

**EL PASO COUNTY SHERIFF'S OFFICE**



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2015 JUN 18 P 2:13

*Doris Briones*  
COUNTY CLERK  
EL PASO COUNTY, TEXAS

**CIVIL SERVICE COMMISSION**

**REGULAR MEETING AGENDA**

**1:30 P.M. MONDAY, JULY 6, 2015**

**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.

**CONSENT AGENDA**

1. Approve the minutes of the Special Meeting for the Sheriff's Civil Service Commission on June 1, 2015.  
--Melissa Laibinis, Human Resources

**REGULAR AGENDA**

2. Notify the Commission of the appeal letter of termination on Detention Officer Carlos Franco, Internal Affairs Case Number SO 15-003 JA. The matter will be heard by an independent arbitrator; therefore waiving the right to appeal to the Civil Service Commission.  
-- Alyssa G. Perez, CLEAT
3. Discuss and take appropriate action regarding changes to Exempt Employees in Chapter 2, Section 5, Subsection 2.5.01 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.  
-- Sheriff Richard D. Wiles, Sheriff's Office
4. Discuss and take appropriate action regarding changes to Vacation Leave in Chapter 5, Section 3, Subsection 5.3.05 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.  
-- Sheriff Richard D. Wiles, Sheriff's Office
5. Discuss and take appropriate action regarding changes to Promotional Procedures in Chapter 11, Section 3, Subsection 11.3.01 through 11.3.07 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.  
-- Sheriff Richard D. Wiles, Sheriff's Office
6. ADJOURN

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

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**POSTED: Thursday, June 18, 2015 – by 5:00pm**

*Debra Williams*  
COUNTY CLERK  
EL PASO COUNTY, TEXAS

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

**Monday, July 6, 2015  
El Paso County Sheriff's Headquarters  
(Sheriff's Conference Room)  
3850 Justice Road  
1:30 pm**

**Proposed Change #1:** Discuss and take appropriate action regarding changes to Exempt Employees in Chapter 2, Section 5, Subsection 2.5.01 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

2.5.01 The following positions are exempt from the provisions of the El Paso County Sheriff's Office Civil Service system as authorized by Section 158.038, Local Government Code:

- (1) Executive Chief Deputy – Jail Operations
- (2) Chief Deputy – Law Enforcement
- (3) Executive Administrative Officer
- (4) Public Affairs Director
- (4)(5) Commander - Detention Facility
- (5)(6) Commander – Annex
- (6)(7) Commander – Patrol
- (7) ~~Commander – Support Services~~
- (8) Commander – Criminal Investigations
- (9) Commander – Jail Administration and Support
- (10) ~~Office Specialist~~ Administrative Assistant – Executive – Administrative Officer

**Proposed Change #2:** Discuss and take appropriate action regarding changes to Vacation Leave in Chapter 5, Section 3, Subsection 5.3.05 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

5.3.05 After ~~one (1) year~~ six (6) months of continuous service, should an employee terminate employment with the County, he will be paid for accrued vacation.

**Proposed Change #3:** Discuss and take appropriate action regarding changes to Promotional Procedures in Chapter 11, Section 3, Subsection 11.3.01 through 11.3.07 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

### **SECTION 3. SELECTION TO DEPUTY SHERIFF**

11.3.01 The Human Resources ~~Department~~Section will post the announcement of a Basic Peace Officer ~~Course Academy~~ and the list of eligibility requirements.

11.3.02 Eligibility Requirements are include:

- (1) Be employed as a permanent detention officer with the El Paso County Sheriff's Office, ~~having completed with~~ at least 12 months of continuous service in that capacity, ~~or be a peace officer licensed by the Texas Commission on Law Enforcement Officer Standards and Education and employed for at least five consecutive years with a law enforcement agency of at least 50 peace officers, the number of individuals so appointed not to exceed 1 out of 6 first time deputy appointments per calendar year.~~
- (2) ~~Must p~~Pass the physical fitness assessment administered by the Region VIII Training Academy.
- (3) ~~Must p~~Pass a written exam.
- (4) ~~Must p~~Pass an updated background investigation, which may include a polygraph exam.
- ~~(5) Must pass an oral interview.~~
- (56) ~~Must p~~Pass the medical evaluation.
- (67) ~~Must p~~Pass the psychological evaluation.
- (78) ~~Must m~~Meet TCOLEOSE requirements.

11.3.03 ~~Order of eligibility list will be determined by written exam and oral interview score (from highest to lowest passing score).~~The Sheriff will determine how many and which detention officers meeting all the qualifications listed in subsection 11.3.02 will attend the Basic Peace Officer Course. In determining how many and which detention officers will attend the Course, the Sheriff may take into consideration any and all relevant factors, including but not limited to:

- (1) The number of existing deputy vacancies and the number of anticipated deputy vacancies in the future.

- (2) The written exam scores of the eligible detention officers.
- (3) Past performance history of the eligible detention officers, to include the detention officers' internal affairs disciplinary history.
- (4) The diversity needs of the agency. The Sheriff may fill up to 30% of the slots for the Course with qualified detention officers to help meet the diversity needs of the agency.

11.3.04 Detention Officers selected to become Probationary-deputies must successfully complete the Basic Peace Officer's Course, State Licensing Exam and the patrol division's Field Training Officer Program. Any probationary-deputydetention officer who does not successfully complete all of these prerequisites may be reassigned to his/her former employment status.

11.3.05 IndividualsDetention Officers who met all the requirements listed in 11.3.02, but were not selected to attend the Basic Peace Officer Coursefrom the eligibility list mustshall be required to reapply for any subsequent Basic Peace Officer Course. There will not be a standing list.

11.3.06 Detention Officers who have previously attended a Basic Peace Officer's Course but failed to successfully complete the Course, State Licensing Exam or the patrol division's Field Training Officer Program-and did not graduate for academic reasons, must wait 6 months from the last day of attendance at the academy or the last date as a probationary deputy (whichever is later) to reapply.

11.3.07 A detention officer who becomes a deputy and who is at the time of his appointment employed by the Sheriff's Office shall under no circumstances suffer a reduction in pay as a result of such appointment but shall move into the deputy salary level that will provide the detention officer with an increase in pay. The promoted officer shall retain his seniority date from his previous position if his new salary is less than 50% of the salary increase the promoted officer would have enjoyed on his next step had he not been promoted.The Sheriff may hire as a deputy a peace officer licensed by TCOLE and employed for at least five consecutive years with a law enforcement agency employing at least 50 peace officers. The number of peace officers from other agencies appointed as a deputy may not exceed 1 of 6 first time deputy appointments per calendar year. Deputies appointed under this subsection must:

- (1) Pass the physical fitness assessment administered by the Region VIII Training Academy.
- (2) Pass a background investigation, to include a polygraph exam.

- (3) Pass the medical evaluation.
- (4) Pass the psychological evaluation.
- (5) Have a TCOLE peace officer license and meet TCOLE requirements.
- (6) Attend and pass those portions of the Basic Peace Officer Course designated by the Sheriff.

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!