



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



**CITY HALL - COUNCIL CHAMBERS  
550 LANDA STREET**

**MONDAY, JULY 8, 2024 at 2:00 PM**

**AGENDA**

- 1. **CALL TO ORDER**
- 2. **ROLL CALL**
- 3. **PRESENTATIONS**

None

4. **APPROVAL OF MINUTES**

- A) Approval of minutes from June 3, 2024 meeting.  
Chairperson, Paul Ericksen

[24-873](#)

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 the updated Promotional Testing Reference Material for the Police Department. [24-874](#)  
Human Resources Generalist, Lori Stidham
- B) Discuss and consider approval and certification of the eligibility list for Police Officer from the entrance examination conducted on June 29, 2024. [24-875](#)  
Human Resources Generalist, Lori Stidham
- C) Discuss and consider calling for a Police Captain Promotional Examination to fill a vacancy and/or create an eligibility list. [24-876](#)  
Human Resources Generalist, Lori Stidham
- D) Discuss and consider calling for a Police Lieutenant Promotional Examination to fill a vacancy and/or create an eligibility list. [24-877](#)  
Human Resources Generalist, Lori Stidham

E) Discuss and consider calling for a Police Sergeant [24-878](#) Promotional Examination to fill a vacancy and/or create an eligibility list.

Human Resources Generalist, Lori Stidham

F) Discuss and consider calling for a Police Corporal [24-879](#) Promotional Examination to fill a vacancy and/or create an eligibility list.

Human Resources Generalist, Lori Stidham

**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 (830) 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

**7/8/2024**

Agenda Item No. A)

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**PRESENTER:**

Chairperson, Paul Ericksen

**SUBJECT:**

Approval of minutes from June 3, 2024 meeting.

**FINAL - MINUTES  
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION  
REGULAR MEETING OF MONDAY, JUNE 3, 2024**

**AGENDA**

**1. CALL TO ORDER**

The meeting commenced at 2:01 pm.

**2. ROLL CALL**

The following Commissioners were present:

Chairperson Paul Ericksen

Vice-Chairperson Heidi Aleman

Commissioner Andrew Hamilton

**3. PRESENTATIONS**

None

**4. APPROVAL OF MINUTES**

A) Approval of minutes from May 16, 2024 meeting.

**Vice-Chairperson made a motion to approve the item.**

**Commissioner Hamilton seconded the motion, which passed.**

**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 Police Officer entrance examination to fill a vacancy and/or create an eligibility list.

**Human Resources Generalist, Lori Stidham presented and briefly discussed the item.**

**Commissioner Hamilton made a motion to approve the item.**

**Vice-Chairperson Aleman seconded the motion, which passed.**

B) Discuss and consider approval and certification of the eligibility list for Fire Lieutenant from the promotional examination and assessment centers conducted on April 29, May 20, and 21, 2024.

**Human Resources Generalist, Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson Aleman made a motion to approve the item.  
Commissioner Hamilton seconded the motion, which passed.**

C) Discuss and consider approval and certification of the revised Promotional Testing Reference Material for the Fire Department.  
**Human Resources Generalist, Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson Aleman made a motion to approve the item.  
Commissioner Hamilton seconded the motion, which passed.**

**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**

**Meeting adjourned at 2:06 pm.**

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

\_\_\_\_\_  
Commission Member

\_\_\_\_\_  
Commission Member

**Attest:**

Lori Stidham

HR Generalist

**7/8/2024**

Agenda Item No. A)

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**PRESENTER:**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider approval and certification of the updated Promotional Testing Reference Material for the Police Department.

**DEPARTMENT:** Human Resources

**COUNCIL DISTRICTS IMPACTED:** N/A

**BACKGROUND INFORMATION:**

N/A

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF ANALYSIS:**

N/A

**POLICE DEPARTMENT PROMOTIONAL EXAMINATION  
REFERENCE LIST**

**COPRPORAL**

- **Leaders Eat Last: Why Some Teams Pull Together and Others Don't:** by Simon Sinek
- **The following online policies from NBPD Policy Manual in PMAM**

Brady Rule Policy	Investigating Sexual Assaults
Criminal Investigation	Investigation of Hate and Bias Crimes
Executing Search Warrants	Major Crime Scene
Investigating Child Abuse	Obtaining Search Warrants
- **Texas Criminal and Traffic Law Manual (2021-22 Edition) Blue 360 Media**
  - Texas Penal Code – All
  - Code of Criminal Procedure – Chapters 5, 12, 13, 14, 15, 18.01-18.16

**SERGEANT**

- **Leaders Eat Last: Why Some Teams Pull Together and Others Don't:** by Simon Sinek
- **The following online policies from NBPD Policy Manual in PMAM**

Body Cameras	Patrol
Conduct	Professional Standards of Conduct
Discipline	Racial Profiling
Employee Appearance and Uniforms	Use of Force
Firearms and Qualifications	Vehicular Pursuit
Less Lethal Weapons	
- **The 7 Habits of Highly Effective People** (Paperback 2020): by Stephen R. Covey
- **Texas Criminal and Traffic Law Manual (2021-22 Edition) Blue 360 Media**
  - Texas Penal Code – All
  - Code of Criminal Procedure – Chapters 5, 12, 13, 14, 15, 18.01-18.16

**LIEUTENANT**

- **Leaders Eat Last: Why Some Teams Pull Together and Others Don't:** by Simon Sinek
- **Extreme Ownership, How Navy Seals Lead and Win:** by Jocko Willink and Leif Babin (St. Martins Press (2018))

**CAPTAIN**

- **Becoming a Leader of Character: 6 Habits that Make or Break a Leader at Work and at Home:** by General James L. Anderson (Ret.) and Dave Anderson.... Morgan James Publishing (Oct 2016)
- **Leaders Eat Last: Why Some Teams Pull Together and Others Don't:** by Simon Sinek
- **It's Your Ship:** by Captain Michael Abrashoff – Grand Central Publishing (2012)

Reference Copies available at the New Braunfels Public Library and at the Human Resources/Civil Service Office at City Hall, 550 Landa Street (reference only; cannot be checked out). Books available at the Police Department. Posted and Approved: 07/08/2024; until further notice.

**7/8/2024**

Agenda Item No. B)

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**PRESENTER:**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider approval and certification of the eligibility list for Police Officer from the entrance examination conducted on June 29, 2024.

**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 - JUNE 29, 2024 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	HAWKINS, GARRETT L	95.38		95.38
2	ROBERTS, GRIFFIN JOSH	92.31		92.31
3	HOPKINS, DEVIN ALEXANDER	84.62	5	89.62
4	CRABB, MARSHALL LEE	86.15		86.15
5	KRUMMEL, ROBERT BLAKE	81.54		81.54
6	MUNOZ, ANGEL C	80.00		80.00

Examination Posting Date June 3, 2024

Examination Date June 29, 2024

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 8th day of July, 2024 by:

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

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

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

ATTEST:

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

**7/8/2024**

Agenda Item No. C)

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**PRESENTER:**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider calling for a Police Captain 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

**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 **POLICE CAPTAIN** online written promotional examination. The 2-hour examination will be administered on the following date and time:

**Date: Monday, October 21, 2024**  
**Time: 9:00 a.m.**  
**Place: Police Department Training Room**  
**3030 West San Antonio Street**  
**New Braunfels, Texas 78130**

The Police Captain Examination will begin promptly at 9:00 a.m., Monday, October 21, 2024. 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.** Check-in will start at 8:00 a.m.

**Check In – An examinee shall be checked in and provide proof of identity with a physical form of identification from the provided list below. Examinees with questions concerning acceptable forms of identification must contact the Civil Service Director prior to the date of the examination.**

- **Valid Texas Driver’s License**
- **Valid U.S. Passport or U.S. Passport Card**
- **Valid U.S. Military Identification Card**

The Police Captain Examination is open to each Police Lieutenant who has continuously been in the Police Lieutenant position for at least two (2) years, and who has four (4) years of service with the New Braunfels Police Department, in accordance with the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations, and Local Government Code Chapter 143.

**PROMOTIONAL EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY.**

**All eligible team members desiring to participate in the promotional examination must submit their NOTICE OF INTENT TO TEST no later than 5:00 p.m., Friday, July 19, 2024.**

The individual raw test scores will be posted outside the main lobby of City Hall by 12:00 p.m. on Tuesday, October 22, 2024, in accordance with Section 143.033 of the Local Government Code.

**PASSED AND APPROVED this 8<sup>th</sup> day of July 2024.**

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

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

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

ATTEST:

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

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

**7/8/2024**

Agenda Item No. D)

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**PRESENTER:**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider calling for a Police Lieutenant 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

**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 **POLICE LIEUTENANT** online written promotional examination. The 2-hour examination will be administered on the following date and time:

**Date: Monday, October 21, 2024**  
**Time: 9:00 a.m.**  
**Place: Police Department Training Room**  
**3030 West San Antonio Street**  
**New Braunfels, Texas 78130**

The Police Lieutenant Examination will begin promptly at 9:00 a.m., Monday, October 21, 2024. 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.** Check-in will start at 8:00 a.m.

**Check In – An examinee shall be checked in and provide proof of identity with a physical form of identification from the provided list below. Examinees with questions concerning acceptable forms of identification must contact the Civil Service Director prior to the date of the examination.**

- **Valid Texas Driver’s License**
- **Valid U.S. Passport or U.S. Passport Card**
- **Valid U.S. Military Identification Card**

In accordance with section 143.031 of the Local Rules and Regulations and Chapter 143.031 of the Local Government Code, the Police Lieutenant Examination is open to each Police Sergeant who has continuously been in the Police Sergeant position for at least two (2) years immediately prior to the examination date.

**PROMOTIONAL EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY.**

**All eligible team members desiring to participate in the promotional examination must submit their NOTICE OF INTENT TO TEST no later than 5:00 p.m., Friday, July 19, 2024.**

The individual raw test scores will be posted outside the main lobby of City Hall by 12:00 p.m. on Tuesday, October 22, 2024, in accordance with Section 143.033 of the Local Government Code.

**PASSED AND APPROVED this 8<sup>th</sup> day of July 2024.**

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

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

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

ATTEST:

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

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

**7/8/2024**

Agenda Item No. E)

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**PRESENTER:**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider calling for a Police Sergeant 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

**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 **POLICE SERGEANT** online written promotional examination. The 2-hour examination will be administered on the following date and time:

**Date: Monday, October 21, 2024**  
**Time: 9:00 a.m.**  
**Place: Police Department Training Room**  
**3030 West San Antonio Street**  
**New Braunfels, Texas 78130**

The Police Sergeant Examination will begin promptly at 9:00 a.m., Monday, October 21, 2024. 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. Check-in will start at 8:00 a.m.**

**Check In - An examinee shall be checked in and provide proof of identity with a physical form of identification from the provided list below. Examinees with questions concerning acceptable forms of identification must contact the Civil Service Director prior to the date of the examination.**

- **Valid Texas Driver's License**
- **Valid U.S. Passport or U.S. Passport Card**
- **Valid U.S. Military Identification Card**

The Police Sergeant Examination is open to each Police Corporal who have at least two (2) years continuous service in the position of Police Corporal immediately prior to the examination date to meet the required minimum of three (3) candidates. If unable to reach the required three (3) candidates after the tenth (10<sup>th</sup>) day registration period for Police Corporal, the Police Sergeant Examination is open to each Police Corporal with less than two (2) years continuous service in the position of Police Corporal. If unable to reach the required three (3) candidates after the tenth (10<sup>th</sup>) day registration period for Police Corporal with less than two (2) years continuous service in the position of Police Corporal, the Police Sergeant Examination is open to each Police Officer who have at least two (2) years continuous service in the position of Police Officer immediately prior to the examination date in accordance with the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations and Local Government Code Chapter 143.

**PROMOTIONAL EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY.**

All eligible Police Corporal employees with two (2) years of service, desiring to participate in the promotional examination must submit their **NOTICE OF INTENT TO TEST** no later than 5:00 p.m., Friday, July 19, 2024.

**IF NEEDED**, eligible Police Corporal employees with less than two (2) years of service, desiring to participate in the promotional examination must submit their **NOTICE OF INTENT TO TEST** no later than 5:00 p.m., Friday, August 2, 2024.

**IF NEEDED**, eligible Police Officer employees with two (2) years of service, desiring to participate in the promotional examination must submit their **NOTICE OF INTENT TO TEST** no later than 5:00 p.m., Friday, August 16, 2024.

The individual raw test scores will be posted outside the main lobby of City Hall by 12:30 p.m. on Tuesday, October 21, 2024, in accordance with Section 143.033 of the Local Government Code.

**PASSED AND APPROVED** this **8<sup>th</sup>** day of **July 2024**.

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

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

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

ATTEST:

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

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



**7/8/2024**

Agenda Item No. F)

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**PRESENTER:**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider calling for a Police Corporal 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

**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 **POLICE CORPORAL** online written promotional examination. The 2-hour examination will be administered on the following date and time:

**Date: Monday, October 21, 2024**  
**Time: 9:00 a.m.**  
**Place: Police Department Training Room**  
**3030 West San Antonio Street**  
**New Braunfels, Texas 78130**

The Police Corporal Examination will begin promptly at 9:00 a.m., Monday, October 21, 2024. 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.** Check-in will start at 8:00 a.m.

**Check In – An examinee shall be checked in and provide proof of identity with a physical form of identification from the provided list below. Examinees with questions concerning acceptable forms of identification must contact the Civil Service Director prior to the date of the examination.**

- **Valid Texas Driver’s License**
- **Valid U.S. Passport or U.S. Passport Card**
- **Valid U.S. Military Identification Card**

In accordance with section 143.031 of the Local Rules and Regulations, and Chapter 143.031 of the Local Government Code, the Police Corporal Examination is open to each Police Officer who has continuously been in the Police Officer position for at least two (2) years immediately prior to the examination date.

**PROMOTIONAL EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY.**

All eligible team members desiring to participate in the promotional examination must submit their **NOTICE OF INTENT TO TEST** no later than 5:00 p.m., Friday, July 19, 2024.

The individual raw test scores will be posted outside the main lobby of City Hall by 12:00 p.m. on Tuesday, October 22, 2024, in accordance with Section 143.033 of the Local Government Code.

**PASSED AND APPROVED** this 8<sup>th</sup> day of July 2024.

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

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

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

ATTEST:

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

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