



CITY OF NEW BRAUNFELS, TEXAS  
CIVIL SERVICE COMMISSION MEETING



CITY HALL - TEJAS ROOM  
550 LANDA STREET

FRIDAY, JULY 22, 2022 at 10:00 AM

AGENDA

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

A. None

- 4. **APPROVAL OF MINUTES**

A) Approval of minutes from the June 30, 2022 meeting. [22-887](#)

- 5. **COMMUNICATIONS**

A. Citizens

- 6. **DISCUSSION AND ACTION**

A) Discuss and consider approval of an amendment to the [22-888](#)  
City of New Braunfels Firefighters and Police Officers  
Civil Service Commission Rules and Regulations by  
adding a Lateral Program for Certified Officers to Section  
143.023 Eligibility for Beginning Position, Chapter 143.  
Civil Service Specialist, Lori Stidham

B) Discuss and consider calling for a Police Officer [22-889](#)  
entrance examination to fill a vacancy and/or create an  
eligibility list.  
Civil Service Specialist, Lori Stidham

- 7. **EXECUTIVE SESSION**

The Commission shall retire into an Executive Session on any agenda item as provided under Chapter 551.071 (Consultation with attorney) 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

**7/22/2022**

Agenda Item No. A)

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**PRESENTER:**

Chairperson Paul Ericksen

**SUBJECT:**

Approval of minutes from the June 30, 2022 meeting.

**MINUTES  
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION  
MEETING OF JUNE 30, 2022**

**1. CALL TO ORDER:**

The Civil Service Commission of the City of New Braunfels, Texas, convened on June 30, 2022, in the Tejas Room in the City of New Braunfels City Hall Building.

**2. ROLL CALL:**

**Commissioners present were:** Chairperson Paul Ericksen and Commissioner Heidi Aleman.

**City Staff and others present were:** Becca Miears, Human Resource/Civil Service Director; Lindsey Cox, Human Resources/Civil Service Assistant Director; Human Resources/Civil Service Manager, Cailin Cronin; Lori Stidham, Human Resources/Civil Service Specialist; Police Sergeant Joseph Tovar and Police Officer Derek Woelfel.

The meeting was called to order by Chairperson Ericksen at 11:00 a.m. in the Tejas Room in the City of New Braunfels City Hall Building.

**3. PRESENTATIONS:** None

**4. APPROVAL OF MINUTES:**

**A. June 22, 2022.**

Commissioner Aleman made motion to approve; Chairperson Ericksen seconded the motion, which was unanimously approved.

**5. COMMUNICATIONS:**

**A. CITIZENS - None**

**6. DISCUSSION AND ACTION ITEMS:**

**A. DISCUSS AND CONSIDER APPROVAL AND CERTIFICATION OF THE REVISED ELIGIBILITY LIST FOR POLICE DETECTIVE FROM THE PROMOTIONAL EXAMINATION CONDUCTED ON JUNE 6, 2022.**

Commissioner Aleman made motion to approve; Chairperson Ericksen seconded the motion, which was unanimously approved.

**7. EXECUTIVE SESSION-** The Commission may retire to an Executive Session on any agenda item as provided under Chapter 551.074 (personnel matters) and 551.071 (consultation with attorney concerning privileged and unprivileged client information deemed confidential by Rule 1.05 of the Texas Disciplinary Rules of Professional Conduct) of the Texas Government Code and/or Section 143.053(d) of the Texas Local Government Code, as applicable.

**8. ADJOURNMENT:** Meeting adjourned at 11:02 a.m.

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

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

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

**Attest:**

\_\_\_\_\_  
Lori Stidham                      Civil Service Specialist

**7/22/2022**

Agenda Item No. A)

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**PRESENTER:**

Civil Service Specialist, Lori Stidham

**SUBJECT:**

Discuss and consider approval of an amendment to the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations by adding a Lateral Program for Certified Officers to Section 143.023 Eligibility for Beginning Position, Chapter 143.

**DEPARTMENT:** Human Resources

**COUNCIL DISTRICTS IMPACTED:** N/A

**BACKGROUND INFORMATION:**

N/A

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF ANALYSIS:**

N/A

## Section 143.003 DEFINITIONS

### Proposed wording

- (19) **LATERAL ENTRY PROGRAM** – Program adopted by the New Braunfels Police Department to hire a licensed peace officer with prior law enforcement experience in a recognized law enforcement agency at a step higher than Step 1 in the Police Officer classification, on the Civil Service Salary Step Plan, based on the Lateral Entry Program requirements and criteria.

**PROPOSED:**

**4) LATERAL ENTRY PROGRAM**

This program is designed to help recruit qualified applicants for the position of Entry-Level Police Officer. The Department Head's determination of whether an applicant meets the criteria of the Lateral Entry Program shall be final and non-appealable to the Civil Service Commission nor to any court.

The New Braunfels Police Department may hire a licensed peace officer with prior law enforcement experience in a recognized law enforcement agency and may place such officer at a step higher than Step 1 in the Police Officer classification, on the Civil Service Salary Step Plan, if the candidate meets the following criteria:

- (a) The applicant is licensed by TCOLE;
- (b) The applicant has a minimum of three years of service as a commissioned peace officer in a full-time, paid capacity. For the purposes of this section, a commissioned peace officer is considered one whose primary job assignments were:
  - (1) Patrolling in a radio-equipped car;
  - (2) Answering calls for the protection of life and property and the enforcement of city, county, or state laws;
  - (3) Responding to calls related to traffic incidents and other emergencies; observing, monitoring, and controlling routine and unusual traffic conditions; assisting and advising motorists; and enforcing traffic safety laws;
  - (4) Collecting and preserving evidence at crime or accident scenes; making arrests as necessary; interviewing victims and witnesses; interrogating suspects; searching and transporting prisoners; and testifying in court; and
  - (5) Filing complaints and performing other work related to the processing of misdemeanor and felony complaints; preparing reports of arrests and activities performed.
- (c) The applicant has more than a 180-day break in service prior to his/her hiring date with the Department.
- (d) The applicant meets all other suitability factors as outlined in Chapter 143.023 (f).

**Criteria for Recognition of Prior Service:**

Eligible prior experience entitles the new hire to be placed in the New Braunfels Police Department Step Plan in the Police Officer rank, up to Step 10, using the following criteria:

- (a) One step will be recognized for each completed year of prior service, as deemed applicable by the Department Head.

- (b) Police officers hired under the lateral entry program who have ten or more years of prior qualifying experience, shall be placed at Step 10.
- (c) The length of time of prior qualifying service is to be rounded down to a full year. For example, if the officer has four years and six months of prior qualifying service, the officer shall be placed at Step 4, Police Officer classification on the New Braunfels Police Department Step Plan upon being hired. In such cases, officers will be hired into the appropriate step and be treated as such in their salary progression.

Participation in the Lateral Entry Program that includes recognition of prior service based on above listed criteria does not apply to the City of New Braunfels longevity pay, nor can it be utilized in determining Police Department shift bidding order. Both policies are applicable to the City of New Braunfels seniority only.

Applicants hired under this provision must serve a 365-day probationary period upon being commissioned as a Police Officer in the New Braunfels Police Department and may not be assigned to a specialized unit during these 365 days. The only exceptions will be if there are none interested or qualified for the specialized unit, in which case the Lateral Entrant's Field Training Officer (FTO), in accordance with the Department Head, will determine if the officer may serve prior to the end of the probationary period.



**7/22/2022**

Agenda Item No. B)

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**PRESENTER:**

Civil Service Specialist, Lori Stidham

**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, September 17, 2022**

**Time: 8:00 A.M.**

**Place: Canyon High School, Cafeteria  
1510 North I.H. 35  
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: \$60,071.00
- CURRENT STARTING ANNUAL BASE PAY FOR NON-CERTIFIED POLICE OFFICER: \$44,558.00
- \$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)
- \$5,00 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 Friday, August 19, 2022.**

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.