



El Paso County Commissioners Court

Dear Applicant,

Thank you for your interest in applying to serve as a member of the El Paso County Sheriff's Civil Service Commission. This packet provides the necessary information for you to familiarize yourself with the responsibilities of this commission and the necessary documents to begin the application process.

We appreciate your willingness to be involved in guiding the future of this commission and its function of ensuring the health and vitality of our community.

As a member of this commission, you will be expected to participate in the meetings and other tasks as deemed necessary to fulfill your post. You should participate actively in meetings and seeking as much information needed to help the commission come to its decisions. Please be aware of the various duties, responsibilities and the time commitment that will be required of you.

After submitting this application, it will be reviewed and if it meets the qualifications needed to fill the vacancy, your information will be submitted for approval by the El Paso Commissioners Court.

If you have any further questions, please feel free contact the County Administration office at (915) 546-2215. Again, thank you for your leadership and commitment.



El Paso County

Sheriff's Civil Service Commission

Board Overview

The El Paso County Sheriff's Office values the trust the public has given us and will honestly and ethically carry out our responsibilities. We will adhere to the Constitutions of the United States and the State of Texas in pursuit of community service. We will investigate and respond appropriately to all allegations of impropriety.

Board Duties

The commission shall adopt, publish, and enforce rules regarding:

1. the definition of a county employee;
2. selection and classification of county employees;
3. competitive examinations;
4. promotions, seniority, and tenure;
5. layoffs and dismissals;
6. disciplinary actions;
7. grievance procedures; and
8. other matters relating to the selection of county employees and the procedural and substantive rights, advancement, benefits, and working conditions of county employees.
 - a. The commission may adopt or use as a guide any civil service law or rule of the United States, this state, or a political subdivision in this state to the extent that the law or rule promotes the purposes of this subchapter and serves the needs of the county.
 - b. The commission may not adopt or enforce a rule requiring a county employee to retire because of age. The commission may adopt a rule requiring a county employee, on reaching an age set by the commission, to submit annually to the commission an affidavit from a physician stating that the employee is physically and mentally capable of continuing employment.

Board Member Qualifications

To serve as a member of the board, a person must be:

1. at least 25 years old; and
2. have resided in the county for the three years immediately preceding the date on which the person's term will begin.

Seats

The Board is a three-member body. The Sheriff, District Attorney and Commissioner's Court each make one appointment to the Sheriff's Department Civil Service Commission. The Sheriff appoints the Chair. Each term is for a 2-year term.

Meeting

The board meets on the 1st Monday of every quarter at 1:30 p.m. at the Sheriff's Headquarters, Sheriff's Conference Room, 3850 Justice Road, El Paso, Texas 79938



El Paso County

Sheriff's Civil Service Commission

Name: _____ Voting Precinct: _____

Home Address:

STREET

CITY

STATE

ZIP

Phone number: _____ Cell Phone number: _____

E-mail address: _____

PURSUANT TO TEXAS GOVERNMENT CODE, SEC. 522.021, I ELECT THAT MY HOME ADDRESS & TELEPHONE NUMBER (CHECK ONE): MAY BE RELEASED / SHALL NOT BE RELEASED TO THE PUBLIC UPON REQUEST UNDER THE TEXAS OPEN RECORDS ACT. FAILURE TO MAKE A DESIGNATION RESULTS IN INFORMATION BEING AVAILABLE FOR PUBLIC ACCESS.

Place of Employment: _____

Business Address: _____

STREET

CITY

STATE

ZIP

Telephone: () _____ Fax Number: () _____

Professional Background:

Educational Background:

Three (3) personal or professional references not related to you:

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

Previous volunteer organizations and/or community service:

Are you at least 25 years of age? _____(Yes)_____ (No)

Length of Residency in El Paso County: _____(Years/Months)

Do you have property in El Paso County under your name? _____(Yes)_____ (No)

Are your property taxes currently paid? _____(Yes)_____ (No) If not, please give a brief explanation:

Are you an elected officer, county employee, county affiliate, or employed as a lobbyist? _____(Yes)_____ (No)

If so, please specify. _____

In accordance with the El Paso County Uniform Rules and Procedures, I _____ agree to complete 3 mandatory trainings: the County's Code of Ethics, Open Meetings Act, and Public Information Act upon accepting a board appointment. Additionally, if after the expiration of my term served and if being considered for reappointment, I also agree to retake the same trainings and any other training(s) identified by El Paso County if necessary.

Signature: _____

Date: _____

Submit Application & Background Investigation authorization form
to the El Paso County Administration Department at:
500 E. San Antonio, Suite 302, El Paso, TX 79901
Phone: (915) 546-2215
Fax: (915) 546-2217
Email: countychiefadmin@epcounty.com



BACKGROUND INVESTIGATION AUTHORIZATION FORM
RELEASE OF CONFIDENTIAL INFORMATION

Dear Applicant:

The County of El Paso conducts background investigations on applicants in various departments. This effort is part of the selection process and requires your authorization. By signing this document, you acknowledge that you are voluntarily granting permission to the County of El Paso to conduct a background check and you authorize relevant parties to release confidential information. The information will remain confidential and will not be disclosed.

I, _____ further hereby authorize the County of El Paso Human Resources Department to obtain all confidential records and information pertaining to a complete background investigation. This may include items such as (but not limited to): personal references, work references, Police Records, Sheriff Records, Driving Record, and any open record request.

_____	_____
Full Legal Name	Maiden Name (If Applicable)
_____	_____
Street Address	City/State/Zip Code
_____	_____
Social Security Number	Driver's License Number/State
_____	_____
Date of Birth	Email

List the cities and states in which you have lived in the past 10 years.

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____

Signature of Applicant