.e.**

Meeting Date: 09/14/2018

Submitted By: Ruben Luna, Human Resources

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Information

Subject

Order No: 2018- 17 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 Sergeant 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.

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Attachments

Notice

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**SEPTEMBER 14, 2018**

**NOTICE**

DEL RIO POLICE DEPARTMENT  
**SERGEANT EXAMINATION**

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

**EXAM DATE: WEDNESDAY, OCTOBER 31, 2018**

**TIME: 9:00 AM**

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

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

**THE DEADLINE FOR SIGNING UP FOR SUCH EXAM IS NO LATER THAN 4:00PM ON OCTOBER 12, 2018 IN THE OFFICE OF THE CIVIL SERVICE DIRECTOR (HUMAN RESOURCES): CITY OF DEL RIO MUNICIPAL BUILDING, 109 WEST BROADWAY, DEL RIO, TEXAS.**

September 14, 2018

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

1. **Supervision of Police Personnel**, 8<sup>th</sup> Edition, 2013, Nathan F. Iannone, Marvin D. Iannone, and Jeff Bernstein, Prentice-Hall, Inc., ISBN# 978-0132973823.
2. **Civil Liability in Criminal Justice**, 6<sup>th</sup> Edition, 2012, Darrell L. Ross, Anderson Publishing Co., ISBN# 978-1-4557-3013-1.
3. **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



**Civil Service Commission**

**5.a.**

Meeting Date: 09/14/2018

Submitted By: Ruben Luna, Human Resources

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Information

Subject

Consider the approval and certification of the Eligibility List for the Promotional Examination for Senior Police Officer held on August 24, 2018.

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Attachments

Eligibility List

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CITY OF DEL RIO

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

AUTHORIZATION TO TEST DATE: 07/11/2018

WRITTEN EXAMINATION DATE: 08/24/2018

CERTIFICATION DATE: 08/30/2018

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 Senior Police Eligibility Examination was administered and the following are eligible to fill the position:

<u>Name</u>	<u>Raw Score</u>	<u>Seniority Points</u>	<u>Final Grade</u>
1. <b>Rolando Carbajal</b>	<b>68</b>	<b>9</b>	<b>77</b>
2. <b>Trevor Snyder</b>	<b>70</b>	<b>4</b>	<b>74</b>

The candidates listed above have passed the Written 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 Examination
- Physical and Drug Examination

Certify:

\_\_\_\_\_  
Julian Fernandez  
Chairperson

\_\_\_\_\_  
Clay Cowan  
Vice Chairperson

\_\_\_\_\_  
Dhalia Garcia  
Commissioner

ATTEST:

\_\_\_\_\_  
Ruben Luna  
Civil Service Director

\_\_\_\_\_  
Suzanne West  
City Attorney



**Civil Service Commission**

**5.b.**

Meeting Date: 09/14/2018

Submitted By: Ruben Luna, Human Resources

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Information

Subject

Consider the approval and certification of the Eligibility List for the Promotional Examination for Sergeant held on August 24, 2018

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Attachments

Eligibility List

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CITY OF DEL RIO

**POLICE SERGEANT CANDIDATES FOR THE CITY OF DEL RIO, TEXAS**

AUTHORIZATION TO TEST DATE: 07/11/2018

WRITTEN EXAMINATION DATE: 08/24/2018

CERTIFICATION DATE: 08/30/2018

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 Police Sergeant Eligibility Examination was administered, and the following are eligible to fill the position:

<u>Name</u>	<u>Raw Score</u>	<u>Seniority Points</u>	<u>Final Grade</u>
1. <b>Adrian Garcia</b>	<b>75</b>	<b>9</b>	<b>84</b>

The candidates listed above have passed the Written 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 Examination
- Physical and Drug Examination

Certify:

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Julian Fernandez  
Chairperson

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Clay Cowan  
Vice Chairperson

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Dhalia Garcia  
Commissioner

ATTEST:

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Ruben Luna  
Civil Service Director

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Suzanne West  
City Attorney