

PUBLIC NOTICE

Civil Service Commission Meeting

The Civil Service Commission has scheduled a meeting on **Monday, December 9, 2019**, at **6:30 pm**, at City Hall, 308 W. San Antonio Street, Lockhart, Texas:

Agenda

1. Discussion and/or action regarding approval of Commission minutes of April 1, 2019 2-4
2. Discussion and/or action regarding appointing Dr. Brandy Miller and Dr. Frances B. Douglas to perform psychological examinations for entry level positions in the City of Lockhart Fire Department and Police Department; and authorizing the Civil Service Director to determine which appointed psychologist to utilize during the hiring process. 5-8
3. Discussion and/or action regarding approval of suspending/waiving the requirement of three candidates for the upcoming Police Lieutenant exam (date to be determined), for this exam only, thereby acknowledging and authorizing that two candidates participating in this exam ensure a competitive examination. 9-13
4. Discuss and elect a Commission Chairperson and Vice-Chairperson to serve from January 1, 2020 to December 31, 2020.
5. Director's Report.
 - TML/TMHRA Annual Civil Service Workshop January 30 – 31, 2020 in San Marcos.
6. Adjournment.

if, during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the Lockhart Firefighters' and Police Officers' Civil Service Commission will convene in such executive or closed session, in accordance with the provisions of the Government Code, Title 5, Subchapter D to consider one or more matters pursuant to the following:

Section 551.071. Private consultation with its attorney to seek advice about pending or contemplated litigation; and/or settlement offer; (2) and/or a matter in which the duty of the attorney to the government body under the Texas Disciplinary Rules of Professional Conduct of the State of Texas clearly conflicts with this chapter.

Section 551.072. To deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073. To deliberate a negotiated contract for a prospective gift or donation to the state or the governmental body if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.074. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

Section 551.076. To deliberate the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.086. To deliberate vote or take final action on any competitive matters relating to public power utilities.

Section 551.087. To deliberate or discuss regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect.

Section 551.088. To deliberate a test item or information related to a test item if the governmental body believes that the test item may be included in a test the governmental body administers to individuals who seek to obtain or renew a license or certificate that is necessary to engage in an activity.

After discussion of any matters in executive session, any final action or vote taken will be in public by the Lockhart Firefighters' and Police Officers' Civil Service Commission.

Posted on the City Hall Public Notice Board located at the rear of 308 W. San Antonio Street, Lockhart, Texas on this the 6th day of **December 2019**, at 1:10 pm.

**CITY OF LOCKHART-
FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION**

Civil Service Commission Meeting Monday, April 1, 2019 6:30 P.M.

Commissioners present:

Chairman Worlanda Neal
Commissioner Yolanda Strey (absent)
Commissioner Ray Sanders

Staff present:

Ernest Pedraza, Police Chief
Julie Bowermon, Civil Service Director

Chairman Neal called the meeting of the Civil Service Commission to order on this date at 6:30 p.m.

Agenda

1. Discussion and/or action regarding approval Commission minutes of November 13, 2018.

Chairman Neal requested corrections to the Civil Service Commission minutes of November 13, 2018. There were none.

Commissioner Sanders made a motion to approve Civil Service Minutes of November 13, 2018. Chairman Neal seconded. The motion carried by a vote of 2-0 (Commissioner Strey was not present).

2. Discuss and/or action regarding approval of Exam Source List for the position of Police Lieutenant (Lockhart Police Department).

Ms. Bowermon stated the most recent Police Lieutenant source list was approved in 2014. Police Chief Ernest Pedraza has requested that the following 3 materials be added to the list: Lockhart Police Department Policy and Procedures Manual with revisions as of August 3, 2018; It's your Ship: Management Techniques from the Best Damn Ship in the Navy; and Community Policing: A Contemporary Perspective.

There was further discussion.

Commissioner Sanders made a motion to approve the Exam Source List for the position of Police Lieutenant (Lockhart Police Department) to include:

1. Police Administration (3rd Edition); by Larry K. Gaines and John L. Worrall.
Publisher: Cengage Learning; 3 Edition (January 25, 2011)
ISBN-10: 1439056390
ISBN-13: 978-1439056394

2. City of Lockhart Fire Fighters' and Police Officers' Civil Service Commission Rules and Regulations; Adopted September 24, 2007; Effective October 30, 2007.

3. Chapter 143 of the Texas Local Government Code.

4. Lockhart Police Department Policy and Procedures Manual with revisions as of August 3, 2018.

5. **It's Your Ship: Management Techniques from the Best Damn Ship in the Navy (10th Anniversary Edition);** by D. Michael Abrashoff.
Publisher: Grand Central Publishing; 10th Anniversary Revised & Updated Edition (October 9, 2012)
ISBN-10: 145552302X
ISBN-13: 978-1455523023
6. **Community Policing: A Contemporary Perspective (7th Edition);** by Victor E. Kappeler and Larry K. Gaines.
Publisher: Routledge; 7 Edition (February 15, 2015)
ISBN-10: 0323340490
ISBN-13: 978-0323340496

Chairman Neal seconded. The motion carried by a vote of 2-0 (Commissioner Strey was not present).

3. **Discussion and/or action regarding acknowledgement that there are currently 3 Sergeants within the Lockhart Police Department that have completed at least 2 years in the rank of Sergeant and hold an intermediate peace officer certification. These 3 Sergeants are eligible to compete in the upcoming Police Lieutenant exam (date to be determined).**

Ms. Bowermon stated that with the creation of a third lieutenant position, effective July 1, 2019, it is necessary to hold a promotional exam. TxLGC Chapter 143.031 requires that the exam be first opened to Sergeants with at least 2 years of experience as a Sergeant. The Commission Local Rules require that those Sergeants hold an intermediate peace officer certification and that at least 3 candidates compete in a promotional exam. Ms. Bowermon further explained that the department has 4 Sergeants. All four hold an intermediate peace officer certification. But, only 3 of the 4 have been in the Sergeant rank for at least 2 years. This agenda item formally acknowledges that there are currently 3 Sergeants within the department that have completed at least 2 years as Sergeant, these 3 are eligible to compete in the upcoming Police Lieutenant exam.

Commissioner Sanders made a motion to acknowledge that there are currently 3 Sergeants within the Lockhart Police Department that have completed at least 2 years in the rank of Sergeant and hold an intermediate peace officer certification. These 3 Sergeants are eligible to compete in the upcoming Police Lieutenant exam (date to be determined). Chairman Neal seconded. The motion carried by a vote of 2-0 (Commissioner Strey was not present).

4. **Discussion and/or action regarding approval of, in the event that 3 eligible Sergeants within the Lockhart Police Department do not complete a "notice of intent to test" for the upcoming Police Lieutenant exam (date to be determined), the Commission authorizes the Director to open to all Sergeants in the Lockhart Police Department who hold an intermediate peace officer certification, regardless of tenure, AND in this examination only, provide that two candidates ensure a**

competitive examination, thereby suspending/waiving the requirement of three candidates for this examination only.

Ms. Bowermon stated that although there are 3 eligible Sergeants for the upcoming Lieutenant exam, not all 3 have expressed interest in taking the exam. To prevent delay in filling the new Lieutenant position, this item is being proposed. Initially the exam will be open to the 3 eligible Sergeants. The exam notice will include a deadline for the 3 eligible Sergeants to sign up. If all 3 do not sign up, she will open the exam to all Sergeants and hold the exam with a minimum of 2 candidates.

There was further discussion.

Chairman Neal made a motion to approve, in the event that 3 eligible Sergeants within the Lockhart Police Department do not complete a "notice of intent to test" for the upcoming Police Lieutenant exam (date to be determined), the Commission authorizes the Director to open to all Sergeants in the Lockhart Police Department who hold an intermediate peace officer certification, regardless of tenure, AND in this examination only, provide that two candidates ensure a competitive examination, thereby suspending/waiving the requirement of three candidates for this examination only. Commissioner Sanders seconded. The motion carried by a vote of 2-0 (Chairman Strey was not present).

5. Director's Report.

- Fire Fighter entrance exam was hold Saturday, March 30, 2019.

6. Adjournment.

Commissioner Sanders made a motion to adjourn the meeting. Chairman Neal seconded. The motion carried by a vote of 2-0 (Commission Strey was not present). The meeting was adjourned at 6:58pm

PASSED and APPROVED this 9th day of December, 2019.

Signed:

Worlanda Neal, Chairman

Yolanda Strey, Commissioner

Ray Sanders, Commissioner

ATTEST:

Julie Bowermon, Civil Service Director

**CITY OF LOCKHART
FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION
AGENDA ITEM**

Commission Meeting Date: December 9, 2019

Department: Civil Service

Department Head: Julie Bowermon

Signature: *Julie Bowermon 12.6.19*

CAPTION

Discussion and/or action regarding appointing Dr. Brandy Miller and Dr. Frances B. Douglas to perform psychological examinations for entry level positions in the City of Lockhart Fire Department and Police Department; and authorizing the Civil Service Director to determine which appointed psychologist to utilize during the hiring process.

SUMMARY OF ITEM

Dr. Miller was appointed in 2017 to perform the required psychological exams on entry level fire fighters and police officers and has produced satisfactory work. She currently does psychological exams for several agencies including Williamson County and the cities of: Austin, Kyle, and Lakeway, as well as Lockhart. At times, Dr. Miller's workload results in a delay in our hiring process as it can take multiple weeks to get an appointment scheduled. Dr. Miller has recommended that applicants be evaluated by Dr. Frances B. Douglas, as needed, to reduce delay. Dr. Douglas currently works in Dr. Miller's office and assists with Dr. Miller's workload as needed. Dr. Douglas' experience includes serving as the Chief Psychologist for the Texas Department of Public Safety from 1998-2015 and independent practice performing public safety psychological evaluations from 2016 to the present. Her expertise in the public safety field will be a great asset to the City of Lockhart.

The Fire Chief and the Police Chief have reviewed Dr. Douglas' resume and experience. Her resume is attached for the Commission's consideration.

STAFF RECOMMENDATIONS

Staff recommends appointing Dr. Brandy Miller and Dr. Frances B. Douglas to perform psychological examinations for entry level positions in the City of Lockhart Fire Department and Police Department; and authorizing the Civil Service Director to determine which appointed psychologist to utilize during the hiring process.

Frances B. Douglas, Psy. D.
Cell 512-934-7388
Texas License 23829

EDUCATION

August 1983 - May 1989 **VIRGINIA CONSORTIUM FOR PROFESSIONAL PSYCHOLOGY**
Norfolk, Virginia, **Psy.D., Clinical Psychology**

1973-1976 **THE PENNSYLVANIA STATE UNIVERSITY, University Park, Pennsylvania,**
M.Ed., Rehabilitation Counseling, B.S. Rehabilitation Education

PROFESSIONAL EXPERIENCE

January 2016 – present **Independent Practice, Public Safety Psychological Evaluations**

September 1998 - December 2015 **Chief Psychologist, Texas Department of Public Safety**
Austin, Texas

Manager of the Office of Psychological Services with clinical and administrative oversight of behavioral health programs serving department employees and victims of crime: Employee Assistance Program, Critical Incident Stress Management Team, Victim Services, Department Veteran Assistance Program, and Volunteer Chaplain Program.

April 1998 - September 1998 **Clinic Manager, Williamson County Behavioral Health, Georgetown, Texas**

November 1996 - April 1998 **Program Director, Senior Renewal Program**
Brown Schools Rehabilitation Center/Premiere Behavioral Healthcare, Inc.
Austin, Texas

PROFESSIONAL ACTIVITIES

2006 **2006 Officer Involved Shooting Response Guidelines Revision Committee, IACP, Police Psychological Services Section**

2010 to present **State Agencies Committee, Texas Psychological Association**

2011 **Policy and Procedures Revision Committee, Texas Critical Incident Stress Management Network**

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- 2011 **2011 Peer Support Guidelines Revision Committee**, International Association of Chiefs of Police, Police Psychological Services Section
- 2012-2014 **2012 PPSS Program Committee**, IACP, Police Psychological Services Section
- 2015 to present **Central Texas Critical Incident Stress Management Team**
- 2015 to 2018 **Texas Commission on Law Enforcement Committee to develop the Law Enforcement Licensee Psychological Screening Manual**
- 2018 **Board of Trustees, Texas Psychological Association**
- 2019 **President-Elect Designate, Texas Psychological Association**
- 2019-2020 **President, Capital Area Psychological Association**

LICENSES AND CERTIFICATIONS

- May 1990 Licensed Psychologist, State of Texas
- July 1992 Licensed Marriage and Family Therapist, State of Texas
- Dec. 2006 Certified Mediator

AWARDS AND HONORS

- 2010 Texas Psychological Association President's Award
- 2013 Medal of Merit, Texas Department of Public Safety
- 2014 American Psychological Association Women Psychologists in Leadership Institute

PRESENTATIONS

- 2010 International Association of Chiefs of Police Psychological Services Section, Orlando, FL, Military Veterans as Law Enforcement Officers
- 2010 Texas Psychological Association, Military Veterans in Law Enforcement: Preparation, Response, and Recovery in High Stress Incidents
- 2014 International Association of Chiefs of Police Psychological Services Section, Orlando, FL, Crisis Management: Behavioral Health Perspectives
- 2016 Update on Psychological Screenings for Texas Peace Officers

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Civil Service Commission Meeting

Lockhart, Texas

December 9, 2019

ACTION ITEM RECORD

We, the below named members of the Civil Service Commission, Lockhart, Texas, have met on **Monday, December 9, 2019**, at 6:30 p.m. at City Hall, 308 W. San Antonio Street, for the purpose of conducting a public meeting to consider among other things **the approval of, appointing Dr. Brandy Miller and Dr. Frances B. Douglas to perform psychological examinations for entry level positions in the City of Lockhart Fire Department and Police Department; and authorizing the Civil Service Director to determine which appointed psychologist to utilize during the hiring process.** We have been assured by the Civil Service Director that this meeting was posted in full compliance with the State of Texas Open Meetings Act.

After participating in a discussion regarding the item it was our determination to vote on **the approval of, appointing Dr. Brandy Miller and Dr. Frances B. Douglas to perform psychological examinations for entry level positions in the City of Lockhart Fire Department and Police Department; and authorizing the Civil Service Director to determine which appointed psychologist to utilize during the hiring process.**

We, the current members of the Civil Service Commission, Lockhart, Texas, voted as follows on the above action item:

Approve () Disapprove ()

Worlanda Neal, Commissioner

Date

Approve () Disapprove ()

Yolanda Strey, Commissioner

Date

Approve () Disapprove ()

Ray Sanders, Commissioner

Date

ATTEST:

Julie Bowermon, Civil Service Director

This document shall become part of the official Civil Service Commission file to be maintained by the Civil Service Director, or his/her successors.

**CITY OF LOCKHART
FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION
AGENDA ITEM**

Commission Meeting Date: December 9, 2019

Department: Civil Service

Department Head: Julie Bowermon

Signature: *Julie Bowermon 12.6.19*

CAPTION

Discussion and/or action regarding approval of suspending/waiving the requirement of three candidates for the upcoming Police Lieutenant exam (date to be determined), for this exam only, thereby acknowledging and authorizing that two candidates participating in this exam ensure a competitive examination.

SUMMARY OF ITEM

Police Lieutenant Chris Knudsen has announced his intend to retire in early 2020. A promotional exam is necessary to fill this anticipated vacancy.

TxLGC Chapter 143.031 requires that the exam be first opened to Sergeants with at least 2 years of experience as a Sergeant. Local Rules Section 143.031(3) requires that those Sergeants hold an intermediate peace officer certification. Also, Local Rules Section 143.032 requires that at least 3 candidates compete in a promotional exam.

Currently the department has 4 Sergeants. All 4 hold an intermediate peace officer certification or higher. However, only 2 of the 4 have been in the Sergeant rank for at least 2 years. The other two Sergeants were recently promoted to Sergeant in October 2019. Chief Pedraza has contacted each of the 2 senior Sergeants and they have both expressed interest in competing for the Lieutenant vacancy. After careful evaluation of the responsibilities of a Lieutenant, Chief Pedraza has recommended that the exam be open to the senior Sergeants who have 2 or more years in the rank. This involves waiving the Commission's rule of 3.

TxLGC Chapter 143.031(c) requires that if there is not an adequate number of police officers with 2 years of experience, the Commission may open the exam to police officers with less than 2 years (in other words, all Sergeants).

STAFF RECOMMENDATIONS

Staff recommends approval of suspending/waiving the requirement of three candidates for the upcoming Police Lieutenant exam (date to be determined), for this exam only, thereby acknowledging and authorizing that two candidates participating in this exam ensure a competitive examination.

Tx Local Government Code 143.031

Sec. 143.031. ELIGIBILITY FOR POLICE DEPARTMENT PROMOTIONAL EXAMINATION. (a) Each promotional examination is open to each police officer who for at least two years immediately before the examination date has continuously held a position in the classification that is immediately below, in salary, the classification for which the examination is to be held.

(b) If the department has adopted a classification plan that classifies positions on the basis of similarity in duties and responsibilities, each promotional examination is open to each police officer who has continuously held for at least two years immediately before the examination date a position at the next lower pay grade, if it exists, in the classification for which the examination is to be held.

(c) If there are not sufficient police officers in the next lower position with two years' service in that position to provide an adequate number of persons to take the examination, the commission shall open the examination to persons in that position with less than two years' service. If there is still an insufficient number, the commission may open the examination to persons in the second lower position, in salary, to the position for which the examination is to be held.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

LOCAL RULES

Section 143.029 PROMOTIONAL EXAMINATION NOTICE
See Section 143.029, Chapter 143

Promotional examinations shall not be scheduled unless there is a vacancy in the classification or unless a retirement or resignation has been announced or is reasonably certain to occur. In the event more than 90 days elapses between the occurrence of the vacancy and a permanent promotion into the vacant position, the successful candidate may receive retroactive pay to the 91st day after the permanent vacancy occurred, if the candidate was eligible for promotion on the 90th day.

Section 143.030 ELIGIBILITY FOR FIRE DEPARTMENT PROMOTIONAL EXAMINATION

See Section 143.030, Chapter 143

The length of service for determining the eligibility for taking a promotional examination shall include the probationary period in the Lockhart Fire Department.

A fire fighter's prior service, whether part-time or full-time, with the City does not count toward meeting the two (2) year requirement established in 143.030(b) and (e). A fire fighter, who is rehired, is not given credit for prior service to determine eligibility to take a promotional examination.

Before being eligible for promotion, a fire fighter must successfully pass a drug test and a criminal conviction check.

Section 143.031 ELIGIBILITY FOR POLICE DEPARTMENT PROMOTIONAL EXAMINATION

See Section 143.031, Chapter 143

- (1) For an employee hired after October 30, 2007, the length of service for determining the eligibility for taking a promotional examination shall include the probationary period in the Lockhart Police Department. For an employee hired prior to October 30, 2007, the probationary period shall be counted towards eligibility for taking a promotional examination. The length of the probationary periods for employees hired prior to October 30, 2007, may be different.
- (2) The qualifications for a Lockhart Police Captain shall include advanced certification as a peace officer, as established by TCLEOSE, at time of examination.
- (3) The qualifications for a Lockhart Police Lieutenant shall include intermediate certification as a peace officer, as established by TCLEOSE, at time of examination.
- (4) The qualifications for a Lockhart Police Sergeant shall include intermediate certification as a peace officer, as established by TCLEOSE, at time of examination.

LOCAL RULES

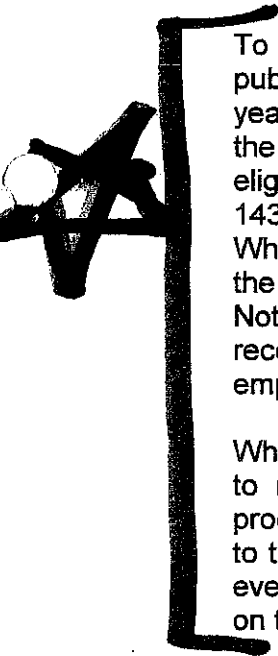
Section 143.032 PROMOTIONAL EXAMINATION PROCEDURE

See Section 143.032, Chapter 143

- (1) **EXAMINATIONS**—An examination shall be of such nature that it will test the relative capacity and fitness of the person examined to discharge the duties of the particular position to which he/she seeks appointment.

The actual conduct of every examination shall be under the direction of the Director who shall be responsible to the Commission. The Director shall have the authority to designate a Test Administrator, who shall be responsible for administering the examination. The Director may also select one or more persons as Test Monitor to assist in the administering, proctoring and grading of an entrance examination. An examination shall be conducted on an "as needed" basis. Written exams shall be purchased from an outside vendor, as determined by the Director.

The Commission or Director may, because of the small number of eligible promotional candidates for any position, or because of any other good and sufficient reasons, such as death in the immediate family, public emergency, unavailability of test site, etc., postpone an examination to a later date.



To provide for a competitive promotional examination so as to better serve the public, at least three (3) qualified candidates in the next lower position with two years' service shall sit for an examination. If there are not three (3) candidates in the next lower position, the Commission shall follow the procedures relating to eligibility for promotional examinations outlined in Section 143.030(d) and 143.031(c) until at least three (3) qualified candidates sit for the examination. When more than one vacancy exists at the time an examination is to be given, the Director shall determine whether the number of examinees who have filed Notices of Intent to Test is competitive. If necessary, the Director shall make a recommendation to the Commission to open the examination to additional employees, as outlined in Section 143.030(d) and 143.031(c).

When there are not enough candidates eligible to take a promotional examination to make it competitive under this Rule, and if the promotional examination process exceeds ninety days as a result of obtaining enough qualified candidates to take the examination, then retroactive back pay may be paid to the applicant eventually appointed to the vacancy, if the applicant was qualified to be promoted on the 90th day.

No person shall deceive or obstruct any person in respect of his/her right of examination under the provision of these rules and the Civil Service Act; or falsely mark, grade or report the examination or standing of any person examined hereunder; or aid or furnish any special information for the purpose of either improving or injuring the rating of any such person for appointment or promotion. No promotional candidate shall deceive the Commission for the purpose of improving his/her chance for appointment or promotion.

- (2) **NOTICE OF INTENT TO TEST**—An employee shall complete a Notice of Intent to Test, as prescribed by the Director, in order to take a promotional examination. Failure to make application in the manner prescribed in the "Notice of

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Civil Service Commission Meeting

Lockhart, Texas

December 9, 2019

ACTION ITEM RECORD

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After participating in a discussion regarding the item it was our determination to vote on **the approval of, suspending/waiving the requirement of three candidates for the upcoming Police Lieutenant exam (date to be determined), for this exam only, thereby acknowledging and authorizing that two candidates participating in this exam ensure a competitive examination.**

We, the current members of the Civil Service Commission, Lockhart, Texas, voted as follows on the above action item:

Approve () Disapprove ()

Worlanda Neal, Commissioner

Date

Approve () Disapprove ()

Yolanda Strey, Commissioner

Date

Approve () Disapprove ()

Ray Sanders, Commissioner

Date

ATTEST:

Julie Bowermon, Civil Service Director

This document shall become part of the official Civil Service Commission file to be maintained by the Civil Service Director, or his/her successors.

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