

GREGORY WILLIAMS, Chair
Position No. 1

JACQUELINE WATSON, Vice Chair
Position No. 2

WANDA JOHNSON
Position No. 3



CIVIL SERVICE COMMISSION MEETING AGENDA

Notice is hereby given of a meeting of the Civil Service Commission of Missouri City to be held on **Tuesday, September 21, 2021, at 5:00 p.m., at the Missouri City Community Center, 1522 Texas Parkway, Missouri City, Texas 77489.** All agenda items are subject to action. The Civil Service Commission reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

NOTICE REGARDING PUBLIC PARTICIPATION

Any person interested in speaking on any item on the agenda must notify the City by completing a comment card at the meeting and submitting such card **before the meeting begins.**

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1. **ROLL CALL**
 2. **CONSIDER ADOPTING THE MINUTES OF THE COMMISSION MEETING OF AUGUST 30, 2021**
 3. **PRESENTATIONS**
 - (a) Receive a presentation on the proposed Fire Department Entry-Level Firefighter Employment & Examination Application form, Entry-Level Firefighter Examination notice, and Promotional Examinations Source Materials List notice. (*Proposed presenter: Temporary Civil Service Director Monica Nunez-Garza*)
 - (b) Receive a presentation on the proposed Police Department Entry-Level Police Officer Employment & Examination Application form and Entry-Level Police Officer Examination notice. (*Proposed presenter: Temporary Civil Service Director Monica Nunez-Garza*)
 4. **PUBLIC COMMENTS**

An opportunity for the public to address the Civil Service Commission on agenda items or concerns not on the agenda--those wishing to speak must complete the orange comment card, present the comment card to the City Attorney's Office prior to the beginning of the meeting, and observe a three-minute time limit.
 5. **AUTHORIZATIONS**
 - (a) Consider approving and authorizing the following forms for hiring and promotion in the Fire Department: Entry-Level Firefighter Employment & Examination Application form, Entry-Level Firefighter Examination notice, and Promotional Examinations Source Materials List notice. (*Proposed presenter: Temporary Civil Service Director Monica Nunez-Garza*)
 - (b) Consider approving and authorizing the following forms for hiring in the Police Department: Entry-Level Police Officer Employment & Examination Application form and Entry-Level

Police Officer Examination notice. *(Proposed presenter: Temporary Civil Service Director Monica Nunez-Garza)*

6. STAFF REPORTS

- (a) Receive an update regarding the additional position requested by the Human Resources & Organizational Development Department. *(Proposed presenter: Human Resources Director: Martin Russell)*
- (b) Discuss the upcoming schedule of events for the Commission. *(Proposed presenter: Temporary Civil Service Director Monica Nunez-Garza)*

7. CIVIL SERVICE COMMISSION ANNOUNCEMENTS

Hear announcements concerning items of community interest, if any, from the Civil Service Commissioners, for which no formal action will be taken.

8. CLOSED EXECUTIVE SESSION

The Civil Service Commission may go into Executive Session regarding any item posted on the Agenda as authorized by Title 5, Chapter 551 of the Texas Government Code.

9. RECONVENE

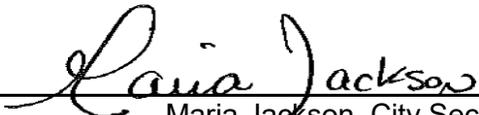
Reconvene into Regular Session and Consider Action, if any, on items discussed in Executive Session.

10. ADJOURN

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending Civil Service Commission meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Michael Tubbs, Facilities and Fleet Manager, at 281.403.8500.

CERTIFICATION

I certify that a copy of the September 21, 2021 agenda of items to be considered by the Civil Service Commission was posted in a place convenient to the public in compliance with Chapter 551 of the Texas Government Code on September 16, 2021 at 5:20 p.m.



Maria Jackson, City Secretary

GREGORY WILLIAMS, Chair
Position No. 1

JACQUELINE WATSON, Vice-Chair
Position No. 2

WANDA JOHNSON
Position No. 3



CIVIL SERVICE COMMISSION MEETING MINUTES

A meeting of the Civil Service Commission of Missouri City was held on **Monday, August 30, 2021**, at the Missouri City Community Center, 1522 Texas Parkway, Missouri City, Texas 77489, at **6:00 p.m.** Due to the Coronavirus Disease 2019 (COVID) pandemic, the meeting was also held remotely.

1. ROLL CALL

Chair Gregory Williams called the meeting to order at 6:00 p.m.

Chair Williams, Vice-Chair Jaqueline Watson, and Commissioner Wanda Johnson were present. Performance Officer Royger Harris, Temporary Civil Service Director Monica Nunez-Garza, Fire Chief Mario Partida, and Police Chief Mike Berezin were also present. Firefighters Association Representative Chris Horsak was also present.

2. CONSIDER ADOPTING THE MINUTES OF THE COMMISSION MEETING OF AUGUST 9, 2021

Commissioner Johnson made a motion to accept the minutes of the August 9, 2021 meeting. Vice-Chair Watson seconded the motion. **MOTION PASSED UNANIMOUSLY.**

Ayes:	Chair Williams, Vice-Chair Watson, and Commissioner Johnson
Nays:	None

3. PRESENTATIONS

- (a) Present certificates of appointment to Civil Service Commissioners.

Temporary Civil Service Director Nunez-Garza explained that Mayor Elackatt would be presenting certificates to the Commissioners. Temporary Civil Service Director Nunez-Garza further explained that as Mayor Elackatt was currently in a meeting, the Commission could move onto other agenda items and once Mayor Elackatt became available, the Commission could return to this agenda item.

Chair Williams stated he was fine with proceeding with other agenda items.

- (b) Receive a presentation on proposed rules for adoption by the Commission.

Temporary Civil Service Director Nunez-Garza stated that during the previous Commission meeting, the Commissioners had expressed concerns regarding the age limit requirements imposed by Texas Local Government Code § 143.023, and included in proposed Rules 11.B and 11.C. Temporary Civil Service Director Nunez-Garza explained that to address these concerns, a clause had been added to the beginning of Rule 11.B, which applies to the Fire Department, to state that it was "Pursuant to §143.023(a), TLGC," to emphasize that the Rule was pursuant to state law. Temporary Civil Service Director Nunez-Garza stated that a similar clause had been added to Rule 11.C, which applies to the Police Department. Temporary Civil Service Director Nunez-Garza explained that footnotes had also been added to Rules 11.B and 11.C to state that the Commission was adopting each of the Rules solely to comply with Texas Local Government Code

§ 143.023(a) and (c). Temporary Civil Service Director Nunez-Garza noted that the footnote to Rule 11.C actually referenced 11.D, which would be corrected.

Chair Williams stated that he thought language was going to be added to the Rules 11.B. and 11.C that conveyed the Commission's dissatisfaction with the age limits. Temporary Civil Service Director Nunez-Garza explained that a footnote had been added to Rules 11.B and 11.C. Chair Williams asked Temporary Civil Service Director Nunez-Garza where the footnotes were located. Temporary Civil Service Director Nunez-Garza explained that the footnotes were located at the bottom of page 8, which stated that the Commission adopts and implements Rule 11.B and Rule 11.C solely to comply with state law, specifically §143.023(a) and (c).

Temporary Civil Service Director Nunez-Garza next explained that Rule 25 contained some age requirements language, which had also been changed. Temporary Civil Service Director Nunez-Garza explained that Rule 25.C previously stated that the requirements for each rank shall be the same for all applicants and that the age requirements are set by these rules. Temporary Civil Service Director Nunez-Garza explained that these sentences had been separated out, so that the Rule 25.C would address the rank requirements and Rule 25.D would address the age requirements. Temporary Civil Service Director Nunez-Garza stated that the Rule 25.D now read: "Pursuant to §143.022 and §143.023, TLGC, the age requirements for beginning positions has been established by Rules 11.B-C. There are no age requirements for promotional positions, other than as provided by these Rules." Temporary Civil Service Director Nunez-Garza added that the last sentence had been added as there are age requirements in the Rules for beginning positions, which are 21 years old for the Police Department and 18 years old for the Fire Department, which any promotional applicant would also have to satisfy. Temporary Civil Service Director further explained that a footnote had been added to Rule 25.D to state that the Commission adopts and implements Rule 25.D and Rules 11.B-C solely to comply with state law.

Commissioner Johnson stated she wanted to return to Rule 11.H regarding personal history statements because she felt the first two sentences were redundant. Commissioner Johnson stated the first sentence states that an applicant may be required to provide a personal history statement as part of the application process and the second sentence states, that if required, a personal history statement shall be completed and returned as part of the application process. Temporary Civil Service Director Nunez-Garza explained that the first sentence was permissive as the Police and Fire Departments may require an applicant to provide a personal history statement and if the Department chooses to require a personal history statement, then the applicant shall complete and return the personal history statement as part of the application process. Temporary Civil Service Director Nunez-Garza added that she believed both the Fire and Police Departments currently require applicants to provide a personal history statement.

The Commission expressed that the first two sentences did seem redundant. Vice-Chair Watson recommended deleting the second sentence and adding "if required," to the third sentence of Rule 25.H. Fire Chief Partida stated that he believed the first sentence addressed that the department may require a personal history statement and the second sentence addressed, if required, when the personal history statement was to be provided as part of the application process. Commissioner Johnson stated that both the first and second sentences stated that a personal history statement may be required as part of the application process.

Chair Williams asked if the Departments currently require the personal history statement. Police Chief Berezin stated that per TCOLE requirements a background check must be conducted on an applicant which includes a personal history statement. Fire Chief Partida stated that the Fire Department requires personal history statements as well. Chair Williams inquired as to whether the first sentence was necessary as both Departments require personal history statements. Police Chief Berezin stated that though TCOLE requires personal history statements, he was unsure if they were required by the Texas Commission on Fire Protection. Fire Chief Partida stated that personal history statements were not required by the Texas Commission on Fire Protection. Fire Chief Partida and Police Chief Berezin discussed that the second sentence could be changed to address when, during the application process, the personal history statement

was required to be submitted. Chief Berezin suggested adding language that the personal history statement be completed and returned during the initial stages of the application process. The Commission stated the proposed additional language was acceptable.

Chair Williams stated he had a question regarding Rule 42.G and what it meant to place witnesses under "the Rule." Temporary Civil Service Director Nunez-Garza stated that in court, during a hearing or trial, a party may request that the judge invoke the Rule. Temporary Civil Service Director Nunez-Garza explained that for Commission hearing purposes the affected employee or Department Head could ask the Chair to invoke "the Rule." Temporary Civil Service Director Nunez-Garza further explained that if the Rule is invoked, all other witnesses besides the testifying witness have to leave the room, which is to prevent other witnesses from hearing testimony and possibly being influenced and potentially to prevent witness intimidation.

4. PUBLIC COMMENTS

Chris Horsak introduced himself and stated that he is vice-president of the Firefighters Association. Firefighters Association Representative Horsak stated he wanted to speak about Rule 39, regarding violations of Fire Department rules or orders. Firefighters Association Representative Horsak requested that the Commission suspend the three-minute time limit as it would take much longer to discuss Rule 39. Chair Williams stated that the time limit could be suspended.

Firefighters Association Representative Horsak showed the Commissioners three binders. Firefighters Association Representative Horsak explained that one binder consisted of over 200 pages of policies being implemented by the Fire Department in Lexipol. He added that another binder consisted of about 751 pages of additional policies. Firefighters Association Representative Horsak explained that they believed that the policies in Lexipol governed but that the Fire Department was requiring firefighters to abide by previous rules and policies that the Firefighters Association believed were no longer in effect. Firefighters Association Representative Horsak requested that the Commission decide that the policies contained in Lexipol be adopted for enforcement for clarity and to prevent any supervisor from resurrecting prior rules and policies.

The Commission inquired as to the differences between the different policies. Fire Chief Partida explained that Fire Department's policies are being transitioned into the Lexipol system. Fire Chief Partida further explained that because some of the older policies were outdated or not applicable, these policies would not be transitioned into the Lexipol system. Fire Chief Partida stated that Fire Department employees were informed by email that they would be governed by policies contained outside and within the Lexipol system and could provide the emails to the Commission. Fire Chief Partida also stated when a policy is being transitioned into Lexipol, Fire Department employees can provide input during a 14-day review period. Fire Chief Partida stated that the policies would be transitioned into the Lexipol system by October 1, 2021.

Police Chief Berezin explained that Lexipol is a repository for the policies. Fire Chief Partida further explained that Lexipol is a database in which the Department policies are compiled, and that the policies exist and are in effect regardless of whether they are contained in Lexipol. Vice-Chair Watson asked Firefighters Association Representative Horsak if he was asking the Commission to adopt wording specific to Lexipol in Rule 39. Vice-Chair Watson explained issues with including Lexipol in the Rule, as the Fire Department may later choose not to utilize Lexipol and the Rule would have to be amended.

Fire Chief Partida also explained that City Council would adopt the Fire Department's policies via a classification ordinance. Vice-Chair Watson asked Firefighters Association Representative Horsak if he was aware that the Department policies were adopted by City Council. Firefighters Association Representative Horsak explained that he was aware. Vice-Chair Watson suggested the Firefighters Association address concerns regarding Department policies with City Council.

5. AUTHORIZATIONS

- (a) Consider adopting civil service rules.

Chair Williams asked if there was a motion regarding adoption of the Civil Service Rules. Temporary Civil Service Director Nunez-Garza stated that if changes to Rule 11.H were desired by the Commission, these changes would need to be made first. Temporary Civil Service Director Nunez-Garza stated the edits could be made and returned at a subsequent meeting for adoption.

Commissioner Johnson inquired if the Rules could not be adopted at this meeting because of the proposed edits to Rule 11. Temporary Civil Service Director Nunez-Garza stated if the Commission wanted to consider adoption at this meeting, the edits to the Rules could be made by hand or if the Commission would like to take a five to ten-minute recess the changes could be made and the Rules could be reprinted. Temporary Civil Service Director Nunez-Garza asked if the Commission would like her to make the changes, which Chair Williams stated they would. Temporary Civil Service Director Nunez-Garza suggested that the Commission move on to other Agenda items while the changes were being made.

After the edits were made to the proposed Commission Rules and printed, Temporary Civil Service Director Nunez-Garza explained that the front page of the Rules had been changed to state they are adopted by Official Action on August 30, 2021. Temporary Civil Service Director Nunez-Garza also explained that the footnote to Rule 11.C, had been changed to reference Rule 11.C instead of Rule 11.D. She also explained that the second sentence in Rule 11.H had been changed to state that an applicant complete and return the personal history statement “during the initial stages of the application process.”

Commissioner Johnson made a motion to adopt the Local Rules & Regulations of the Fire Fighters’ and Police Officers’ Civil Service Commission for the City of Missouri City Texas. Vice-Chair Watson seconded the motion. **MOTION PASSED UNANIMOUSLY.**

Ayes: Chair Williams, Vice-Chair Watson, and Commissioner Johnson
Nays: None

6. STAFF REPORTS

(a) Commission Identification Materials.

Temporary Civil Service Director Nunez-Garza stated that the City Manger’s Office had approved either a name badge or name placard for their tables. Temporary Civil Service Director Nunez-Garza provided example proof sheets and displayed an example name badge for the Commissioners. The Commissioners discussed the name badge and name placard. Chair Williams stated that the Commissioners had decided that they preferred the name badges. Temporary Civil Service Director Nunez-Garza stated that she would work on obtaining the name badges.

(b) Discuss the upcoming schedule of events for the Commission.

Temporary Civil Service Director Nunez-Garza explained that once the Rules are adopted, the Rules would need to be mailed to the Fire and Police Chiefs, would need to be posted in the central Fire and Police stations, and mailed to the branch Fire and Police stations. Temporary Civil Service Director Nunez-Garza also stated that on October 1, 2021, there will be vacancies in the Fire Department that will need to be filled within 90 days. She added that the Fire Department had already internally sent the exam source materials list to Fire Department employees. Temporary Civil Service Director Nunez-Garza stated she intended to post notice of the exam source materials in accordance with the Commission Rules, as the notice would have to be posted for 90 days prior to the examination.

Temporary Civil Service Director Nunez-Garza stated that the Commission could meet next month or if they preferred the Commission could meet as needed. Chair Williams asked how the Commissioners would be informed if a meeting was needed. Temporary Civil Service Director Nunez-Garza explained that if a meeting

was needed for example for an appeal hearing, she could inform the Commissioners by email and poll their availability.

Chair Williams stated that the Commission would prefer to meet as needed.

7. CIVIL SERVICE COMMISSION ANNOUNCEMENTS

Commissioner Johnson stated that she thought the HR Director was supposed to return to give an update regarding the additional position in the Human Resources Department. Temporary Civil Service Director Nunez-Garza explained that she did not believe that the position had been finalized yet. Performance Office Harris stated that the extra position had been requested in the budget, but that City Council would not approve the budget until mid-September.

8. ADJOURN

Chair Williams adjourned the meeting at approximately 7:15 p.m.



CIVIL SERVICE COMMISSION AGENDA ITEM COVER MEMO

September 21, 2021

To: Civil Service Commission
Agenda Item: 3(a) Receive a presentation on the proposed Fire Department Entry-Level Firefighter Employment & Examination Application form, Entry-Level Firefighter Examination notice, and Promotional Examinations Source Materials List notice.
Submitted by: Monica Nunez-Garza, Temporary Civil Service Director

SYNOPSIS

This item provides for Commission consideration of proposed Fire Department hiring and promotional forms, including: Entry-Level Firefighter Employment & Examination Application form, Entry-Level Firefighter Examination notice, and Promotional Examinations Source Materials List notice.

STRATEGIC PLAN 2021 GOALS ADDRESSED

- High performing City team

BACKGROUND

Civil Service Commission Local Rule 12.A requires that application for entrance level civil service employment be made to the Director on an appropriate form established by the Commission. Additionally, Local Rule 12.B requires that applicants must sign up with the Director to take an exam no less than ten (10) days before the examination date. The attached Civil Service Commission Entry-Level Firefighter Employment & Examination Application consists of both the employment application and examination application (sign-up), which requests applicant information and requires that applicants affirm they meet the minimum eligibility requirements for entry-level firefighters, in accordance with Local Rule 13.A.

Local Rule 12.B also requires that the Director shall post notice of an entry-level exam with no less than 30 days' notice. Pursuant to Local Rule 12.C, the examination notice must state the period of time the eligibility list will be effective, which is twelve (12) months from the date of examination. The attached Entry-Level Firefighter Examination notice form states the period the eligibility list will be effective; the deadline to apply for the examination, which is 10 days before the examination date (see Local Rule 12.B); the examination date, time, and place; eligibility requirements; and explains the examination process. As the Fire Department will have entry-level firefighter vacancies on October 1, 2021, the Examination notice form, if approved, will be used to notify applicants of upcoming examination dates.

On October 1, 2021, the Fire Department will also have vacancies in the Specialist, Lieutenant, and Battalion Chief ranks. Pursuant to Texas Local Government Code Section 143.029(a), 90 days before a promotional examination is held, the Civil Service Commission shall post a notice that lists the sources from which the examination questions will be taken. This requirement is also contained in Rule 18.A of the Commission Local Rules & Regulations.

The attached Civil Service Commission Fire Department Promotional Examinations Source Materials List, lists the sources for each promotional rank that will have vacancies on October 1, 2021. Once approved by the Commission, the Fire Department Promotional Examinations Source Materials List will be posted the next day after approval. The Fire Department anticipates holding the promotional examinations at least 90

days after the notice is approved, but before appointment to the vacant position is required, which is 90 days from a position vacancy, which is December 30, 2021. [See § 143.036, TLGC.]

Once the promotional examination dates are finalized, promotional examination notices will be submitted for the Commission's approval.

BUDGET ANALYSIS

SUPPORTING MATERIALS

1. Entry-Level Firefighter Employment & Examination Application form
2. Entry-Level Firefighter Examination notice
3. Promotional Examinations Source Materials List notice

STAFF'S RECOMMENDATION

ACTION IS REQUIRED: The Commission is required by Local Rule 12 and 13 to establish an application for entry-level civil service employment and to post entry-level civil service exam notices. The Commission is also required by Local Rule 18 to post a notice that lists the sources from which the promotional examination questions will be taken. The information provided may be considered by the Commission for approval.

Director Approval:
Interim City Manager:

E. Joyce Iyamu
Bill Atkinson



CIVIL SERVICE COMMISSION AGENDA ITEM COVER MEMO

September 21, 2021

To: Civil Service Commission
Agenda Item: 3(b) Receive a presentation on the proposed Police Department Entry-Level Police Officer Employment & Examination Application form and Entry-Level Police Officer Examination
Submitted by: Monica Nunez-Garza, Temporary Civil Service Director

SYNOPSIS

This item provides for Commission consideration of proposed Police Department hiring forms, including: Entry-Level Police Officer Employment & Examination Application form and Entry-Level Police Officer Examination notice.

STRATEGIC PLAN 2021 GOALS ADDRESSED

- High performing City team

BACKGROUND

Civil Service Commission Local Rule 12.A requires that application for entrance level civil service employment be made to the Director on an appropriate form established by the Commission. Additionally, Local Rule 12.B requires that applicants must sign up with the Director to take an exam no less than ten (10) days before the examination date. The attached Civil Service Commission Entry-Level Police Officer Employment & Examination Application consists of both the employment application and examination application (sign-up), which requests applicant information and requires that applicants affirm they meet the minimum eligibility requirements for entry-level police officers, in accordance with Local Rule 13.A.

Local Rule 12.B also requires that the Director shall post notice of an entry-level exam with no less than 30 days' notice. Pursuant to Local Rule 12.C, the examination notice must state the period of time the eligibility list will be effective, which is twelve (12) months from the date of examination. The attached Entry-Level Police Officer Examination notice form states the period the eligibility list will be effective; the deadline to apply for the examination, which is 10 days before the examination date (see Local Rule 12.B); the examination date, time, and place; eligibility requirements; and explains the examination process. As the Police Department has current entry-level police officer vacancies, the Examination notice form, if approved, will be used to notify applicants of upcoming examination dates.

BUDGET ANALYSIS

SUPPORTING MATERIALS

1. Entry-Level Police Officer Employment & Examination Application form
2. Entry-Level Police Officer Examination notice

STAFF'S RECOMMENDATION

ACTION IS REQUIRED: The Commission is required by Local Rule 12 and 13 to establish an application for entry-level civil service employment and to post entry-level civil service exam notices. The information provided may be considered by the Commission for approval.

Director Approval:
Interim City Manager:

E. Joyce Iyamu
Bill Atkinson



CIVIL SERVICE COMMISSION

ENTRY-LEVEL FIREFIGHTER EMPLOYMENT & EXAMINATION APPLICATION

APPLICANT INFORMATION

NAME: _____
(First) (Middle) (Last)

DATE OF BIRTH: _____ DRIVER'S LICENSE: _____
(MM/DD/YYYY) (Number and State)

ADDRESS: _____

(City) (State) (Zip Code)

PHONE NO.: _____ ALTERNATE PHONE NO.: _____

EMAIL: _____

APPLICANT QUALIFICATION SECTION

Before signing and submitting this application, please ensure that you meet the following minimum requirements. You must meet the following minimum requirements to be eligible for examination and appointment to an entry-level firefighter position.

Initial to acknowledge you meet the following minimum requirements:

_____ I am at least 18 years of age, but not 36 years of age or older.

_____ I have earned a high school diploma or GED equivalent.

_____ I am able to read and write English.

_____ I am currently certified by the Texas Commission on Fire Protection.

_____ I am currently a certified EMT by the Texas Department of State and Health Services.

_____ I do not have a record of conviction or deferred adjudication for driving while intoxicated within the last three (3) years.

_____ I do not have a record of two (2) or more moving traffic violations and/or accidents, within the last 24 months preceding the date of application or a suspended driver's license.

_____ I have not been found or admitted to the use of methamphetamines, speed, crank, crack (or any other form of cocaine), steroids or any other controlled substance without a prescription during the last five (5) years preceding the date of application.

_____ I have not been found or admitted to the use of heroin, opium, PCP or have intentionally used LSD, or have ever sold or distributed marijuana or any other controlled substance.

I understand that the Missouri City Fire Department is regulated by civil service statutes and rules, and as such, I must meet minimum eligibility requirements to sit for the examination. I believe that I meet the above minimum eligibility requirements as evidenced by my initials next to each requirement and my signature below. I further understand that if I do not meet the above minimum eligibility requirements, give false or untruthful information on this application, or fail to submit this application at least ten (10) days before the next examination date that I will be disqualified from the examination.

PRINTED NAME

SIGNATURE

DATE: _____



CIVIL SERVICE COMMISSION
FIRE DEPARTMENT
ENTRY-LEVEL FIREFIGHTER EXAMINATION

The City of Missouri City will conduct a Civil Service Examination to establish an eligibility list for entry-level Firefighters. This eligibility list shall be effective for twelve (12) months from the examination date, unless exhausted earlier.

DEADLINE TO APPLY FOR THE EXAMINATION IS [10 DAYS BEFORE EXAMINATION DATE]

Examination Date:
Time:
Place:

Failure to timely apply for the examination will result in an applicant's disqualification or exclusion from testing.

Eligibility Requirements

The eligibility requirements for an entry-level Firefighter are established by the [Local Rules & Regulations of the Fire Fighters' and Police Officers' Civil Service Commission for the City of Missouri City, Texas](#). Some of these requirements include that an applicant must:

- be at least 18 years of age, but not 36 years of age or older;
- have a high school diploma or a GED equivalent;
- be able to read and write English;
- be currently certified by the Texas Commission on Fire Protection;
- be a currently certified EMT by the Texas Department of State and Health Services;
- not have a record of conviction or deferred adjudication for driving while intoxicated within the last three (3) years;
- not have a record of two (2) or more moving traffic violations and/or accidents, within the last 24 months preceding the date of application or a suspended driver's license.
- not been found or admitted to the use of methamphetamines, speed, crank, crack (or any other form of cocaine), steroids or any other controlled substance without a prescription during the last five (5) years preceding the date of application; and
- have not been found or admitted to the use of heroin, opium, PCP, or have intentionally used LSD, or have ever sold or distributed marijuana or any other controlled substance.

Examination Process

Applicants will be required to complete and submit an online application through the [Missouri City Human Resources & Organizational Development webpage](#) by **[10 days before examination date]**. Applicants must also complete, sign, and return the Examination Application by **[10 days before examination date]**.

Applicants who are not disqualified from testing, will receive an invitation for examination from the Civil Service Director that confirms the examination date, time, and location, contains a Personal History Statement form for completion, and that assigns a candidate number to the applicant. The applicant must then complete and sign the Personal History Statement form and submit it during check-in on the examination date. Failure to provide a Personal History Statement by this deadline will result in the applicant being disqualified from this examination cycle.

Check-in begins at **[hh:mm a.m./p.m.]** and ends at **[15 minutes before examination time]**. At check-in, applicants must provide proof of identity through a valid driver's license. Failure to timely check-in for the examination will result in an applicant's disqualification or exclusion from testing.

Applicants who have served in the United States armed forces, received an honorable discharge, and make a passing grade (70) on the examination, may be eligible to have five points added to their examination grade. To be eligible for these additional points, Applicants must submit proof of their honorable discharge through a copy of their DD Form 214, at check-in on the examination date.

Use of cell phones or any other recording devices are strictly prohibited during check-in, the examination, and the grading process. Applicants shall not have a cell phone or any recording device on their person while in the examination building.



CIVIL SERVICE COMMISSION
FIRE DEPARTMENT PROMOTIONAL EXAMINATIONS
SOURCE MATERIALS LIST

Specialist

1. Pumping and Aerial Apparatus Driver/Operator Handbook, 3rd Edition, IFSTA
ISBN: 978-0-87939-571-1
2. Fire Inspection and Code Enforcement, 8th Edition, IFSTA
ISBN: 978-0-87939-605-3
3. Fire Prevention Applications, 2nd Edition, IFSTA
ISBN: 978-0-87939-621-3
4. Developing Firefighter Resiliency, Bob Carpenter, Dave Gillespie, and Ric Jorge
ISBN: 978-1593704209
5. Missouri City Fire & Rescue Policies

Lieutenant

1. Fire and Emergency Services Company Officer, 6th Edition, IFSTA
ISBN: 978-0-87939-650-3
2. Street Smart Firefighting: The Common Sense Guide to Firefighter Safety and Survival, Robert C. Bingham
ISBN: 0-9748447-0-5
3. Hazardous Materials for First Responders, 5th Edition, IFSTA
ISBN: 978-0-87939-613-8
4. Extreme Ownership – How U.S. Navy Seals Lead and Win, Jocko Willink and Leif Babin
ISBN: 978-1-250-18386-6
5. Missouri City Fire & Rescue Policies
6. Local Rules & Regulations of the Fire Fighters' and Police Officers' Civil Service Commission for the City of Missouri City, Texas
7. Missouri City Personnel Policy

Battalion Chief

1. Chief Officer, 4th Edition, IFSTA
ISBN: 978-0-87939-644-2
2. Fire Officer's Handbook of Tactics, 5th Edition, John Norman
ISBN: 978-1593704186
3. Legal Considerations for Fire and Emergency Services, 3rd Edition, J. Curtis Varone
ISBN: 978-1-59370-347-9
4. Full Contact Leadership, Edward Flood and Anthony Avillo
ISBN: 978-1-59373-981
5. Missouri City Fire & Rescue Policies
6. Local Rules & Regulations of the Fire Fighters' and Police Officers' Civil Service Commission for the City of Missouri City, Texas
7. Missouri City Personnel Policy

The Division Chief of Training has a limited number of copies of the above-listed books available for check out. Candidates may check out one book at a time on a first come, first serve basis from the Division Chief of Training.

Approved by the Civil Service Commission on September ____, 2021, until further notice.



CIVIL SERVICE COMMISSION

ENTRY-LEVEL POLICE OFFICER EMPLOYMENT & EXAMINATION APPLICATION

APPLICANT INFORMATION

NAME: _____
(First) (Middle) (Last)

DATE OF BIRTH: _____ DRIVER'S LICENSE: _____
(MM/DD/YYYY) (Number and State)

ADDRESS: _____

(City) (State) (Zip Code)

PHONE NO.: _____ ALTERNATE PHONE NO.: _____

EMAIL: _____

APPLICANT QUALIFICATION SECTION

Before signing and submitting this application, please ensure that you meet the following minimum requirements. You must meet the following minimum requirements to be eligible for examination and appointment to an entry-level police officer position.

Initial to acknowledge you meet the following minimum requirements:

_____ I am at least 21 years of age, but not 45 years of age or older.

_____ I am a citizen of the United States of America.

_____ I am able to read and write English.

_____ I have earned a high school diploma or GED equivalent, or have completed at least 12 college hours from an accredited college or university.

_____ I do not have a record of a Class A misdemeanor conviction or deferred adjudication.

_____ I am currently a TCOLE certified peace officer or eligible for future TCOLE certification.

_____ I do not have a record of a felony conviction or deferred adjudication.

_____ I am not under current indictment or currently charged with a felony offense.

_____ I do not have a record of conviction or deferred adjudication for a family violence offense.

_____ I do not have a record of a Class B misdemeanor conviction or deferred adjudication, within the last 10 years.

_____ I have never used any "hallucinogenic" drug, such as ecstasy, LSD, PCP, or other type of hallucinogen.

_____ I have never delivered, sold, or possessed with intent to deliver a controlled substance in violation of any state or federal law.

_____ I am not prohibited by state or federal law from operating a motor vehicle.

_____ If applicable, I have not been discharged, from the military with a dishonorable discharge. (If not applicable, please fill-in "N/A" in the initial blank.)

_____ If applicable, my peace officer's license is not currently suspended or have a surrender of license in effect. (If not applicable, please fill-in "N/A" in the initial blank.)

I understand that the Missouri City Police Department is regulated by civil service statutes and rules, and as such, I must meet minimum eligibility requirements to sit for the examination. I believe that I meet the above minimum eligibility requirements as evidenced by my initials next to each requirement and my signature below. I further understand that if I do not meet the above minimum eligibility requirements, give false or untruthful information on this application, or fail to submit this application at least 10 days before the next examination date that I will be disqualified from the examination.

PRINTED NAME

SIGNATURE

DATE: _____



CIVIL SERVICE COMMISSION
POLICE DEPARTMENT
ENTRY-LEVEL POLICE OFFICER EXAMINATION

The City of Missouri City will conduct a Civil Service Examination to establish an eligibility list for entry-level Police Officers. This eligibility list shall be effective for twelve (12) months from the examination date, unless exhausted earlier.

DEADLINE TO APPLY FOR THE EXAMINATION IS 10 DAYS BEFORE EXAMINATION DATE!

Examination Date:
Time:
Place:

Failure to timely apply for the examination will result in an applicant's disqualification or exclusion from testing.

Eligibility Requirements

The eligibility requirements for an entry-level Police Officer are established by the [Local Rules & Regulations of the Fire Fighters' and Police Officers' Civil Service Commission for the City of Missouri City, Texas](#), including department screening criteria. Some of these requirements include that an applicant must:

- be at least 21 years old on the examination date. A person who is 45 years of age or older may not be certified for a beginning position in the Police Department;
- a citizen of the United States of America;
- be able to read and write English;
- have a high school diploma or a GED equivalent or have completed at least 12 college hours from an accredited college or university;
- not have a record of felony conviction or deferred adjudication;
- not be under a current indictment or charge for a felony offense;
- not have a record of a Class A misdemeanor or deferred adjudication;
- not have a record of conviction or deferred adjudication for a family violence offense;
- not have a record of a Class B misdemeanor or deferred adjudication, within the last 10 years;
- never used any "hallucinogenic" drug, such as ecstasy LSD, PCP, or other type of hallucinogen;
- never delivered, sold, or possessed with intent to deliver a controlled substance in violation of any state or federal law;
- not be prohibited from by state or federal law from operating a motor vehicle;
- if applicable, not have been dishonorably discharged from the military; and

- if applicable, not have a peace officer's license that is suspended or have a surrender of license in effect.

Examination Process

Applicants will be required to complete and submit an online application through the [Missouri City Human Resources & Organizational Development webpage](#) by **[10 days before examination date]**. Applicants must also complete, sign, and return the Examination Application by **[10 days before examination date]**.

Applicants who are not disqualified from testing, will receive an invitation for examination from the Civil Service Director that confirms the examination date, time, and location, contains a Personal History Statement form for completion, and that assigns a candidate number to the applicant. The applicant must then complete and sign the Personal History Statement form and submit it during check-in on the examination date. Failure to provide a completed and signed Personal History Statement by this deadline will result in the applicant being disqualified from this examination cycle.

Check-in begins at **[hh:mm a.m./p.m.]** and ends at **[15 minutes before examination time]**. At check-in, applicants must provide proof of identity through a valid driver's license. Failure to timely check-in for the examination will result in an applicant's disqualification or exclusion from testing.

Applicants who have served in the United States armed forces, received an honorable discharge, and make a passing grade (70) on the examination, may be eligible to have five points added to their examination grade. To be eligible for these additional points, Applicants must submit proof of their honorable discharge through a copy of their DD Form 214, at check-in on the examination date.

Use of cell phones or any other recording devices are strictly prohibited during check-in, the examination, and the grading process. Applicants shall not have a cell phone or any recording device on their person while in the examination building.