

**TRAVIS COUNTY
CIVIL SERVICE COMMISSION
FOR SHERIFF'S OFFICE EMPLOYEES**

Meeting Minutes

October 22, 2019

1:00 PM

Ruiz Building

5555 Airport Boulevard

Room 105

Austin, Texas

The meeting was called to order at 1:01PM

**I. CONSIDER AND TAKE APPROPRIATE ACTION ON MINUTES OF THE
AUGUST 7, 2018 MEETING.**

**Motion to approve minutes by Commissioner Sylvia Hardman-Dingle
Seconded by Commissioner Walter Timberlake**

Minutes approved Unanimously.

**II. CONSIDER AND TAKE APPROPRIATE ACTION ON THE PROPOSED
POLICY PROVISION REGARDING EXTRAORDINARY CIRCUMSTANCES.**

The Commission heard from Major Wes Priddy, Administrative Bureau, TCSO
Edith Moreida, Program Director, Civil Service Commission
Madison Gessner, Assistant Program Director, Civil Service Commission

The Civil Service Program Director along with Major Priddy proposed added language to Section 3.08.001 of the Civil Service Regulations. The amendment allows for an "Extraordinary Circumstances" exception to be added.

Currently, Candidates may begin testing for the next higher rank upon completion of two years in their current rank. Under extraordinary circumstances, the Civil Service Commission may lower the cumulative requirement for applicants to the next highest rank to eighteen (18) months of completed service within the past twenty-four (24) months in their current rank , no later than five (5) working days prior to the date on which the examination is administered.

Extraordinary Circumstances exist when:

1. There is a significant health and safety risk due to the inability to fill a position with the current applicant pool; and,
2. There have been more than two (2) testing Cycles in any one twelve (12) month period that have not resulted in sufficient candidates to comprise a viable eligibility list.

The Sheriff's Office must submit a request to the Program Director (or Designee) of the Commission demonstrating the need for extraordinary circumstances. Once the initial requirements are met, the department may use the Extraordinary Circumstance exception until positions for the rank in question are filled and an eligibility list is established.

When a determination of Extraordinary Circumstances is made, it will be posted on the Promotional Announcement.

The Commission received letters of support from this action from Majors Pena, Smith and Priddy representing TCSO and Mike Morton, President of the Travis County Sheriff's Law Enforcement Association .

Motion to approve adding the provision of Extraordinary Circumstance exception to the Promotional testing process to section 3.08.001 by Commissioner Walter Timberlake.

Seconded by Commissioner Sylvia Hardman-Dingle

Motion approved Unanimously.

Amended by Chairman Garcia to include Attachment A to the Motion and is accepted Unanimously.

III. DISCUSS AND TAKE APPROPRIATE ACTION ON THE REVISIONS OF CHAPTER 1 OF THE TRAVIS COUNTY SHERIFF'S OFFICE POLICY.

The Commission heard from Major Wes Priddy, Administrative Bureau, TCSO
Edith Moreida, Program Director, Civil Service Commission
Madison Gessner, Assistant Program Director, Civil Service Commission

The Commission was given Chapter One of the TCSO Policy both final copy and redline copy to review prior to adoption. Commission staff sought direction on continuation of current practice regarding policy questions for the Promotional Exam. The Commission requested that Commission staff work with the Director of Policy and Analytics to review Chapter One and note critical changes to the policy. The Commission set a Work Session for December 5, 2019 to discuss Chapter One and a Voting Session to adopt Chapter One December 17, 2019. The Commission Staff will outline which sections directly relate the Civil Service Commission and will brief the Commission on those sections at the Work Session.

IV. ADJOURN

Motion to adjourn by Commissioner Walter Timberlake

Seconded by Commissioner Sylvia Hardman-Dingle.
Meeting Adjourned at 1:50pm