

***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 (10th) 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 (10th) 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 **8th** day of **July 2024**.

PAUL ERICKSEN
CHAIRPERSON

HEIDI ALEMAN
VICE-CHAIRMAN

ANDREW HAMILTON
COMMISSIONER

ATTEST:

Posted: _____
Date/Time: _____

BECCA MIEARS
CIVIL SERVICE DIRECTOR