

EL PASO COUNTY SHERIFF'S OFFICE



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2017 JAN 30 PM 1:15

John D. Colman
COUNTY CLERK

CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA
1:30 P.M. MONDAY, FEBRUARY 13, 2017
SHERIFF'S HEADQUARTERS
3850 JUSTICE ROAD
SHERIFF'S CONFERENCE ROOM
EL PASO, TEXAS 79938

Chair
Fermin Acosta Jr.

Commissioners
John D. Colman
Maria Elvira Williams

OPEN MEETING

NOTICE TO THE PUBLIC

All matters listed under the Consent Agenda will be considered by the Civil Service Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Court or persons in the audience request that specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Court votes on the motion to adopt the Consent Agenda.

All matters listed on the Consent or Regular Agenda may be discussed in executive session at the option of the El Paso County Civil Service Commission and following oral announcement, if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

PUBLIC COMMENT

Speaker's choice: Five (5) minutes per person during this segment regarding any items or three (3) minutes per person on each item as it appears on the agenda. The same will apply to any interest group consisting of three or more representatives.

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CONSENT AGENDA

1. Approve the minutes of the Regular Meeting for the Sheriff's Civil Service Commission on January 9, 2017.
--Ludy Velo, Human Resources

REGULAR AGENDA

2. Discuss and take appropriate action to amend and establish hiring requirements to Chapter 2, Section 3 *Employment - Hiring Criteria for Detention Officer*, Subsection 2.3.01 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.
-- Ludy Velo, Human Resources
3. Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 12 *Employment - Resignation*, Subsection 2.12.02 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.
-- Ludy Velo, Human Resources
4. Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 13 *Employment - Effective Date of Separation*, Subsection 2.13.01 in of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.
-- Ludy Velo, Human Resources
5. Discuss and take appropriate action to approve recommended changes to Chapter 9, Section 2 *Procedure for Disciplinary Action*, Subsection 9.2.06 in of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.
-- Ludy Velo, Human Resources
6. Discuss and take appropriate action to approve recommended changes to Chapter 9, Section 2 *Procedure for Disciplinary Action*, Subsection 9.2.07 in of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.
-- Ludy Velo, Human Resources
7. ADJOURN

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**EL PASO COUNTY SHERIFF'S OFFICE CIVIL SERVICE COMMISSION:
NOTICE: CHANGE OF RULES**

POSTED: Monday, January 30, 2017 – by 1:30 pm

[Signature]
SHERIFF CLERK

In accordance with Sec. 1.4.01 of the Civil Service Commission, this notice contains the proposed changes regarding sections in the Civil Service Commission Rules & Regulations. They will be discussed and appropriate action will be taken at the following special meeting:

**Monday, February 13, 2017
El Paso County Sheriff's Headquarters
(Sheriff's Conference Room)
3850 Justice Road
1:30 pm**

Proposed Change #1: Discuss and take appropriate action to amend and establish hiring requirements to Chapter 2, Section 3 *Employment - Hiring Criteria for Detention Officer*, Subsection 2.3.01 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

- 2.3.01 To qualify for a position as a Detention Officer, applicants must meet all requirements as set forth by the Sheriff and the Texas Commission on Law Enforcement - to include but not limited to the below:
- Submit an employment application
 - Be U.S. Citizen
 - Be at least 18 years of age
 - Have a High School Diploma or passed a general educational development (GED) test indicating high school graduation level
 - Have a minimum of 15 college credit hours from an accredited College or University, or two (2) years of active military service, or four (4) years of reserve military service with honorable discharge
 - Successfully complete the Physical Fitness Assessment
 - Successfully complete a Preliminary Background investigation
 - Successfully complete and pass the Written Exam
 - Successfully complete the Oral Interview
 - Pass the Full-Background investigation, to include a polygraph examination
 - Be accepted pending successful completion of medical and psychological evaluations

Proposed Change #2: Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 12 *Employment – Resignation*, Subsection 2.12.02 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

NOTE: This will be a new section added in Chapter 2.

- 2.12.02 ~~Should~~ An employee who is ~~has not~~ has not ~~on~~ been authorized to take leave and fails to report to work for three (3) consecutive work days will be deemed to have resigned and be removed from the payroll. Records will be coded "Resigned-No Notice Given".

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Proposed Change #3: Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 13 *Employment – Effective Date of Termination Separation*, Subsection 2.13.01 in of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

SECTION 13: EFFECTIVE DATE OF TERMINATION SEPARATION

2.13.01 Effective date of an employee's termination separation will be the last actual day the employee worked for the Sheriff's office. ~~Any accrued leave benefits that are eligible for payments as of the employee's termination date shall be paid in accordance with applicable law.~~ Upon separation, an employee shall be compensated for hours worked and qualifying accrued leave benefits on the date of the employee's separation. Qualifying accrued leave includes vacation time and compensatory time, but does not include sick leave or military leave. An employee who has separated from employment for any reason (voluntary or involuntary) and who has cleared with the county HR department's exit checklist shall be paid in full no later than the next full regularly scheduled pay day occurring after the date of separation.

Proposed Change #4: Discuss and take appropriate action to approve recommended changes to Chapter 9, Section 2 *Procedure for Disciplinary Action*, Subsection 9.2.06 in of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

9.2.06 A. When an employee is arrested, charged or indicted for a felony or a misdemeanor involving an act of violence or moral turpitude, the employee shall be placed on Administrative Leave without Pay pending the disposition of the criminal charge. The employee on such leave has the option of applying his accumulated annual vacation leave during this period.

B. If an employee is under investigation for suspected improprieties, (s)he may be placed on Administrative Leave pending the results of the investigation. If (s)he is placed on such leave, it shall be with pay for a period not to exceed ten (10) ~~work days (80 hours)~~. Should the investigation take longer, and with justifiable reasons given by the investigators, the employee ~~will be allowed to use annual leave of up to ten (10) work days. Thereafter, the employee will be carried Leave without pay.~~ Should the employee be cleared, shall be placed on Administrative Leave without Pay pending the results of the investigation. The employee on Administrative Leave without Pay has the option of applying his accumulated vacation leave during this period. If the case against the employee is unfounded, exonerated or not sustained, all time lost by employee will be reimbursed.

Proposed Change #5: Discuss and take appropriate action to approve recommended changes to Chapter 9, Section 2 *Procedure for Disciplinary Action*, Subsection 9.2.07 in of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

9.2.07 An employee may at the discretion of the Sheriff forfeit annual leave vacation leave in lieu of suspension for a period not to exceed ten (10) days (80 hours). An election to forfeit annual vacation leave constitutes a waiver of the employee's right to appeal the disciplinary action.

Copies of the proposed changes may be picked up in the Human Resources Office of the El Paso County Sheriff's Office at:

Sheriff's Headquarters
3850 Justice Road

Thank you!