



**SEABROOK CIVIL SERVICE COMMISSION
NOTICE OF CIVIL SERVICE COMMISSISON MEETING
MONDAY, NOVEMBER 18, 2024 - 6:00 PM**

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NOTICE IS HEREBY GIVEN THAT THE SEABROOK CIVIL SERVICE COMMISSISON WILL HOLD A MEETING ON MONDAY, NOVEMBER 18, 2024 AT 6:00 P.M. AT **CITY HALL, 1700 1ST STREET, SEABROOK, TEXAS**, TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE ITEMS LISTED BELOW.

ALTHOUGH THIS IS NOT AN OFFICIAL COUNCIL MEETING, A QUORUM OF COUNCIL MEMBERS MAY BE PRESENT.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time the Commission will listen to any member of the audience on any subject matter whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker. In accordance with the Open Meetings Act, Commission Members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please state your name and address clearly before making your comments. Thank you.

2. NEW BUSINESS

2.1 Consider and take appropriate action to set the date for Police Entrance Exam. The proposed test date to be January 18, 2025.

2.2 Consider and take appropriate action to approve Resolution No, 01-2024 adopting an amendment to the rules and regulations of the Civil Service Commission by amending Section 143.023 Eligibility for a Beginning Position by adding Section 143.023(a) Minimum Eligibility Requirements for Police Officers and by adding Section 143.023 (b) establishing the eligibility requirements and applicable rules for hiring beginning Police Officers who have prior experience with other agencies; establishing the seniority compensation for new lateral hires in the Police Department; authorizing the Department Head to manage and modify the lateral hiring criteria, rules and eligibility in the best interest of the department; and authorizing the Director of Civil Service to take all actions necessary to implement this resolution.

3. ROUTINE BUSINESS

4. ADJOURN

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES, MUST BE MADE, 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (281) 291-5680 OR HR@SEABROOKTX.GOV FOR FURTHER INFORMATION.

I certify that this notice was posted on the bulletin board on or before Friday, May 12, 2023 no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Yesenia Garza-Spires,
HR/Civil Service Director



Agenda Briefing

Date of Meeting: November 18, 2024

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take appropriate action to set the date for Police Entrance Exam. The proposed test date to be January 18, 2025.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Agenda Briefing

Date of Meeting: November 18, 2024

Responsible Department: Human Resources

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Strategic Focus Area:

General Information:

Consider and take appropriate action to approve Resolution No, 01-2024 adopting an amendment to the rules and regulations of the Civil Service Commission by amending Section 143.023 Eligibility for a Beginning Position by adding Section 143.023(a) Minimum Eligibility Requirements for Police Officers and by adding Section 143.023 (b) establishing the eligibility requirements and applicable rules for hiring beginning Police Officers who have prior experience with other agencies; establishing the seniority compensation for new lateral hires in the Police Department; authorizing the Department Head to manage and modify the lateral hiring criteria, rules and eligibility in the best interest of the department; and authorizing the Director of Civil Service to take all actions necessary to implement this resolution.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. Resolution No. 01-2024

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

CITY OF SEABROOK'S CIVIL SERVICE COMMISSION

RESOLUTION NO. 01-2024

A RESOLUTION OF THE CITY OF SEABROOK'S CIVIL SERVICE COMMISSION (THE "COMMISSION") ADOPTING AN AMENDMENT TO THE RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION BY AMENDING SECTION 143.023 ELIGIBILITY FOR A BEGINNING POSITION BY ADDING SECTION 143.023 (a) MINIMUM ELIGIBILITY REQUIREMENTS FOR POLICE OFFICERS AND BY ADDING 143.023 (b) ESTABLISHING THE ELIGIBILITY REQUIREMENTS AND APPLICABLE RULES FOR HIRING BEGINNING POLICE OFFICERS WHO HAVE PRIOR EXPERIENCE WITH OTHER AGENCIES; ESTABLISHING THE SENIORITY COMPENSATION FOR NEW LATERAL HIRES IN THE POLICE DEPARTMENT; AUTHORIZING THE DEPARTMENT HEAD TO MANAGE AND MODIFY THE LATERAL HIRING CRITERIA, RULES AND ELIGIBILITY IN THE BEST INTEREST OF THE DEPARTMENT; AND AUTHORIZING THE DIRECTOR OF CIVIL SERVICE TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THIS RESOLUTION.

WHEREAS, the Rules and Regulations of the City of Seabrook's Civil Service Commission (the "Local Rules") establishes certain minimum eligibility requirements for beginning positions as a Police Officer of the City of Seabrook, Texas ("City"); and

WHEREAS, Section 143.041 of the Local Rules provides for seniority pay within the ranks of the Police Department; and

WHEREAS, the City's pay plan for police officers establishes increasing pay steps based upon the number of years of service as a police officer; and

WHEREAS, the recruitment of police officers for beginning positions in the City's Police Department has become increasingly challenging; and

WHEREAS, when attempting to hire experienced police officers for beginning positions, the City's Police Department is not currently able to effectively compete with other agencies that offer a lateral hiring program for the beginning police officer rank; and

WHEREAS, increasing the City's ability to compete for and hire experienced police officers who are already licensed by the State of Texas will result in substantial cost savings, operational efficiencies, and other benefits for the Police Department and City residents; and

WHEREAS, the Commission desires to amend the Local Rules to amend Section 143.023 by adding Section 143.023 (a) Minimum Eligibility Requirements for Police Officers and by adding Section 143.023 (b) to establish the parameters of a lateral hiring program applicable to the Police Department as more fully set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SEABROOK'S CIVIL SERVICE COMMISSION:

SECTION 1. Conditioned on the City Council amending the pay plan for police officers to provide for the following Lateral Entry Program, the Commission hereby amends the Local Rules by amending Section 143.023 Eligibility for a Beginning Position adding Section 143.023 (a) Minimum Eligibility Requirements

for Police Officer and by adding Section 143.023 (b) Eligibility Requirements for Lateral Police Officer Entry :

§ 143.023. ELIGIBILITY FOR A BEGINNING POSITION

§ 143.023 (a) MINIMUM ELIGIBILITY REQUIREMENTS FOR POLICE OFFICERS

An application for Police Officer shall meet the following qualifications to of be considered for an entry-level position:

- a. Be a citizen of the United States of America; and
- b. Be a minimum of twenty-one (21) years of age and eligible for Texas Commission on Law Enforcement Officer Standards and Education (TCOLE) at the time of hire; and
- c. Be able to read, write, and speak the English language fluently; and
- d. Be of good moral character; and
- e. Be a graduate of an accredited high school or have the educational equivalent; and
- f. Applicants shall be required to furnish official transcripts (or other competent evidence of completion of the aforementioned academic requirements); and
- g. Makes application in the manner prescribed in the Notice of Examination, and files the application with the Director within the time limits prescribed in the notice of examination; and
- h. Achieve a minimum passing score of seventy (70) percent on the written examination. A minimum passing grade must be achieved before military service points are added to the applicant's final grade; and
- i. Successfully complete the physical ability test (PAT), as determined by the Police Department, demonstrating the applicant is physically capable of performing the essential functions for the position of Police Officer with or without accommodation; and
- j. Pass an extensive background investigation, including submitting fingerprints for criminal record check and polygraph examination; and
- k. Pass oral interviews conducted under the direction of the Department Head; and
- l. Successfully complete a post-job offer psychological examination and medical examination that includes passing a visual acuity test and physician certification that the applicant is not dependent on and does not use illegal drugs or misuse legal drugs.

ADDITIONAL MINIMUM ELIGIBILITY REQUIREMENTS FOR POLICE OFFICERS

An applicant for Police Officer shall meet all of the following criteria to be considered for an entry-level position:

- a. Preferably possess certification as a peace officer as issued by TCOLE at time of examination. Applicant shall provide evidence of certification on or before date of hire. If applicant does not possess peace officer certification, he/she must meet all legal requirements necessary to become certified by TCOLE; and
- b. Have a valid Texas or out of state driver's license that is not in jeopardy of suspension or revocation at the date of hire. If the applicant possesses an out of state license, he or she must be eligible to obtain a Texas Driver's License; and
- c. Shall not be prohibited from purchasing or carrying a firearm or possessing ammunition.

§ 143.023 (b) ELIGIBILITY REQUIREMENTS FOR LATERAL POLICE OFFICER ENTRY

1. The Seabrook Police Department establishes a Lateral Entry Program for beginning police officers that provides step pay credit for prior experience as a State of Texas certified police officer.
2. To be eligible for employment with the Police Department as a beginning police officer under the Lateral Entry Program, an applicant:
 - a. Must be currently certified as a Basic Peace Officer by the Texas Commission on Law Enforcement.
 - b. Must NOT have been a previous Seabrook Police Officer that was reappointed.
 - c. Must have at least two (2) years of continuous year of service as a paid, full-time State of Texas Certified police officer with a law enforcement agency with the authority to enforce laws, investigate crimes, make arrests, respond to calls for service, carry firearm, and use discretion as part of their assigned duties.
 - d. Must complete and satisfy all other requirements for a beginning position in the Police Department in accordance with these Rules and Chapter 143 of the Texas Local Government Code, including all entry-level testing, examination, background investigation, and reviews required for hiring; and
 - e. Must be approved by the Police Chief to participate in the Lateral Entry Program in his sole discretion and satisfy all other requirements and conditions of the program which may, from time to time, be established by the Chief of Police.
3. An applicant hired as a beginning police officer under the Lateral Entry Program shall be placed on the police pay step equivalent to the applicant's number of full years of approved experience as a State of Texas certified police officer. Only full years of service with the Texas Commission of Law Enforcement (TCOLE) shall be. For example, if an applicant has one year and eight months of experience in one agency and two years and four months of experience with another agency, the applicant shall be treated as having a total of three years of experience and may be placed on the corresponding step on the pay plan.
4. The Chief of Police is authorized to adopt any internal Department rules, regulations, policies, and procedures applicable to the Lateral Entry Program he may deem appropriate and/or necessary. Such policies and procedures may include, but are not limited to, provisions establishing further eligibility requirements or criteria used to determine acceptable prior experience. The Chief of Police has sole discretion to make the final determinations regarding an applicant's eligibility for the Lateral Entry Program and the amount of approved experience that will be used to determine the starting pay step offered to the applicant. The Chief of Police may discount or reduce the number of years of experience that will be approved based upon factors to be determined and weighted by the Chief of Police.
5. The Police Chief may impose limits on the number of applicants, if any, to be offered employment under the Lateral Entry Program at any given time.
6. The Lateral Entry Program is for seniority pay purposes only to determine placement into the City's existing pay schedule for police officers. Actual work experience in another agency other than the City of Seabrook shall not be considered for promotional eligibility requirement, departmental seniority, leave

determinations, paid time off, transfers, probationary purposes, longevity pay, or any other accruals or programs that utilize years of service or experience as a criteria. Departmental seniority for lateral entry police officers will begin on their hire date with the City of Seabrook Police Department.

SECTION 2. The foregoing amendment is effective on the date of the City Council action required by Section 1 and the Director of Civil Service is hereby instructed and authorized to take all actions necessary to implement this Resolution following such City Council action.

DULY RESOLVED by the City of Seabrook’s Civil Service Commission on this 18th day of November 2024.

Byron Hanson, Commissioner

Kylie Wilson, Commissioner

Steve Dean, Commissioner