



**CITY OF NEW BRAUNFELS, TEXAS  
CIVIL SERVICE COMMISSION MEETING**



**CITY HALL - TEJAS ROOM  
550 LANDA STREET**

**FRIDAY, SEPTEMBER 1, 2023 at 10:00 AM**

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PRESENTATIONS**

None

**4. APPROVAL OF MINUTES**

- A) Approval of minutes from the meeting conducted on [23-1141](#) August 15, 2023.

**5. COMMUNICATIONS**

This time is for citizens to address the Civil Service Commission on issues and items of concerns not on this agenda. There will be no action at this time.

**6. DISCUSSION AND ACTION**

- A) Discuss and consider calling for a Firefighter entrance [23-1142](#) examination to fill a vacancy and/or create an eligibility list.
- B) Discuss and consider calling for a Police Officer [23-1143](#) entrance examination to fill a vacancy and/or create an eligibility list.
- C) Discuss and consider calling for a Fire Engineer [23-1144](#) promotional examination to fill a vacancy and/or create an eligibility list.
- D) Discuss and consider approval and certification of the [23-1145](#) eligibility list for Police Officer from the entrance examination conducted on August 19, 2023.

**7. EXECUTIVE SESSION**

The Commission shall retire into an Executive Session on any agenda item as provided under Chapter 551.074 and 551.071 of the Texas Government Code and/or Section 143.053(d) of the Texas Local Government Code, as applicable.

8. **ADJOURNMENT**

**CERTIFICATION**

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

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Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



## Civil Service Commission Agenda Item Report

550 Landa Street  
New Braunfels, TX

**9/1/2023**

Agenda Item No. A)

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**PRESENTER:**

Paul Ericksen, Chairperson

**SUBJECT:**

Approval of minutes from the meeting conducted on August 15, 2023.

**FINAL - MINUTES  
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION  
REGULAR MEETING OF TUESDAY, AUGUST 15, 2023**

**AGENDA**

**1. CALL TO ORDER**

The Civil Service Commission of New Braunfels, Texas convened on August 15, 2023, in the Tejas Room in the City of New Braunfels City Hall Building at 2:00 pm.

**2. ROLL CALL**

**3. PRESENTATIONS**

None

**4. APPROVAL OF MINUTES**

A) Approval of minutes from July 21, 2023 meeting

Vice-Chairperson Aleman made a motion to approve. Chairperson Ericksen seconded the motion; which was unanimously approved.

**5. COMMUNICATIONS**

This time is for citizens to address the Civil Service Commission on issues and items of concerns not on this agenda. There will be no action at this time.

**6. DISCUSSION AND ACTION**

A) Discuss and consider approval and certification of revisions made to the New Braunfels Police Department Service/Seniority History.

Civil Service Specialist, Lori Stidham presented and discussed the item.

Vice-Chairperson Aleman made a motion to approve. Chairperson Ericksen seconded the motion, which was unanimously approved.

B) Discuss and consider approval and certification of revisions made to the New Braunfels Fire Department Service/Seniority History.

Civil Service Specialist, Lori Stidham presented and discussed the item.

Vice-Chairperson Aleman made a motion to approve. Chairperson Ericksen seconded the motion, which was unanimously approved.

7. **EXECUTIVE SESSION**

The Commission shall retire into an Executive Session on any agenda item as provided under Chapter 551.074 and 551.071 of the Texas Government Code and/or Section 143.053(d) of the Texas Local Government Code, as applicable.

8. **ADJOURNMENT**

Chairperson Ericksen adjourned at 2:07 pm.

Date Approved:

\_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Attest: \_\_\_\_\_  
Lori Stidham Civil Service Specialist

9/1/2023

Agenda Item No. A)

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**PRESENTER:**

Lori Stidham, Civil Service Specialist

**SUBJECT:**

Discuss and consider calling for a Firefighter entrance examination to fill a vacancy and/or create an eligibility list.

**DEPARTMENT:** Human Resources

**COUNCIL DISTRICTS IMPACTED:** N/A

**BACKGROUND INFORMATION:**

N/A

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF ANALYSIS:**

N/A

# ***CITY OF NEW BRAUNFELS CIVIL SERVICE COMMISSION***

## **BE IT ORDERED BY THE NEW BRAUNFELS CIVIL SERVICE COMMISSION**

### **FIREFIGHTER ENTRY LEVEL EXAM**

Notice and appropriate action regarding the approval of the FIREFIGHTER ENTRY LEVEL Examination. The hiring process has been approved in accordance with City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations (Local Rules).

#### **ANNOUNCEMENT OF EXAM:**

The next approved written examination will be administered on the following date and time:

**Date: Friday, October 20, 2023**  
**Time: 8:00 A.M.**  
**Place: Police Department Training & Community Rooms**  
**3030 West San Antonio St.**  
**New Braunfels, Texas 78130**

Check-in will begin at 7:15 a.m. Late arrivals will not be admitted and are considered disqualified. Photo identification through your current State-issued driver's license will be required at time of check-in for the examination.

#### **PURPOSE:**

The purpose of this examination is to establish an eligibility list to fill new and future vacancies. The eligibility list will be valid for a period of twelve (12) months from the date it is approved by the Commission, or until the list is exhausted.

#### **ELIGIBILITY:**

Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant holding a minimum certification as a Basic Firefighter in good standing with the Texas Commission on Fire Protection (TCFP) or certifiable prior to the conditional job offer. **Certified applicants must provide proof of certification with the initial application or must provide a hard copy of the Firefighter certification on test day. Non-Certified applicants must provide proof of enrollment in TCFP fire academy or if certified in another state must provide proof of out of state certifications and be eligible for reciprocity as a Firefighter with TCFP as applicable.**

Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant holding a minimum certification as a Basic Emergency Medical Technician in good standing with the Texas Department of State Health Services (DSHS) or certifiable prior to the conditional job offer. **Certified applicants must provide proof of certification with the initial application or must provide a hard copy of the EMT certification on test day. Non-Certified applicants must provide proof of enrollment in an EMT program or if the applicant currently holds a National Registry certification, must provide proof of obtaining Texas EMT certification as applicable.**

**Applicants holding a paramedic certification by the Texas Department of State Health Services who successfully pass the written examination and physical agility tests; will receive a total of 5 points added to the overall passing score.**

#### **QUALIFICATIONS:**

The following list includes the minimum qualifications for suitable appointment for beginning position:

1. Must be at least eighteen (18) years of age at the time and date of the written examination.
2. Must not have reached 40 years of age prior to the date of the written examination.
3. High School Diploma, G.E.D., or Home School transcript indicating completion.
4. Must provide proof of your current valid Texas Driver's License (or must be able to obtain as required by Texas State law if current Driver's License if from another licensing state within the United States)
5. Must provide proof of a valid Social Security Card.
6. Must be a U.S. citizen by birth or naturalization; or legally eligible to work in the U.S.
7. Must be able to read, write and converse in English fluently.
8. Must not have any of the disqualifying items listed in the "Additional Suitability Factors."

## **WRITTEN EXAMINATION/SWIM**

Applicants who meet the minimum qualifications must pass a Civil Service entry-level written examination with a minimum passing score of 70% or better. The exam consists of up to one hundred questions with a two-hour time limit. Veterans are eligible to receive five additional points after passing the exam with a minimum of 70%. If appropriate, a copy of the applicant's DD-214 must be received by the date specified in the examination announcement in order to have the veteran's preference points added to the passing score. With the highest score at the top and the lowest passing score at the bottom, applicants who pass the entrance examination are placed on an eligibility list. All applicants who successfully pass the written examination will immediately move on to the Physical Agility AND Swim Test.

## **PHYSICAL AGILITY/SWIM TESTING (To be conducted immediately following the written examination) Friday, October 20<sup>th</sup> 2022 at the following locations:**

### **Physical Agility Testing Location:**

Fire Station #1  
169 S. Hill Ave.  
New Braunfels, Texas 78130

### **Swim Test Location**

Das Rec Recreation Center  
345 Landa St.  
New Braunfels, TX 78130

Applicants who successfully pass the written exam will continue to the physical agility test and swim test; to be conducted on the same day. The physical agility testing will weigh up to twenty additional points of the candidate's overall score, with the written examination constituting up to 100 points. The breakdown of awarded points with time breaks is as follows:

<b>TIME</b>	<b>POINTS AWARDED</b>
2:29 >	20
2:30-2:59	15
3:00-3:29	10
3:30-4:00	5
4:01-5:00 (Passing)	0

**The New Braunfels Fire Department will be hosting the following two practice dates for the physical agility testing. Starting at either 8:00 am and 10:00 am for both days. It is strongly recommended that each applicant take advantage of one of these practice dates; no sign-up is required:**

**Saturday, October 7<sup>th</sup> and Saturday, October 14<sup>th</sup>**

### **Physical Agility Testing Location:**

Fire Station #1  
169 S. Hill Ave.  
New Braunfels, Texas 78130

## **HIRING PROCESS:**

Prior to being hired, applicants must successfully complete all steps below:

1. Complete and submit an Employment Application Packet and a Personal History Packet;
2. Receive an invitation to test and overview of the hiring process (sent via email);
3. Pass a written examination;
4. Pass a physical agility and swim test;
5. Receive a conditional job offer;
6. Interview Board
7. Pass a comprehensive background investigation;
8. Pass a polygraph examination;
9. Pass a physical examination, including pre-employment drug screen & vision requirements;
10. Be reviewed and appointed by the City Manager.



**ANNUAL PAY AND INCENTIVES:**

CURRENT STARTING ANNUAL BASE PAY FOR FIREFIGHTER: \$60,647.00 (not including approximate built-in over-time of \$4,200 per year)

PROPOSED FY 2023-2024 ANNUAL BASE PAY FOR FIREFIGHTER: \$65,023 (not including approximate built-in over-time of \$5,520) – PROPOSED TOTAL: \$70,543.00

**\$5,000.00 Sign-on and Retention Incentive for Paramedics** (paid out as follows: \$2,500 at hire; \$1,500 after completion of first year; \$1,000 after completion of two years)

EMT – Paramedic: \$3000

TCFP Intermediate Firefighter: \$600/Advanced Firefighter: \$1,200/Master

EMT – Intermediate: \$1,800

Firefighter: \$1,800

EMS/Fire Instructor: \$300

Fire & Arson Assignment: \$1,800

Bilingual ability (Spanish or German only, test required): \$300

Associates Degree: \$600/Bachelor’s Degree: \$1,200/Master’s Degree: \$1,800

**BENEFITS:**

Vacation – 180 Hours per year for first 2 years

Military Leave

Sick Leave – 180 Hours per year

Bereavement – 24 Hours per year

Longevity - \$6.50 per month

TMRS – 7%; 2 to 1 City Match

Medical, Vision, Dental and Life Insurance

Thirteen (13) Paid Holidays

Uniforms and Equipment

Tuition Reimbursement

Employee Assistance Program

Free Das Rec Membership

**\*Note: All insurance products are offered and effective on the first day of the month following 30 days of employment.**

For Information regarding test dates, application information and more, contact the City of New Braunfels Human Resources/Civil Service Department at 830-221-4390.

**Please complete an online application at:** [www.nbtexas.org/jobs](http://www.nbtexas.org/jobs)

*The City of New Braunfels is an Equal Opportunity Employer*

**DEADLINE FOR APPLICATIONS:**

Applications for this examination will be accepted until **5:00 p.m.** on **Friday, October 6, 2023.**

APPLICANTS MUST ALSO PASS THE PHYSICAL AGILITY STANDARDS AND MEET ALL OF THE ADDITIONAL ELIGIBILITY REQUIREMENTS LISTED IN THE “ADDITIONAL SUITABILITY FACTORS,” WHICH CAN BE FOUND ON OUR CITY WEBSITE AT:

<http://nbtexas.org/1804/Civil-Service>.

## **FIREFIGHTER**

Department:	<b>Fire</b>	Class Code:	<b>16115</b>
Revised Date:	<b>October 2019</b>	FLSA Status:	<b>Non-Exempt</b>
		Safety/Security Sensitive:	<b>Yes</b>

**GENERAL PURPOSE:** Under close supervision, performs firefighting, rescue, and emergency medical duties as required to protect lives and property; and maintains Fire Department equipment, tools, facilities, and vehicles. The City of New Braunfels Fire Department operates under Chapter 143 of the Texas Local Government Code.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Operates, maintains, and inspects Fire Department vehicles, equipment, apparatus, tools, supplies, and hydrants; inspects and maintains facilities and grounds; inspects, tests, evaluates and repairs equipment after use; notifies supervisors of repair issues/problems beyond the scope of authority or skills.
- Inspects and maintains personal protective equipment and assures that all firefighting equipment is in a state of readiness and available for immediate use.
- Responds to emergency alarms and calls and performs fire suppression, rescue, and emergency medical duties as required to control emergency incident; relays orders, instructions, and information on emergency actions, and follows orders in stressful conditions with immediate response and action.
- Operates emergency, fire, rescue, medical and life saving tools and equipment; assists and coordinates with law enforcement personnel and other responders as required; ventilates and enters burning structures to extinguish fires and rescue victims.
- Mitigates hazards, emergency situations and hazardous materials incidents; performs salvage and clean-up activities at fire and emergency scenes.
- Performs station maintenance; maintains station living quarters in clean and orderly condition; operates, inspects, and maintains ambulance and other fire equipment; performs minor repairs on apparatus and equipment inside and outside of facilities.
- Learn current geography and physical layout of the City, traffic patterns, streets, landmarks and building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective, and safe manner.
- Assists in the preparation and maintenance of required documentation and records.
- Assists with inspection of buildings for fire hazards and compliance with fire prevention ordinances; may assist with fire investigations.
- Conducts public education sessions for a wide variety of audiences; participates in fire prevention, pre-fire planning and safety programs; assists with training of citizens and volunteer staff as assigned.
- Attends training programs to continuously update work skills and knowledge.
- Performs other duties as assigned or required.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; must be eighteen (18) years of age.

**Required Licenses or Certifications:**

- Must possess a valid Texas Driver's License; acquire a Texas Class B Driver's License within six (6) months of hire date.
- Certified Firefighters must provide proof of certifications from Texas Commission on Fire Protection (TCFP) and Emergency Medical Technician-Basic from Texas Department of State Health Services (DSHS) by time of application or test date.
- Non-Certified applicants must provide proof of enrollment in TCFP Fire Academy or proof of out of state certifications and be eligible for reciprocity as a Firefighter with TCFP. Also must provide proof of enrollment in DSHS approved EMT program or if currently hold a National Registry certification; be in process of obtaining Texas certifications and must have successfully completed required certifications by date of conditional job offer.

**Required Knowledge of:**

- Fire Department and City policies, rules, guidelines, and procedures.
- Principles and practices of modern fire suppression, prevention, and emergency medical care.
- Procedures and equipment used in modern firefighting and emergency medical response.
- Operational characteristics of fire suppression apparatus and equipment.
- Methods and techniques of handling hazardous materials.
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings.
- Pertinent Federal, State, and local laws, codes and regulations governing fire safety.

**Required Skill in:**

- Providing firefighting, rescue, and emergency medical services under emergency conditions.
- Observing and following safe firefighting practices.
- Following orders under stressful conditions.
- Recognizing the construction, contents, and occupancy of buildings in order to apply appropriate standard firefighting techniques.
- Assessing emergency medical needs, stabilizing patient, and providing emergency medical care.
- Operating and maintaining fire suppression apparatus, tools, and equipment.
- Maintaining physical condition required for the performance of assigned duties and responsibilities.
- Establishing and maintaining cooperative and effective working relationships with City employees, State and Federal agencies, and the general public.
- Performing maintenance and repair of firefighting vehicles, facilities, equipment, tools, and hydrants.
- Operating and maintaining computer and communications equipment.
- Effective, clear, and concise communication, both verbally and in writing.

**Physical Demands / Work Environment:**

- Work is performed outdoors and indoors with exposure to extreme weather conditions and temperature fluctuations with ability to rapidly adapt to changes.
- Requires constant and strenuous physical efforts including safely standing, kneeling, bending, crawling, and reaching for extended periods of time; ability to safely lift, carry, and move items weighing a minimum of one hundred (100) pounds and safely drag items weighing a minimum of one hundred seventy-five (175) pounds.
- Will be exposed to environmental allergens, gases, fumes, hazardous chemicals/materials, communicable diseases, and potential physical harm; varying noise levels; dark and confined spaces.
- Must be able to work irregular hours in uniform or wearing full protective gear and self-contained breathing apparatus including weekends, holidays, and evenings on any assigned shift.
- Must maintain a level of physical and mental fitness to meet standards.
- NOTE: This position is designated safety and/or security sensitive.

9/1/2023

Agenda Item No. B)

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**PRESENTER:**

Lori Stidham, Civil Service Specialist

**SUBJECT:**

Discuss and consider calling for a Police Officer entrance examination to fill a vacancy and/or create an eligibility list.

**DEPARTMENT:** Human Resources

**COUNCIL DISTRICTS IMPACTED:** N/A

**BACKGROUND INFORMATION:**

N/A

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF ANALYSIS:**

N/A

**CITY OF NEW BRAUNFELS CIVIL SERVICE COMMISSION**  
**BE IT ORDERED BY THE NEW BRAUNFELS CIVIL SERVICE COMMISSION CERTIFIED POLICE**

**OFFICER/CADET ENTRY LEVEL EXAM**

Notice and appropriate action regarding the approval of the CERTIFIED POLICE OFFICER/CADET ENTRY LEVEL Examination. The hiring process has been approved in accordance with City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations (Local Rules).

**ANNOUNCEMENT OF EXAM:**

The next approved written examination will be administered on the following date and time:

**Date: Saturday, November 18, 2023**  
**Time: 8:00 A.M.**  
**Place: New Braunfels Police Department**  
**3030 West San Antonio St.**  
**New Braunfels, Texas 78130**

Check-in will begin at 7:15 a.m. **Late arrivals will not be admitted** and are considered disqualified. Photo identification through your current State-issued driver's license will be required at time of check-in for the examination.

**PURPOSE:**

The purpose of this examination is to establish an eligibility list to fill new and future vacancies. The eligibility list will be valid for a period of twelve (12) months from the date it is approved by the Commission, or until the list is exhausted.

**QUALIFICATIONS:**

The following list includes the minimum qualifications for taking the written examination:

1. Must be at least twenty-one (21) years of age at the time and date of the written examination.
2. Must not have reached forty- five (45) years of age prior to the date of the written examination.
3. Must submit proof of a High School Diploma or transcripts, G.E.D., or Home School transcript indicating completion.
4. Must hold your Certified Texas Peace Officers License OR proof that you have successfully passed the TCOLE State Licensing Exam through a copy of the TCOLE letter that reflects the date and score/grade; or
5. If non-certified, must show proof of minimum of thirty (30) college hours from a regionally accredited university and/or college which are accepted and/or recognized by TCOLE (copied transcript) OR two (2) years of active military service (official government document showing honorable discharge, general discharge with honorable service) OR six (6) years of reserve status with the Armed Services or National Guard (official government document showing honorable discharge, general discharge with honorable service, or a copy of leave and earnings statement (LES) accompanied by a copy of current/active military identification , at time of application.
6. Certified Officers with at least three (3) years of law enforcement experience will qualify for the lateral program (one [1] step will be recognized for each completed year of full-time prior service, as deemed applicable, up to Step [10]. Police Officers who have ten [10] or more years of full-time prior service shall be placed at Step 10.)
7. Must provide proof of your current valid Driver's License and cannot be prohibited from operating a motor vehicle by any other State or Federal law.
8. Must provide proof of a valid Social Security Card.
9. Must be a U. S. citizen.
10. Must be able to read, write and converse in English fluently.
11. Must not be prohibited from purchasing or carrying a firearm or possessing ammunition.
12. Must not have any of the disqualifying items listed in the attached "Additional Suitability Factors."

**HIRING PROCESS:**

Prior to being hired, applicants must successfully complete all steps below:

1. Complete and submit an online employment application;
2. Receive an invitation to test and overview of the hiring process (sent via email);
3. Pass a written examination;
4. Pass a physical agility and swim test;
5. Receive a conditional job offer;
6. Complete a Personal History Packet;
7. Pass a physical examination, including pre-employment drug screen & vision requirements;
8. Pass an oral interview board;
9. Pass a polygraph examination;
10. Pass a comprehensive background investigation;
11. Pass a psychological examination;
12. Be reviewed and appointed by the City Manager.

**PAY AND INCENTIVES:**

- CURRENT STARTING ANNUAL BASE PAY FOR CERTIFIED POLICE OFFICER: \$64,576.00
- CURRENT STARTING ANNUAL BASE PAY FOR NON-CERTIFIED POLICE OFFICER: \$47,900.00
- PROPOSED STARTING ANNUAL BASE PAY FOR CERTIFIED POLICE OFFICER: \$67,429.00
- PROPOSED STARTING ANNUAL BASE PAY FOR NON-CERTIFIED POLICE OFFICER: \$50,500.00
- \$3,000 Sign-on and Retention Incentive for Certified Police Officers who have less than three (3) years of experience (paid out in three \$1,000 annual lump sum payments)
- \$5,000 Sign-on and Retention Incentive for Certified Police Officers who have three (3) or more years of experience (paid out as follows: \$2,500 at hire; \$1,500 after completion of first year; \$1,000 after completion of two years)
- Additional pay for TCOLE Intermediate Peace Officer proficiency and higher
- Additional pay for TCOLE recognized regionally accredited degree (Associates through Masters)
- Additional pay for specified certifications
- Additional pay for bilingual ability (Spanish, German, or American Sign Language (ASL) only, test required)

**BENEFITS:**

- Vacation and Sick Leave
- Military Leave
- Bereavement Leave
- TMRS Retirement, 7% Contribution, 2:1 City Match
- Medical, Dental, Vision, and Supplemental Insurance Options
- Longevity Pay
- Thirteen (13) Paid Holidays
- Employee Assistance Program
- Uniforms, Footwear, Equipment, Weapons
- Tuition Reimbursement up to 100%

\*Note: All insurance products are offered and effective on the first day of the month following 30 days of employment.

For position information, please contact Sergeant Deb Cunningham or Training Coordinator Mike Burton at the City of New Braunfels Police Department at (830) 221-4139, or by email at [joinnbpd@nbtexas.org](mailto:joinnbpd@nbtexas.org).

**Please complete an online application at:**

<https://www.governmentjobs.com/careers/cityofnewbraunfels>

*The City of New Braunfels is an Equal Opportunity Employer*

**DEADLINE FOR APPLICATIONS:**

Applications for this examination will be accepted until **5:00 p.m. on Monday, October 30, 2023.**

APPLICANTS MUST ALSO PASS THE PHYSICAL AGILITY STANDARDS AND MEET ALL OF THE ADDITIONAL ELIGIBILITY REQUIREMENTS LISTED IN THE "ADDITIONAL SUITABILITY FACTORS," WHICH CAN BE FOUND ON OUR CITY WEBSITE AT: <http://nbtexas.org/1804/Civil-Service>.

## **POLICE OFFICER/CADET**

Department:	<b>Police</b>	Class Code:	<b>16509/16511</b>
Revised Date:	<b>August 2019</b>	FLSA Status:	<b>Non-Exempt</b>
		Safety/Security Sensitive:	<b>Yes</b>

**GENERAL PURPOSE:** Under general supervision, provides responsive and courteous police services in the protection of life and property through the enforcement of laws and ordinances, generally consisting of routine patrol, interventions, investigations and traffic regulation duties. The City of New Braunfels Department operates under Chapter 143 of the Texas Local Government Code and the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Preserves the peace of the community through mediation, investigation, intervention, documentation, and arrest; utilizes all lawful means to improve the quality of life by reducing the fear and incidence of crime, recognizing and resolving problems, and meeting the public safety needs for the City of New Braunfels (City).
- Enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to policies, procedures and regulations.
- Patrols the City to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and assure public safety.
- Patrols and provides security for assigned areas, looking for unusual or suspicious activities or persons; responds to emergency and non-emergency calls for service; communicates with victims, witnesses and suspects in cases; provides scene security and protection for Fire and medical personnel.
- Investigates crimes and accidents; secures and processes crime and accident scenes and identifies and collects evidence within scope of authority.
- Arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required documentation; serves warrants and court documents.
- Maintains vehicle and equipment in accordance with Department guidelines.
- Represents the Police Department at court hearings; prepares reports and testifies in court cases.
- Assists and coordinates with other emergency services personnel, public organizations and businesses, and Federal, state and local law enforcement organizations.
- Presents education and information programs for community and school awareness projects; teaches and counsels residents on law enforcement activities and referral resources.
- Performs specialized functions in areas of expertise, including patrol and shift management, training, K-9, SWAT/SRT, and other special enforcement, intervention and investigative teams.
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Participates in and performs field training duties and assignments as required.
- May be assigned to additional assignments or divisions as determined by Management.
- Performs other duties as assigned or required.



## **MINIMUM QUALIFICATIONS (ELIGIBILITY REQUIREMENTS): Education and Experience:**

High school diploma or GED equivalent.

### **Required Licenses or Certifications:**

- Must have Peace Officers License from Texas Commission on Law Enforcement (TCOLE) and/or have passed the TCOLE State License Exam no later than the time and date of the written examination. Applicants will receive a preference if certified.
- **If non-certified** on the date and time of the written examination, must have thirty (30) college hours, at the time of application, from a regionally accredited university and/or college which are accepted and are recognized by TCOLE **OR** two (2) years of active of military service **OR** six (6) years of reserve status with the Armed Services or National Guard.
- Must have a valid Texas Driver's License (or **must** be able to obtain as required by Texas State law if current driver's license is from another licensing state within the United States) **AND** cannot be prohibited from operating a motor vehicle by any State or Federal law.

### **Required Knowledge:**

- Police Department guidelines, policies and procedures.
- City, county, state and federal laws, regulations, codes and ordinances.
- Texas criminal justice and court systems and the principles of criminal justice records management.
- Law enforcement methods, practices, and procedures.
- Basic criminal procedures on the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including preservation and presentation of evidence in traffic and criminal cases.
- Basic criminal procedures on the rules of evidence, probable cause, use of force, and search and seizure.
- Investigative and interrogative procedures and protocols for observation of critical details.
- Available local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

### **Required Skills:**

- Exercising controlled discretion in situations requiring diplomacy, fairness, and sound judgment.
- Recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Interacting effectively with people of different socioeconomic and ethnic backgrounds.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Operating motor vehicles and special police equipment during emergency situations.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Evaluating facts and evidence, drawing logical conclusions and making proper recommendations.

- Identifying, collecting and preserving crime scene evidence.
- Working as a team member with other law enforcement agencies.
- Care, maintenance and safe operation of a variety of law enforcement vehicles, equipment, weapons and tools.
- Operating a personal computer using a variety of business software.
- Effective communication, both verbal and written.

**Physical Demands / Work Environment:**

- Work is performed indoors and outdoors with exposure to inclement weather; includes ability to stand and sit for long periods while maintaining alertness and rapid response; must be able to safely climb, crawl, bend, jump, balance, and run with minimal to no notice; and the ability to safely lift, drag and/or carry in excess of one hundred (100) pounds occasionally, and frequently lift and/or carry a minimum of fifty (50) pounds; may be exposed to physical attacks, hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, special investigations and law enforcement report preparation; will be subject to working in and around water; may be required to ride a bike.
- Must be able to work in uniform, with duty belt, issued weapons, and a bulletproof vest.
- Must be able to work irregular hours that will include evenings, weekends, nights and holidays on any assigned shift.
- May be required to work immediately before, during or immediately after an emergency or disaster.
- Must maintain a level of physical fitness to meet Police Department standards.
- NOTE: This position is designated safety and/or security sensitive.

**9/1/2023**

Agenda Item No. C)

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**PRESENTER:**

Lori Stidham, Civil Service Specialist

**SUBJECT:**

Discuss and consider calling for a Fire Engineer promotional examination to fill a vacancy and/or create an eligibility list.

**DEPARTMENT:** Human Resources

**COUNCIL DISTRICTS IMPACTED:** N/A

**BACKGROUND INFORMATION:**

N/A

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF ANALYSIS:**

N/A

**CITY OF NEW BRAUNFELS  
CIVIL SERVICE COMMISSION**

**BE IT ORDERED BY THE CITY OF NEW BRAUNFELS CIVIL SERVICE  
COMMISSION:**

Notice and appropriate action regarding the approval of the FIRE ENGINEER written Promotional Examination. The examination will be administered on the following date and time:

**Date: Friday, December 8, 2023**  
**Time: 9:00 A.M.**  
**Place: Police Department Training Room**  
**3030 West San Antonio Street, New Braunfels, Texas**

The Fire Engineer Examination will begin promptly at 9:00 a.m., Friday, December 8, 2023. The participants must be present and seated prior to 9:00 a.m. **Late arrivals will not be admitted and are no longer eligible for this examination on this date. Photo identification by valid driver's license will be required at time of check-in for the examination. Check-in will start at 8:30 a.m.**

The Fire Engineer Examination is open to each Firefighter who has continuously been in the Firefighter position with City of New Braunfels Fire Department for at least two (2) years, in accordance with the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations and Local Government Code Chapter 143.

All eligible employees desiring to participate in the promotional examination must register in person, at the Human Resources/Civil Service Office **no later than 5:00 p.m., September 15, 2023.**

The individual raw test scores will be posted on the main lobby bulletin board of City Hall on Monday, December 11, 2023 in accordance with Section 143.033 of Local Government Code.

**PASSED AND APPROVED** this 1<sup>st</sup> *day of September, 2023.*

\_\_\_\_\_  
PAUL ERICKSEN  
CHAIRPERSON

\_\_\_\_\_  
HEIDI ALEMAN  
VICE-CHAIRMAN

\_\_\_\_\_  
ANDREW HAMILTON  
COMMISSIONER

ATTEST:

Posted: \_\_\_\_\_

\_\_\_\_\_  
BECCA MIEARS  
CIVIL SERVICE DIRECTOR

Date/Time: \_\_\_\_\_

**CITY OF NEW BRAUNFELS  
CIVIL SERVICE COMMISSION**

**REGISTRATION  
Notice of Intent to Test**

In compliance with City of New Braunfels Firefighters and Police Officers Civil Service Rules and Regulations I, \_\_\_\_\_, Social Security Number \_\_\_\_\_, do hereby affirm my eligibility and submit my registration for the promotional examination being given for Fire Engineer to be administered:

\* Date: Friday, December 8, 2023

\* Time: 9:00 a.m.

\* Location: Police Department Training Room,  
3030 West San Antonio Street, New Braunfels, Texas

**NOTE:** The Fire Engineer Examination will begin promptly at 9:00 a.m. The eligible participants must be present and seated prior to 9:00 a.m. **Late arrivals will not be admitted and will not be eligible for this examination on this date.** Photo identification by valid driver's license or other government issued identification will be required at time of check-in for the examination. Check-in will start at 8:00 a.m.

Printed Name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
FOR or BY Becca Mears  
Civil Service Director

9/1/2023

Agenda Item No. D)

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**PRESENTER:**

Lori Stidham, Civil Service Specialist

**SUBJECT:**

Discuss and consider approval and certification of the eligibility list for Police Officer from the entrance examination conducted on August 19, 2023.

**DEPARTMENT:** Human Resources

**COUNCIL DISTRICTS IMPACTED:** N/A

**BACKGROUND INFORMATION:**

N/A

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF ANALYSIS:**

N/A



**CITY OF NEW BRAUNFELS POLICE DEPARTMENT**

**ENTRY LEVEL POLICE OFFICER EXAMINATION - ELIGIBILITY LIST**

**SATURDAY - AUGUST 19, 2023 at 8:00 a.m. at New Braunfels Police Department**

<b>RANK</b>	<b>NAME</b>	<b>Raw Score</b>	<b>Military Points</b>	<b>TOTAL SCORE</b>
1	TURI, COREY J	93.85		93.85
2	HARDING, TONY R	90.77		90.77
3	RAMIREZ, ANTHONY	81.54	5	86.54
4	MORALES, JR. JOEL	84.62		84.62
5	VILLANUEVA, JAIME	83.08		83.08
6	EDWARDS, JOHN A	72.31	5	77.31

Examination Posting Date July 10, 2023

Examination Date August 19, 2023

Examination Conducted by: Becca Miears, Human Resources/Civil Service Director

Lindsey Cox, Human Resources/Civil Service Assistant Director

Lori Stidham, Human Resources/Civil Service Specialist

**PASSED, APPROVED AND CERTIFIED this 1st day of September, 2023 by:**

\_\_\_\_\_  
PAUL ERICKSEN, CHAIRPERSON

\_\_\_\_\_  
HEIDI ALEMAN, VICE-CHAIRPERSON

\_\_\_\_\_  
ANDREW HAMILTON, COMMISSIONER

ATTEST:

\_\_\_\_\_  
BECCA MIEARS, CIVIL SERVICE DIRECTOR