



CITY OF BRYAN
The Good Life, Texas Style.™

**FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION
RULES AND REGULATIONS**

**Adopted 02/13/2006
Revised 04/08/2013**

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**CITY OF BRYAN
FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION
RULES AND REGULATIONS**

INTRODUCTION

The purpose of Chapter 143 of the Local Government Code is to secure efficient Fire and Police Departments composed of capable personnel, free from political influence.

These Rules are promulgated in compliance with Chapter 143 of the Local Government Code, which is incorporated herein for all purposes. It is intended that these Rules shall complement said statute and not conflict with the statute in any manner. No set of rules can be so precise as to provide for every employment situation; therefore, it is intended that the Civil Service Commission administer these Rules in the best interest of the Fire and Police Departments.

SUBCHAPTER A. GENERAL PROVISIONS

Section 143.001 PURPOSE

There is hereby established the City of Bryan Fire Fighters' and Police Officers' Civil Service with the adoption of these Rules and Regulations, in compliance with Chapter 143, as amended, of the Texas Local Government Code. The captions used in these local Rules are not intended to convey any legal meaning or benefit but are included solely to aid in the organization of the Rules.

The scope and construction of the Rules hereinafter set forth shall be interpreted and applied within the spirit and intent of Chapter 143. It is intent of these Rules to cover situations not mentioned in Chapter 143 or which are ambiguous in Chapter 143. All situations that are not expressly covered by Chapter 143 or these Rules shall be resolved in accordance with the City Charter and ordinances, City of Bryan Personnel & Administrative Policies & Procedures or the residual discretionary authority vested in a Department Head. These Rules shall apply to all of the classified, non-probationary employees covered under Chapter 143.

The Commission, acting in compliance with Chapter 143, has the authority to adopt, publish and enforce rules relating to:

- (1) The proper conduct of Commission business meetings;
- (2) The proper conduct of examinations for entry level and promotional eligibility;
- (3) The proper conduct of appeals of testing and examination scoring;
- (4) The prescribed cause or causes for the removal or suspension of a civil service employee;
- (5) The procedures for the hearing of disciplinary appeals concerning suspensions without pay, indefinite suspensions, promotional passovers; recommended demotions; or written promotional examinations; and
- (6) Such other matters reasonably related to the selection, promotion and discipline of civil service employees, not otherwise vested in the discretion or managerial authority of the City Council, City Manager, Director of Civil Service, or Department Heads.

Section 143.003 DEFINITIONS

See Section 143.003, Chapter 143

- (1) **APPOINTMENT** - The designation of a person by the City Manager to become an employee in a classified civil service position.
- (2) **BUSINESS DAY** - Any day City of Bryan is customarily open for normal business. "Business Day" does not refer to the employee's workday or holidays observed by the City.
- (3) **CHIEF EXECUTIVE** - The City Manager of the City of Bryan.

- (4) **CHAPTER 143** - The portion of the Texas Local Government Code containing the civil service provisions.
- (5) **CLASSIFICATION** - A position or group of positions that involve similar duties and responsibilities and require similar qualifications.
- (6) **COMMISSION** – The Bryan Civil Service Commission.
- (7) **CONVICTION OR CONVICTED** - A person is convicted if he/she has pled guilty, no contest (Nolo contendere), or been found guilty in a trial, regardless of whether:
- The sentence is subsequently probated and the person is discharged from probation;
 - The defendant has received an unadjudicated or deferred adjudication probation, or similar deferred disposition, for a criminal offense;
 - The case has been made the subject of a expunction order; or
 - The person is pardoned, unless the pardon is expressly granted for subsequent proof of innocence.
- (8) **DAY** - Calendar day, unless otherwise specified.
- (9) **DEPARTMENT HEAD** - The Fire Chief or Police Chief of the City of Bryan.
- (10) **DEMOTION** - The transfer of an employee from a position in one classification to a position in another classification for which the maximum rate of pay is lower.
- (11) **DIRECTOR** - The Director of Civil Service as designated by the City of Bryan Civil Service Commission to act in the capacity of Secretary to the Commission and Director of Civil Service, and includes his/her designee. In the absence of the Civil Service Director or when a conflict of interest may arise in fulfilling the duties of the position, the following positions may serve as the Acting Civil Service Director: Deputy City Manager, City Internal Auditor, or Risk Management Manager; and naming an Acting Civil Service Director shall be performed through a memorandum from the Civil Service Director or, in the Civil Service Director's absence, the City Manager to the individual being named as the Acting Civil Service Director.
- (12) **ELIGIBILITY LIST** - A list of applicants for a classified civil service position who have taken the written examination and passed and are ranked on the eligibility list in order of the score received, including applicable military service and any tiebreakers. Applicant shall successfully pass additional steps in the selection process conducted by the respective Department prior to any offer of employment being extended.
- (13) **MILITARY SERVICE CREDIT** - The points added to the passing score of an entrance examination taken by a qualified veteran.
- (14) **RAW SCORE** - The numerical grade based upon the questions correctly answered on an examination.
- (15) **SENIORITY** – For the purpose of breaking a tie on a promotional examination, years of service as a full-time peace officer or fire fighter within the Department, whether interrupted or uninterrupted. Seniority points shall be awarded only for whole years of service.

- (16) **VETERAN** - A person who has served a minimum of 180 days of active duty in the armed forces of the United States of America and who has received a Form DD-214 that reflects an honorable discharge. A person who receives a discharge other than honorable, including a general discharge under honorable conditions, is not a veteran for the purpose of this section.

Section 143.006 IMPLEMENTATION; COMMISSION

See Section 143.006, Chapter 143

- (1) **MEETINGS** - The Commission shall conduct its meeting in such place as designated in the "Notice of Meeting." The Commission shall conduct all meetings in compliance with the provisions of Section 551.001 et seq. of the Government Code (Open Meetings Act)

A meeting shall be called by the Director at the request of the Chairman, or at the written request of any two (2) Commissioners. Notice of meeting of the Commission shall be given by the Director to the members of the Commission at least seventy-two (72) hours preceding the day of the meeting, except in case of emergency or urgent public necessity, in which case two (2) hours notice shall be given in accordance with the provisions of the Government Code.

In all matters of procedure not controlled by the provisions of the Local Government Code, the order of business and conduct of meetings shall be in conformity with Robert's Rules of Order. The Commission may, by majority vote, make rules of procedure for the administration of Chapter 143 of the Local Government Code.

- (2) **RULES OF THE COMMISSION** - The rules of the Commission currently in effect are only those contained herein. These Rules have been approved by the Commission and shall remain in effect until officially amended, revised or repealed by the Commission.

Amendment to these Rules may be made at any meeting of the Commission and such amendment shall become effective on the date of compliance with the posting and notice requirements of Chapter 143 and of these Rules. All rules and amendments shall be printed and made reasonably available for access by all civil service employees.

- (3) **APPOINTMENT, VACANCY AND TERM OF COMMISSIONER** - The City Manager shall appoint and the City Council shall confirm the appointment of the three members of the Commission who meet the required statutory qualifications. The members shall elect one member to serve as Chairman and one to serve as Vice-Chairman.

When a vacancy on the Commission occurs, the replacement of Chairman and Vice-Chairman shall be handled as follows: 1) in the event of a vacancy in the Chairman position, the Vice-Chairman shall assume the role of Chairman and an interim election shall be held to elect a new Vice-Chairman; and 2) in the event of vacancy in the Vice-Chairman position, an interim election shall be held to fill that office.

Each member of the Commission holds office for a staggered three-year term and thereafter until a successor is appointed and confirmed. An interim vacancy on the Commission shall be filled by appointment of the City Manager and confirmed by the City Council for the unexpired term of the member whose position has been vacated.

Section 143.007 REMOVAL OF COMMISSION MEMBER

See Section 143.007, Chapter 143

A member of the Commission may tender his/her resignation in writing at any time to the City Manager. A Commission member may be removed from office by the City Council for misconduct in office or otherwise in accordance with Chapter 143 of the Texas Local Government Code.

If a Commission member is absent more than one-third (1/3) of the meetings during a six (6) month period without good and reasonable cause, unless the Commission is on-call and/or meets once during the six (6) month interval, the absent member may be automatically deemed to have submitted a resignation, and if accepted by the City Manager, the position shall be deemed vacant without further action. Upon the occurrence of any of these events, a request shall be made by the Director to the City Manager for a replacement of such member.

Section 143.008 ADOPTION AND PUBLICATION OF RULES

See Section 143.008, Chapter 143

Where there is a conflict between these Rules and other rules pertaining to classified employees of the City, these Rules shall take precedence. If any section, subsection, paragraph, sentence, clause, phrase or word contained in these Rules shall be held by the courts to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portion of these Rules.

These Rules are enacted by the Commission pursuant to the statutorily delegated authority of Chapter 143. These Rules were not acted upon in any official manner by the City Council. Therefore, these Rules do not constitute any form of "policy" nor any other official act of the City Council.

Section 143.009 COMMISSION INVESTIGATIONS AND INSPECTIONS

See Section 143.009, Chapter 143

Section 143.010 COMMISSION APPEAL PROCEDURE

See Section 143.010, Chapter 143

- (1) **ORIGINAL NOTICE OF APPEAL** - The employee's notice of appeal and request for hearing shall be filed in writing with the Director within ten (10) days (240 hours) after receiving the notice of disciplinary action from the Department Head. An employee may withdraw his/her request for an appeal at any time, and thereby terminate the appeals process.

The employee's notice of appeal and request for hearing shall set forth the employee's basis for appeal in compliance with Chapter 143.

- (2) **FAILURE TO TIMELY FILE AN APPEAL OR SET FORTH BASIS FOR APPEAL** - There shall be no right to an appeal hearing in a situation where an employee either (i) fails to file a notice of appeal of a disciplinary action with the Director within the ten (10) day (240 hour) period allowed in Chapter 143 or (ii) fails to properly state the basis of appeal. This shall result in an appeal in the matter not being established. If the appeal is

untimely or does not properly state the basis for appeal, the Director shall notify the employee that the appeal shall not be considered.

- (3) **SUBPOENA** - Before requesting a subpoena duces tecum for the production of documents, a party shall first make a request for the documents directly to the other party and allow a reasonable time for a response. If the request is refused or otherwise not produced, then a request may be filed with the Director requesting the Commission to issue a subpoena duces tecum. This request shall be filed with the Director at least ten (10) days prior to the hearing date, and the party requesting the documents shall also serve the opposing party with a copy of the subpoena duces tecum at least ten (10) days prior to the hearing date. If the opposing party wishes to object to the request for the issuance of a subpoena duces tecum, the opposing party shall file its written objections with the Director at least six (6) days prior to the hearing. If the Commission receives written objections to the issuance of a subpoena duces tecum from the opposing party, the Commission shall meet no later than the third day before the hearing to determine whether to issue, quash or modify the requested subpoena. The Commission may base its decision on the information before them, and may consult legal counsel if necessary. The Director shall then notify the parties verbally and in writing of the Commission's decision. Because of the short time frame permitted in this process, all written materials may be served by facsimile and/or e-mail by the parties to each other and to the Director.

A request for subpoena to compel the attendance of a witness shall be coordinated through the Director. A request for a subpoena shall be submitted at least ten (10) days prior to the scheduled hearing date in order to be processed in a timely manner. The party requesting a subpoena must also serve the opposing party at the same time. The Director shall issue a subpoena on behalf of the Commission.

- (4) In appeals to the Commission, the Texas Rules of Evidence shall not be observed.
- (5) The Commission shall base its decisions on "substantial evidence."

"Substantial evidence" is evidence which a reasoning mind would accept as sufficient to support a particular conclusion and consists of more than a mere scintilla of evidence but may be somewhat less than a preponderance.

Under the substantial evidence rule, as applied in administrative proceedings, evidence is competent and may be considered, regardless of its source and nature, if it is the kind of evidence that a "reasonable mind might accept as adequate to support a conclusion."

Section 143.011 DECISIONS AND RECORDS

See Section 143.011, Chapter 143

Section 143.012 DIRECTOR

See Section 143.012, Chapter 143

The Director shall perform work incidental to the Civil Service System as required by the Commission. All communications or requests to the Commission shall be made in writing to the Director. The Director shall also act as Secretary to the Commission. The Director's duties include, but are not limited to:

- (1) Supervising all examinations (entry-level and promotional), including, but not limited to, the preparation, scheduling, scoring and security of test materials;
- (2) Coordinating and overseeing the recruitment and examination of applicants;
- (3) Assisting in the classification of Fire and Police Department positions; preparing and processing the appropriate ordinances for City Council approval;
- (4) Assisting the Chairman in setting the agenda for the Commission meetings;
- (5) Acting as liaison and providing staff support to the Commission;
- (6) Determining whether any matter is appropriately brought before the Commission in a reasonable and timely fashion;
- (7) Calling, scheduling, rescheduling, and canceling meetings of the Commission;
- (8) Acting as records custodian as provided by Chapter 143;
- (9) Acting on behalf of the Commission for actions and issues not specifically addressed in Chapter 143 or these Rules;
- (10) Establishing and monitoring procedures for the discipline and termination of civil service employees;
- (11) When a specific Rule does not address a particular question or issue, interpreting the Rules based on circumstances, facts and issues, and taking appropriate action; and
- (12) Performing such other functions as may be deemed reasonably necessary in regard to the efficient and effective administration of the civil service system of the City.

Section 143.013 APPOINTMENT AND REMOVAL OF DEPARTMENT HEAD

See Section 143,013, Chapter 143

Section 143.014 APPOINTMENT AND REMOVAL OF PERSON CLASSIFIED IMMEDIATELY BELOW DEPARTMENT HEAD

See Section 143.014, Chapter 143

Section 143.015 APPEAL OF COMMISSION DECISION TO DISTRICT COURT

See Section 143.015, Chapter 143

Section 143.016 PENALTY FOR VIOLATION OF CHAPTER

See Section 143.016, Chapter 143

Section 143.017 COMMISSION PROCEDURES

- (1) **RULE OF CONDUCT** - In the discharge of their duties, members of the Commission act as a body and not as individuals. An individual Commission member shall not speak for the Commission unless specially authorized in advance to do so by action of the Commission.
- (2) **AGENDA** - The Director shall assist the Chairman in preparing an agenda for a Commission meeting. If a Commission member wants an item placed on an agenda, he/she shall submit a written request to the Director for consideration by the Chairman.
- (3) **QUORUM** - Two members of the Commission constitute a quorum sufficient to conduct business meetings and hearings.
- (4) **CONDUCT OF REGULAR BUSINESS MEETINGS** - The Commission shall set reasonable rules and procedures for proper and efficient conduct of business. The Chairman shall conduct meetings in an orderly and timely fashion.

The normal order of business at non-disciplinary or non-appeal hearings shall be generally:

- Call to Order
- Approval of Minutes
- Action Items
- Miscellaneous Matters from the Director
- New Business - Commission members may suggest items for future agendas
- Adjourn

The Chairman may alter the order of business at his/her discretion.

- (5) **MINUTES** - The Civil Service Director shall prepare the minutes of each meeting. The minutes of a meeting shall be presented for approval at a subsequent meeting of the Commission. The minutes, other than matters discussed in executive session, upon approval by the Commission, shall be kept open for public inspection as governed by applicable State law. A Commission member may record in the minutes an approval of, or objection to, any act of the Commission together with the Commissioner's reasons. A copy of the minutes and records may be obtained from the Director for the standard fee charged by the City for similar official record duplication. The minutes of the Commission shall be signed by the Chairman, or in the Chairman's absence, the Vice-Chairman.

(Sections 143.018 - 143.020 reserved for expansion)

SUBCHAPTER B. CLASSIFICATION AND APPOINTMENT

Section 143.021 CLASSIFICATION; EXAMINATION REQUIREMENT

See Section 143.021, Chapter 143

The civil service positions in the Fire and Police Departments are classified on the basis of similarity in duties and responsibilities.

Section 143.022 PHYSICAL REQUIREMENTS AND EXAMINATION

See Section 143.022, Chapter 143

- (1) **GENERAL REQUIREMENTS** - Each applicant for entry-level positions shall be required to submit to such physical and mental tests as determined by the respective Department Heads to be reasonably necessary and proper to determine the physical and mental ability of the applicant to perform the essential functions required for the position sought. An applicant who is not capable of performing the essential job functions with or without reasonable accommodation shall not be appointed.
- (2) **ENTRY LEVEL APPEALS** - If an applicant is not appointed due to failure to successfully pass the medical or psychological examination, the applicant may appeal to the Commission. If the applicant elects to appeal, the applicant shall submit written notice of appeal to the Director within ten (10) days (240 hours) of initial receipt of notification of rejection.
- (3) **PROMOTIONAL REQUIREMENTS** - Any candidate for promotion shall successfully complete an appropriate medical examination and a drug/alcohol test. An official Department medical examination taken within six (6) months prior to the promotion test date may be used for this requirement.

Section 143.023 ELIGIBILITY FOR BEGINNING POSITION

See Section 143.023, Chapter 143

- (1) **EMPLOYMENT STANDARDS** - To the extent that employment standards for an entry-level fire fighter and police officer as provided in the Civil Service Classification Plan exceed the requirements of Chapter 143 and other applicable State laws, any of such entry-level employment requirements not prescribed by State laws may be waived by the Fire Chief or Police Chief with the concurrence of the Director and consent of the City Manager, when such waiver would be in the best interests of the Fire Department or Police Department and provided further that such waiver of requirements shall not substantially lower the high standards sought by the City. Any changes under this Section shall be based on each hiring process.
- (2) **MINIMUM ELIGIBILITY REQUIREMENTS FOR FIRE FIGHTERS** - An applicant for fire fighter shall meet the following criteria in order to be considered for an entry-level position:
 - (a) Achieve a minimum passing score of seventy (70) percent on the written examination;
 - (b) Successfully complete the physical ability test;

- (c) Pass a background investigation;
 - (d) Pass oral interviews;
 - (e) Successfully complete a post-job offer psychological examination, if required, and medical examination and drug/alcohol test that includes passing a visual acuity test, and physician certification that the applicant is not dependent on and does not use illegal drugs;
 - (f) Be at least eighteen (18) years of age and not more than thirty-five (35) years of age at the time of hire;
 - (g) Be a graduate of an accredited high school or have an equivalency certificate;
 - (h) Have a valid Texas driver's license at the date of hire and meet the City's evaluation criteria for the driver's license record;
 - (i) Be a citizen of the United States by birth or naturalization;
 - (j) Be able to read, write, and speak the English language;
 - (k) Be of good moral character;
 - (l) Be certified as basic fire fighter, or certifiable at time of appointment, as established by the Texas Commission on Fire Protection and the Texas Department of Health. At or before the time of entrance examination, applicants shall provide either (1) evidence of certifiability issued by the Texas Commission on Fire Protection, or (2) evidence of current enrollment in a basic recruit fire training academy approved by the Texas Commission of Fire Protection; and
 - (m) Be certified as EMT-Basic or higher by the Texas Department of Health at time of appointment. At or before the time of entrance examination, applicants shall provide either (1) an EMT Certificate issued by the Texas Department of Health, or (2) evidence of current enrollment in an EMT course approved by the Texas Department of Health.
 - (n) Hiring preference may be given to those candidates on the eligibility list who are certified Paramedics through the Texas Department of Health.
- (3) **MINIMUM ELIGIBILITY REQUIREMENTS FOR POLICE OFFICERS** - An applicant for police officer shall meet the following criteria in order to be considered for an entry-level position:
- (a) Achieve a minimum passing score of seventy (70) percent on the written examination;
 - (b) Pass a background investigation, including a fingerprint records check;
 - (c) Pass oral interviews;
 - (d) Successfully complete a post-job offer psychological examination, medical examination and drug/alcohol test, that includes passing a visual acuity test, and

physician certification that the applicant is not dependent on and does not use illegal drugs;

- (e) Be at least twenty-one (21) years of age and not more than forty-four (44) years of age at the time of hire;
- (f) Be a graduate of an accredited high school; or have an equivalency certificate with at least twelve (12) hours of college credit; or an honorable discharge from the armed forces after at least twenty-four (24) months of active duty service;
- (g) Have a valid Texas driver's license at the date of hire and meet the City's evaluation criteria for the driver's license record;
- (h) Be a citizen of the United States by birth or naturalization;
- (i) Be able to read, write, and speak the English language;
- (j) Be of good moral character;
- (k) Shall not be prohibited from carrying a firearm or possessing ammunition; and
- (l) Be certifiable as a peace officer as established by the Texas Commission on Law Enforcement Officer Standards and Education at time of hire.
- (m) Hiring preference may be given to those candidates on the eligibility list who hold a peace officer's license through the Texas Commission on Law Enforcement Standards and Education (TCLEOSE).

(4) CAUSE FOR REJECTION FOR FIRE FIGHTERS AND POLICE OFFICERS

The City may reject an applicant for one or more of the following reasons listed below. Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment is submitted by an applicant.

- (a) Applicant fails to pass any part of the entrance examinations;
- (b) Applicant fails to make application in the manner prescribed in the notice of examination, and/or fails to file the application with the Director within the time limits prescribed in the notice of examination;
- (c) Applicant fails to meet Minimum Standards for Initial Licensure as set forth by Texas Commission on Law Enforcement Officer Standards and Education for peace officer candidates or fails to meet any of the minimum requirements expressed in the rules of the Texas Commission on Fire Protection and the Texas Department of Health for fire fighter candidates;

- (d) Applicant is not a citizen of the United States of America by birth or naturalization. The applicant shall be considered disqualified until citizenship is obtained in compliance with federal laws;
- (e) Applicant fails to demonstrate his/her ability to read, write, and fluently speak the English language. The applicant shall be disqualified until the deficiency is corrected;
- (f) Applicant is unable to perform the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation;
- (g) Applicant has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of: conduct that constitutes a Class A Misdemeanor under the Penal Code, Transportation Code, Alcoholic Beverage Code, Health and Safety Code, or any other Code prosecutable as a criminal offense or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ); or received deferred adjudication or pre-trial diversion for, or has been convicted of, a Class B Misdemeanor within the past ten (10) years, or any other conduct that may be unsuitable for employment with the City of Bryan Fire or Police Department. Crimes involving moral turpitude may result in permanent disqualification and shall be considered on a case-by-case basis with appropriate consideration of circumstances and recency.

Applicant has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of conduct which constitutes a felony under state or federal law, to include the UCMJ. Conviction of or engaging in conduct that constitutes a felony shall result in permanent disqualification. An applicant shall not be considered for employment while charges are pending for any criminal offense or while he/she is currently on probation for any offense;

- (h) Applicant has made any false statement in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment. Depending on the variables involved, rejection may be either permanent or temporary;
- (i) Applicant fails to complete or satisfactorily meet the employment process requirement of the respective Department, including missed appointments, failure to return necessary paperwork, failure to notify Department of changes in address or telephone numbers, failure to properly complete any or all application materials, or who otherwise fails to complete application process;
- (j) Applicant fails to satisfactorily complete the oral interview process, including but not limited to B-PAD (Behavioral Personnel Assessment Device) for Fire

candidates only. An applicant shall be disqualified for failure to verbally communicate effectively and appropriately; failure to demonstrate an understanding of the roles and responsibilities of a fire fighter or police officer; failure to present the maturity expected of a fire fighter or police officer; or failure to accurately and precisely respond to the questions of the interviewers;

- (k) An applicant may be temporarily or permanently disqualified if it has been determined by the City that, or he/she has engaged in, conduct which constitutes excessive and/or recent use of intoxicants, including alcohol. Conduct involving recent use of illicit substance or excessive use of intoxicants shall be considered on a case-by-case basis with consideration given to circumstances and recency.

Applicant has not used illicit substances as indicated by the following guidelines:

- No unlawful consumption of marijuana or any substance under Texas Health and Safety Code Penalty Group 2-A within the last three (3) years.
- No unlawful consumption of paints, gases or other abusable chemicals.
- No unlawful consumption of any Texas Health and Safety Code Penalty Groups 1, 1-A and 2 drugs (excluding marijuana).
- No unlawful consumption of any Texas Health and Safety Code Penalty Groups III or IV drugs within the last ten (10) years.

An applicant may be temporarily or permanently disqualified if it has been determined by the City, or he/she has engaged in conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of the prescription medication(s) of another person. Conduct involving the abuse and/or misuse of prescription medication(s) shall be considered on a case-by-case basis with consideration given to circumstances and recency.

An applicant shall be permanently disqualified if it has been determined by the City that, or he/she has engaged in, conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code;

- (l) Applicant has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of DUI within the past three (3) years or violations exceeding four (4) events (moving violations or preventable accidents) within the past three (3) years. An applicant shall be temporarily disqualified until he/she can meet the above standards.

Lesser, but more severe, violations which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City shall be temporary disqualifications. Reapplication shall be permitted when the applicant can meet the above standards;

- (m) Applicant has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct. Said dismissal or termination shall be considered on a case-by-case basis, with final approval by the Department Head. Rejection under this provision shall be considered permanent;
- (n) Applicant has demonstrated a failure to pay just debts. Due to the variables involved, each situation shall be considered on a case-by-case basis. Factors which shall be considered include, but are not limited to: type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgment and integrity. Resolution of bad credit may result in re-qualification. A credit report will not be a sole disqualifier. If used as a disqualifier, the applicant will be notified in accordance with the Fair Credit Reporting Act;
- (o) Applicant has exercised poor judgment skills within the past five (5) years. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision-making process. Examples of such conduct would include, but is not limited to: attendance at a party or social function at which controlled substances or dangerous drugs are consumed, and such activity is known or should have been known by the applicant; silent acceptance of known illegal conduct by others in his/her presence; workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior. Rejection for this cause shall be temporary until the applicant can demonstrate that his/her judgment skills have developed;
- (p) Applicant has a history of unstable work, i.e., as evidenced by frequent changing of jobs for no apparent reason excluding seasonal, student, part-time or contract work. Rejection under this provision shall be temporary in nature and an applicant shall be eligible for reapplication after a five (5) year period. Due to the variables involved, each situation shall be considered on a case-by-case basis. Rejection for employment in an illegal occupation shall be permanent in nature;
- (q) Applicant has failed to meet all legal requirements necessary for future licensing and certification as required by the Texas Commission on Law Enforcement Officer Standards and Education or the Texas Commission on Fire Protection. Rejection for this cause shall be temporary until applicant can meet those standards;
- (r) Applicant has been discharged from any military service under less than honorable conditions. This may include:

- Bad Conduct;
- Dishonorable;
- General under Dishonorable Conditions;
- General (uncharacterized).

Applicant may be disqualified if it is determined that he/she received a General Discharge under Honorable Conditions if it is determined that the characterization of service indicated bad character or conduct not befitting a member of our armed services.

If there is a question about the honorable conditions of discharge at the time of the candidate's application, the applicant may sit for the civil service exam and the discharge will be further assessed during a background investigation, if applicable.

Section 143.024 ENTRANCE EXAMINATION NOTICE

See Section 143.024, Chapter 143

An applicant shall complete a City of Bryan employment application and other forms as prescribed by the Director in order to take an entrance examination. Failure to pre-register in the manner and within the time limit prescribed in the entrance examination notice, and/or failure to file the application or other supporting documents with the Director by the specified deadline, shall render an applicant ineligible to take the examination. An applicant shall make the application and shall certify the correctness of the facts provided in and attached to the application.

The Director may, because of the small number of candidates, or because of any other good and sufficient reasons, such as death in the immediate family, public emergency, unavailability of test site, etc., postpone an examination to a later date.

Section 143.025 ENTRANCE EXAMINATIONS

See Section 143.025, Chapter 143

Application for employment shall be made to the Director on the appropriate application forms.

- (1) **EXAMINATIONS** - The actual conduct of every examination shall be under the direction of the Director who shall be responsible to the Commission. The Director shall have the authority to designate a Test Administrator, who shall be responsible for administering the examination. The Director may also select one (1) or more persons as Test Monitor to assist in the administering, proctoring and grading of an entrance examination. An examination shall be conducted on an "as needed" basis.

No person shall deceive or obstruct any person in respect of his/her right of examination under the provision of these rules and the Local Government Code; or falsely mark, grade or report the examination or standing of any person examined hereunder; or aid or furnish any special information for the purpose of either improving or injuring the rating of

any such person for appointment. No applicant may deceive the Commission for the purpose of improving his/her chance for appointment.

An applicant for an entry-level position shall achieve a passing score on the written examination as established by the Commission, in order to be placed on the Eligibility List.

(2) **ENTRANCE EXAMINATION ADMINISTRATION PROCEDURES**

- (a) Smoking shall be prohibited at all times in the testing area.
- (b) Check In – An applicant shall check in and provide proof of identity with a valid Driver's License or other valid photo identification. No applicant shall be admitted once test instructions start.
- (c) Military Service Credit – An applicant who desires to have military service credit of five (5) points added to a passing test score of 70% or better, shall provide an original DD-214 showing a minimum of 180 total days of active military service at the time of application and by the specified application deadline. Any discharge other than honorable discharge is not creditable for the purpose of this section, including those designated as general, but under honorable conditions.
- (d) Failure to Appear - The application of an applicant who fails to appear for the entrance examination shall be disqualified and shall be processed by the Director in accordance with City procedures.
- (e) Cancellation or postponement of entrance examination - The Commission or Director may cancel or postpone a scheduled entrance examination for sufficient cause.
- (f) Dishonesty - An examinee taking an entrance examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director.
- (g) Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An applicant who needs special arrangements shall submit a request in writing, to include appropriate documentation of a disability, to the Director at a time to be determined by the Director.

- (3) **TIE-BREAKERS** - Whenever two (2) or more competitors for an entry-level position attain the same grade the tie shall be broken in the order listed below prior to the posting of the Eligibility List:

POLICE DEPARTMENT:

- (a) **Highest Raw Test Score** - If a tie exists, the persons shall be ranked in the order according to which person had the highest examination raw score prior to the addition of Veteran's points.
- (b) **By Earliest Test Time** - If a tie exists, the persons shall be ranked in the order according to which person has the earliest recorded time for submitting the examination to the test administrator(s) for grading.
- (c) **Higher Certification** - If a tie still exists, the persons shall be ranked in the order according to which person has the higher certification level as a peace officer through TCLEOSE.
- (d) **By Lot** - If a tie still exists, the persons shall be ranked in the order by lot as determined by the Director.

FIRE DEPARTMENT:

- (a) **Highest Raw Test Score** - If a tie still exists, the persons shall be ranked in the order according to which person had the highest examination raw score prior to the addition of Veteran's points.
 - (b) **By Earliest Test Time** - If a tie exists, the persons shall be ranked in the order according to which person has the earliest recorded time for submitting the examination to the test administrator(s) for grading.
 - (c) **Higher Certification** - If a tie still exists, the persons shall be ranked in the order according to which person has the higher certification level as a fire fighter through Texas Commission on Fire Protection.
 - (d) **By Lot** - If a tie still exists, the persons shall be ranked in the order by lot as determined by the Director.
- (4) **ELIGIBILITY LIST** - An Eligibility List shall be in effect for one (1) year, unless exhausted before one year. Each person on an Eligibility List shall notify the Director of any change in address. A notice sent to a person's last known address shall be considered sufficient notification.

Section 143.0251 REAPPOINTMENT OF POLICE OFFICERS

See Section 143.0251, Chapter 143

A classified employee who voluntarily resigns from the City of Bryan Police Department may be reappointed as a Police Officer with the Department without taking another entrance examination or being placed on an Eligibility List. Reappointment of a classified employee is completely at the discretion of the Police Chief.

- (1) The former officer shall submit a written request to be reappointed to the Police Chief, who makes the final recommendation to the City Manager for reappointment. A candidate for reappointment shall not be considered unless recommended by the Police Chief. A candidate for reappointment may not appeal his/her rejection by the Police Chief.

- (2) Prior to recommending reappointment of a former classified employee to the department, the Police Chief may review past performance records of the officer, conduct a background investigation, and require any other portion of the employment process he/she deems appropriate.
- (3) Upon receiving an offer of reappointment, the Police Officer shall pass a physical, drug/alcohol test, and psychological examination prescribed by the City.
- (4) A candidate for reappointment shall fully meet the requirements of the Texas Commission on Law Enforcement Officer Standards and Education.
- (5) A candidate for reappointment may be appointed regardless of the availability of a list of eligibles. A candidate for reappointment has priority over candidates on a list of eligibles.
- (6) In addition to the reasons for rejection listed in Section 143.023, a candidate for reappointment may be rejected for reasons related to previous work performance as a Bryan Police Officer.
- (7) Any candidate reappointed to the Police Department shall serve a one (1) year probationary period and prior service shall not count toward service for promotional eligibility.
- (8) The candidate's years of prior service and current level of certification may be counted to determine placement in the salary step system.
- (9) The candidate's years of prior service shall not count for determining vacation eligibility and rate.
- (10) Age limitations, as provided under Section 143.023(c), do not apply to reappointments.

Section 143.026 PROCEDURE FOR FILLING BEGINNING POSITIONS

See Section 143.026, Chapter 143

CHILD OF DECEASED FIRE FIGHTER

Each applicant who is a natural born or adopted child of a fire fighter who died in the line of duty, upon receiving a passing grade on the entrance examination, will be automatically ranked at the top of that eligibility list, subject to meeting all entry-level hiring requirements.

The deceased fire fighter/parent must have been employed by a municipality covered by Chapter 143, Texas Local Government Code.

The applicant must provide the name of the deceased fire fighter/parent on his or her application. The Director will be responsible for verifying the information relating to the line of duty death prior to placing that applicant at the top of the eligibility list.

Section 143.027 PROBATIONARY PERIOD

See Section 143.027, Chapter 143

The Department Head of the Police or Fire Department may, at his or her discretion, extend the probationary period of a person who is appointed to a beginning position in the Department for up to eighteen (18) months from the date of appointment. This extension will only be permitted if

the appointee is required to attend a basic training academy necessary for initial certification by the Texas Commission on Fire Protection or the Commission on Law Enforcement Officer Standards and Education. The decision of the Department Head is not subject to appeal under this Chapter.

During the probationary period, employees do not have Chapter 143 Civil Service status, but rather are employed "at will" and shall be subject to discharge at the discretion of their Department Head. Any discharge of a probationary employee shall be final and unappealable to the Commission. This section does not limit any rights to which the employee may otherwise be entitled to under the City's Personnel & Administrative Policies & Procedures or the law.

Section 143.028 ELIGIBILITY FOR PROMOTION

See Section 143.028, Chapter 143

Section 143.029 PROMOTIONAL EXAMINATION NOTICE

See Section 143.029, Chapter 143

Promotional examinations shall not be scheduled unless there is a vacancy in the classification or unless a retirement or resignation has been announced or is reasonably certain to occur. In the event more than ninety (90) days elapses between the occurrence of the vacancy and a permanent promotion into the vacant position, the successful candidate shall receive retroactive pay to the 91st day after the permanent vacancy occurred.

Section 143.030 ELIGIBILITY FOR FIRE DEPARTMENT PROMOTIONAL EXAMINATION

See Section 143.030, Chapter 143

The length of service for determining the eligibility for taking a promotional examination shall include the probationary period in the Fire Department.

A fire fighter's prior service with the City does not count toward meeting the two (2) year requirement established in 143.030(b) and (e). A fire fighter rehired is not given credit for prior service to determine eligibility to take a promotional examination.

Section 143.031 ELIGIBILITY FOR POLICE DEPARTMENT PROMOTIONAL EXAMINATION

See Section 143.031, Chapter 143

Section 143.032 PROMOTIONAL EXAMINATION PROCEDURE

See Section 143.032, Chapter 143

- (1) **EXAMINATIONS** - An examination shall be of such nature that it will test the relative capacity and fitness of the person examined to discharge the duties of the particular position to which he/she seeks appointment.

The actual conduct of every examination shall be under the direction of the Director who shall be responsible to the Commission. The Director shall have the authority to designate a Test Administrator, who shall be responsible for administering the examination. The Director may also select one or more persons as Test Monitor to assist

in the administering, proctoring and grading of a promotional examination. An examination shall be conducted on an "as needed" basis.

The Commission or Director may, because of the small number of eligible promotional candidates for any position, or because of any other good and sufficient reasons, such as death in the immediate family, public emergency, unavailability of test site, etc., postpone an examination to a later date.

To provide for a competitive promotional examination so as to better serve the public, at least three (3) qualified candidates in the next lower position with two years' service shall sit for an examination. If there are not three (3) candidates in the next lower position, the Commission shall follow the procedures relating to eligibility for promotional examinations outlined in Section 143.030(d) and 143.031(c) until at least three (3) qualified candidates sit for the examination. When more than one (1) vacancy exists at the time an examination is to be given, the Director shall determine whether the number of examinees who have signified their intent to take the promotional examination is competitive. If necessary, the Director shall make a recommendation to the Commission to open the examination to additional employees, as outlined in Section 143.030(d) and 143.031(c).

No person shall deceive or obstruct any person in respect of his/her right of examination under the provision of these rules and the Civil Service Act; or falsely mark, grade or report the examination or standing of any person examined hereunder; or aid or furnish any special information for the purpose of either improving or injuring the rating of any such person for appointment or promotion. No promotional candidate shall deceive the Commission for the purpose of improving his/her chance for appointment or promotion.

(2) **INTENT TO TEST** - An employee shall signify his/her intent to take a promotional examination in a manner prescribed by the Director, in order to take a promotional examination. Failure to signify his/her intent by the deadlines established in the "Notice of Promotional Examination" shall render the employee ineligible to take the examination.

(3) **PROMOTIONAL EXAMINATION ADMINISTRATION PROCEDURES**

(a) Smoking shall be prohibited at all times in the testing area.

(b) Check In – An examinee shall check in and may be required to provide proof of identity with a valid photo identification. No examinee shall be admitted once test instructions start.

(c) Cancellation or postponement of promotional examination - The Commission or Director may cancel or postpone a scheduled promotional examination for sufficient cause.

(d) Dishonesty - An examinee taking a promotional examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director.

(e) Upon request, accommodations shall be provided to an applicant in accordance

with the Americans with Disabilities Act. An examinee who needs special arrangements shall submit a request in writing to the Director at a time to be determined by the Director.

For any problems that arise during the promotional examination, the Director is authorized to use his/her judgment to determine a proper course of action. The Director shall thereafter report to the Commission the problem that arose and the course of action s/he determined would best accomplish the goals of the civil service system.

(4) **PROMOTIONAL EXAMINATION PROCEDURES FOR PERSONNEL ON ACTIVE MILITARY DUTY**

- (a) For Fire and Police promotional candidates who are serving on active military duty, outside the State of Texas or more than 200 miles from the Bryan Municipal Office Building are eligible to take a separate promotional examination. An examination, that is or is not identical to the examination administered to other eligible candidates, may be administered outside the presence of other candidates.
- (b) The Director is authorized to coordinate all testing under this subsection and may exercise discretion necessary to ensure the secrecy of the examination and to assure proper administrative procedures are followed.
- (c) At no time will the administration of a promotional examination being given to a promotional candidate serving on active military duty unnecessarily interfere with ongoing military efforts.
- (d) If the candidate serving on military duty takes and passes a promotional examination, the candidate's name shall be included on the promotional eligibility list created nearest in time to the time at which the candidate on active military duty took the examination.
- (e) Candidates serving on active military duty, who take the promotional examination outside of Bryan, shall be eligible to file an appeal of the examination as provided in Chapter 143.034. The Director shall coordinate all matters related to the review of the examination and the filing of the appeal, and may extend the time limit for appeal upon a showing of exigent circumstances.
- (f) Promotional candidates must notify the Director at least 25 days in advance of the examination of their desire to have the examination administered off-site.
- (g) All employees covered by Chapter 143, who are called to active military duty must notify the Director of their mailing address and/or their e-mail addresses. The Director shall use his or her best efforts to inform the employees serving active military duty of upcoming promotional examinations.

Section 143.033 PROMOTIONAL EXAMINATION GRADES

See Section 143.033, Chapter 143

- (1) **SENIORITY POINTS** - Up to ten (10) seniority points shall be added to the score of an examinee who receives a grade of at least 70 percent on the written examination, based

upon whole years of service as a certified fire fighter in the Fire Department or police officer in the Police Department. Each full year of service equals one point.

- (2) **TIE-BREAKERS** - Whenever two (2) or more competitors for promotion attain the same grade, including seniority points, the tie shall be broken in the order listed below:
- (a) **Highest Raw Test Score** – If a tie exists, the candidates shall be ranked in the order according to which candidate had the highest examination raw score prior to the addition of seniority points and after the Commission’s determination of appeals, if any.
 - (b) **Time in Rank** – If a tie still exists, the candidates shall be ranked in the order according to which candidate has the most recent continuous seniority in the position immediately below the position for which the examination was given.
 - (c) **Seniority in the Department** - If a tie still exists, the candidates shall be ranked in the order according to which candidate has the most seniority with the respective Department in a certified position, whether interrupted or uninterrupted.
 - (d) **By Earliest Test Time** – If a tie still exists, the persons shall be ranked in the order according to which person has the earliest recorded time for submitting the examination to the test administrator(s) for grading.
 - (e) **By Lot** – If a tie still exists, the candidates shall be ranked by lot as determined by the Director.

Section 143.034 REVIEW AND APPEAL OF PROMOTIONAL EXAMINATION

See Section 143.034, Chapter 143

Beginning on the first business day following the posting of the raw test scores, a promotional candidate may review the examination booklet, his/her answer sheet, the answer key, and the source material for the examination in the presence of a monitor(s) designated by the Director. At such time that a promotional candidate submits a written appeal to the Director, a copy of the appealed question(s) along with the respective answer(s) from the answer key and the title and page number from the reference materials shall be given to the appellant.

The period of review of test materials begins the first business day after promotional examination raw scores are posted and is limited to five business days during which an appeal may be filed.

In the event a candidate for promotion is serving in the military and takes the examination off-site, the Director may determine the number of days in which the candidate must submit all appeals, and may prescribe the method for the submission of same. In such circumstances, e-mail submission may be used, if determined by the Director to be appropriate.

The Commission shall receive a copy of each appeal submitted, the appealed question(s), and the appropriate source reference sheet(s). The appeal information shall not reveal the name of the appellant, prior to the regularly scheduled Commission meeting.

A promotional examination question appealed to the Commission shall be sustained, overruled, or eliminated by a Ruling issued by the Commission.

- (a) **Sustain the answer key** (test scores shall remain as reported)
A Ruling which rejects the appeal presented to the Commission shall require the Director to accept the answer as given on the answer key, while grading the promotional examinations of all eligible candidates.
- (b) **Overrule the answer key** (the Commission shall designate another answer(s) to be accepted)
A Ruling which sustains the appeal of a promotional examination question shall require the Director to accept two (2) or more answers, as directed in the Ruling, while grading the promotional examination of all eligible candidates.
- (c) **Eliminate the test question** (the test question shall not be included)
A Ruling which rejects the test question related to the appeal of a promotional examination question shall require the Director to disregard the question and its answer while grading the promotional examination of all eligible candidates.

The formula for calculating the promotional test scores shall be as follows:

$(100) / (\text{total number of test questions used}) = \text{point value of each question}$

$(\# \text{ of total test questions}) - (\# \text{ of wrong questions}) = \# \text{ of correct questions}$

$(\# \text{ of correct questions}) \times (\text{value of each question}) = \text{score}$

Section 143.035 ALTERNATE PROMOTIONAL SYSTEM IN POLICE DEPARTMENT

See Section 143.035, Chapter 143

The Civil Service Commission, through the Director, shall administer competitive examinations to provide eligibility lists for promotion to all classifications above police officer and below assistant chief in the Police Department. Promotional examinations for these positions shall be open to all sworn officers who have held a continuous position for two (2) years or more immediately prior to the examination in the classification immediately below the classification for which the examination is to be held and who otherwise satisfy the qualifications and requirements outlined in the job description for the position.

The Director of Civil Service is responsible for the preparation and security of all promotional examinations and processes. The fairness of the competitive promotional process is the responsibility of the Commission, the Director, and any municipal employee involved in the preparation or administration of the process.

The promotional process for these classifications shall consist of three phases:

- Phase I: Written Examination
- Phase II: Promotion Board
- Phase III: Seniority Points

- (1) **PHASE I: Written Examination**
Notice of the written examination shall be posted at least thirty (30) days prior to the date the examination is administered.

- (a) **Source Materials** - The written examination shall be a 100-question examination comprised of questions taken from the posted sources. These books will be selected by the Director of Civil Service and Chief of Police and posted at least ninety (90) days prior to the date of the written examination.
- (b) **Written Exam Scoring** - Scores on written examination shall be based upon a maximum grade of 100 points and shall be determined entirely by the correctness of each applicant's answers to the exam questions.

Written examinations shall be graded as they are completed at the place where the examination is given and in the presence of any applicants who wish to remain during the grading. Candidates will be told their individual written examination score; however, the written exam scores will not be posted until after the completion of Phase II and Phase III.

The five (5) candidates with the highest scores on the written exam will be eligible to appear before the Promotion Board in Phase II of the promotional process and will be notified in writing by the Director of Civil Service. If there is a tie for the fifth highest score, all candidates involved in the tie will be eligible to appear before the Promotion Board.

The written exam score for candidates testing for the rank of sergeant will count as 50% of the candidate's combined score. The written exam score for candidates testing for the rank of lieutenant will count as 40% of the candidate's combined score.

(2) PHASE II: Promotion Board

Phase II of the promotion examination process will be administered at the earliest reasonable date after any appeals of the written examination have been resolved.

Phase II is comprised of three parts: 1) Written Exercise, 2) Oral Presentation and 3) Structured Interview.

The candidate's score on each part of Phase II will be determined by a Promotion Board consisting of five members:

- Three (3) members shall be selected from within the Bryan Police Department. These members shall hold the rank of lieutenant or higher.
- One (1) member shall be a sworn officer from another police department holding the rank of lieutenant or higher.
- One (1) member shall be an employee of a criminal justice agency other than a law enforcement agency and must hold an executive, administrative or professional position within that agency.

A sixth person may be designated as an alternate to fill the position of one of the other five (5) board members in the event that a board member becomes unable or unavailable to serve on the board. The alternate member may meet any of the criteria outlined above.

The Civil Service Director, in conjunction with the Chief of Police, shall select the members of the Promotion Board from a list of qualified persons who are willing and able to participate in the promotional examination process.

Prior to Phase II, Promotion Board members shall attend a training session conducted by the Director and any other persons designated by the Director. The purpose of this training session is to familiarize the board members with the job description of the position for which the candidates will be examined, the procedures for administration of the promotional process, job dimensions to be evaluated, and standardized evaluation criteria.

The Civil Service Director, or designee, shall be present during each part of Phase II to administer and oversee the process. Each part of Phase II shall be conducted in a location to be determined by the Civil Service Director. Only the candidates, the Civil Service Director, and those persons designated by the Director to assist in the administration of the promotional process may be present in the room where any part of the promotional examination is in process.

At the discretion of the Civil Service Director, the oral presentation and structured interview portions of Phase II may be videotaped. The camera operator, if any, must be a person other than a police officer or sergeant from the Bryan Police Department. If videotape is used, it must be used for all candidates. Videotapes will be retained by the Civil Service Director until all appeals have been disposed of and the tapes are no longer needed for any other purpose concerning the candidate.

(a) **Part 1: Written Exercise** - The candidates who qualify to participate in Phase II shall report for the written exercise on the date and time and at the location to be determined by the Civil Service Director. The Director, or designee, shall administer the written exercise and shall supply each candidate with all materials needed to complete the exercise. Candidates may not use any materials not supplied by the Civil Service Director to complete the written exercise. Candidates will have one (1) hour to complete the written exercise.

The written exercise will be developed by the Chief of Police and any persons designated by the Chief to assist in the development of the exercise. The written exercise will be specifically related to the position for which the candidates are being tested.

When time has expired or when all candidates have completed the written exercise, whichever occurs first, the Civil Service Director will determine the order in which the candidates will appear before the Promotion Board. The order of appearance will be decided by a random selection method to be determined by the Civil Service Director. After appearing before the Promotion Board, a candidate is prohibited from communicating in any manner with any other candidate who has not yet appeared before the Promotion Board. A violation of this rule may result in disqualification of the involved candidate from the promotional process.

A copy of the candidate's written exercise product will be provided to each member of the Promotion Board by the Civil Service Director immediately prior to the candidate's appearance before the Promotion Board. The candidate's Phase I score will not be provided to the Promotion Board and board members will be prohibited from inquiring about the candidate's Phase I score.

- (b) **Part 2: Oral Resume Presentation** - Candidates will appear before the Promotion Board in a manner of dress appropriate for the situation. The candidate will be expected to provide each member of the Promotion Board with a copy of his/her written resume. The candidate will have a maximum of ten (10) minutes to make an oral presentation to the Board. This presentation should focus on the candidate's training, education, experience and any other pertinent information which demonstrates the candidate's qualifications for promotion. The candidate may not comment on his/her Phase I score. At the completion of the oral presentation, or when time is expired, Board members may ask questions for clarification purposes only. Total time allowed for Part 2 is twenty (20) minutes.
- (c) **Part 3: Structured Interview** - Immediately following the candidate's oral resume presentation, the Promotion Board will conduct a structured interview with the candidate. The interview will consist of a series of questions and hypothetical scenarios to which the candidate will respond. Both the hypothetical scenarios and the interview questions will be specifically related to the position for which the candidate is being examined. Each candidate will be presented with the same hypothetical scenarios and asked the same structured interview questions. Board members will be permitted to ask non-structured questions only to clarify the candidate's response to the hypothetical scenarios and structured interview questions. Total time allowed for Part 3 is sixty (60) minutes.
- (d) **Scoring** - Each member of the Promotion Board will rate each candidate based on a combination of the candidate's written exercise and performance exhibited during the oral resume presentation and structured interview immediately following the candidate's appearance before the Board. The Director shall ensure that Board members rate each candidate independently, without consulting with other Board members concerning the candidate's performance. The Board will evaluate the candidate in regards to ten (10) job-related dimensions which might include, but are not limited to:
- Written Communications
 - Oral Communication
 - Planning/Organization
 - Problem Analysis
 - Judgment
 - Decisiveness
 - Appearance/Demeanor/Bearing
 - Technical/Professional Knowledge
 - Interpersonal Dynamics
 - Stress Tolerance

Each dimension will be rated on a scale of 1 to 10 as follows:

1	2	3	4	5	6	7	8	9	10
POOR				ADEQUATE					SUPERIOR

The score for all ten (10) dimensions will be added to arrive at the Board member's rating for the candidate. The Director shall collect the rating sheets from each Board member and will determine the highest and lowest scores for each candidate. Those two (2) scores will be eliminated from consideration. The candidates Promotion Board score will be computed by adding together the three (3) remaining scores and dividing the number by three (3); averaging.

The maximum score possible from the Promotion Board is 100 points. The Promotion Board score for candidates testing for the rank of sergeant will count at 50% of the candidates combined score. The Promotion Board score for candidates testing for the rank of lieutenant will count as 60% of the candidate's combined score.

The candidate's Phase I score and Phase II score will be added together to result in a combined score. The maximum combined score for any candidate is 100 points.

- (3) **PHASE III: Seniority Points** - Each candidate will receive one (1) point for each full year of continuous service as a sworn member of the Bryan Police Department beginning with the candidate's most recent date of appointment as a regular, sworn member of the police department. Candidates may receive a maximum of ten (10) seniority points. Seniority points will be added to the candidate's combined Phase I and Phase II scores to arrive at an overall score. The maximum overall score for any candidate is 110 points.
- (4) **ELIGIBILITY LIST** - The candidates who complete all phases of the promotional process will be placed on an eligibility list in order of their overall scores. If two or more candidates are tied for the same overall score, the candidates involved in the tie will be listed in order of their most recent date of employment as a sworn officer with the Bryan Police Department. If the candidates involved in a tie score were hired on the same date, the candidates involved in the tie will be listed in order of their written examination scores.

Upon written request by the Chief of Police, the Commission shall provide the Chief with the names of the first three (3) candidates listed on the eligibility list for the position to be filled. If fewer than three (3) names remain on the eligibility list, all remaining names will be provided to the Chief. The chief shall appoint the vacant position to the first candidate on the list except where the Chief shall have a valid reason for not appointing that candidate to the position. In such cases, the Chief shall file his reasons for passing over the candidate, in writing, with the Commission before appointing the candidate with the next highest score. In the event that only one (1) name remains on the eligibility list and the Chief of Police has a valid reason for not promoting that candidate to the position, the examination process will be administered to create a new eligibility list. The reasons for passing over a candidate are subject to review by the Commission upon the application of the candidate who was passed over.

Once created, an eligibility list shall be valid for a period of twelve (12) months or until all of the candidates on the list have been either promoted or passed over for promotion.

- (5) **APPEALS PROCEDURE** - The appeals procedure for the written examination will be the same as the appeals procedure set out in Local Government Code, Section 143.034.

A candidate may file an appeal concerning Phase II or Phase III by filing a written appeal to the Commission within five (5) business days after the date the eligibility list is posted at the Police Department. A ruling on any part of this promotion examination process by the Civil Service Commission, or by a court of law, will not affect the remaining portions of this process.

Section 143.036 PROCEDURE FOR MAKING PROMOTIONAL APPOINTMENTS

See Section 143.036, Chapter 143

When the term “Commission” is used in Section 143.036 of the Local Government Code, the Director may perform the duties specified.

No person whose name is upon an eligibility list may decline the right to be promoted, without being stricken from the list, except for temporary inability, physical or other causes beyond the person’s control, to accept the position being offered. The person declining the promotion for these reasons shall submit proof of the temporary inability, physical or other causes beyond his/her control, and it must be accepted by the Commission. The Commission may grant a waiver of promotion; however, such waiver may not extend beyond ninety (90) days without approval by the Commission. If such waiver is not granted, then the person, who has been deemed to voluntarily decline the position, shall be stricken from the eligibility list.

If the Chief has passed over an individual on an eligibility list, and the passed-over individual is the only remaining person on the list, the eligibility list is deemed exhausted and the Director may immediately initiate procedures to conduct an eligibility examination if a vacancy exists or is anticipated.

Section 143.037 RECORD OF CERTIFICATION AND APPOINTMENT

See Section 143.037, Chapter 143

Section 143.038 TEMPORARY DUTIES IN HIGHER CLASSIFICATION

See Section 143.038, Chapter 143

The Department Head may prescribe methods for selecting and making a temporary appointment to a higher classification when there is a vacancy. “Vacancy” does not mean temporary absence.

(Sections 143.039-143.040 reserved for expansion)

SUBCHAPTER C. COMPENSATION

Section 143.041 SALARY

See Section 143.041, Chapter 143

Section 143.042 ASSIGNMENT PAY

See Section 143.042, Chapter 143

Section 143.043 FIELD TRAINING OFFICER ASSIGNMENT PAY

See Section 143.043, Chapter 143

Section 143.044 CERTIFICATION AND EDUCATIONAL INCENTIVE PAY

See Section 143.044, Chapter 143

Section 143.045 ACCUMULATION AND PAYMENT OF SICK LEAVE

See Section 143.045, Chapter, 143

An employee who is absent from work due to illness shall have his/her sick leave balance reduced by the actual number of work hours missed.

In the event a fire fighter or police officer for any reason leaves the classified service, the person shall receive, in a lump sum payment, the full amount of his/her salary for the period of accumulated sick leave, provided however that such payments shall not be based upon more than ninety (90) working days of accumulated sick leave.

All police officers and fire fighters in the classified service shall accrue 120 hours per year of sick leave and shall not be paid more than 720 hours at the time of separation from classified service.

For those members of the Fire Department who are scheduled to work fifty-six (56) hours a week on an annual basis, payments shall not be based upon more than 1,080 hours of accumulated sick leave.

An employee who is temporarily suspended or indefinitely suspended shall exhaust all appeal rights before the City is obligated to pay any accumulated civil service sick leave as prescribed under Chapter 143. The City shall not authorize a withdrawal from the Texas Municipal Retirement System (TMRS) unless the employee submits a written resignation and terminates employment with the City.

Section 143.046 VACATIONS

See Section 143.046, Chapter 143

All fire fighters and police officers in the classified service shall earn vacation with pay each year in accordance with the City's Vacation policy. An employee who is absent from work due to vacation shall have his/her vacation balance reduced before the actual number of work hours missed.

Fire fighters and police officers may take accrued vacation in accordance with the City of Bryan Personnel and Administrative Policies and Procedures, and the rules and regulations of the Fire Department or Police Department.

Payment for accrued vacation at the time of separation shall be in accordance with the City's Personnel & Administrative Policies & Procedures.

An employee who is temporarily suspended or indefinitely suspended shall exhaust all appeal rights before the City is obligated to pay any accumulated vacation pay as prescribed under Chapter 143 or the City's Personnel & Administrative Policies & Procedures.

Fire fighters and police officers shall be allowed the same number of holidays, or days in lieu thereof, as are granted other City employees as established in the Personnel & Administrative Policies & Procedures.

Section 143.047 SHIFT DIFFERENTIAL PAY

See Section 143.047, Chapter 143

(Sections 143.048-143.050 reserved for expansion)

SUBCHAPTER D. DISCIPLINARY ACTIONS

Section 143.051 CAUSE FOR REMOVAL OR SUSPENSION

See Section 143.051, Chapter 143

The following are declared to be grounds for dismissal or suspension of any employee from the classified service in the City of Bryan:

- (1) Indictment, deferred adjudication, pre-trial diversion, or other deferred disposition, or conviction of a felony, State Class A or B misdemeanor, federal misdemeanor, or other crime involving moral turpitude;
- (2) Violation of the provisions of the Charter of the City of Bryan;
- (3) Acts of incompetency;
- (4) Neglect of duty;
- (5) Discourtesy by said employee to the public or to fellow employees;
- (6) Acts of said employee showing a lack of good moral character;
- (7) Drinking of intoxicants while on duty or intoxication while off duty;
- (8) Conduct prejudicial to good order;
- (9) Neglect to pay just debts;
- (10) Absence without leave;
- (11) Shirking duties and/or cowardice;
- (12) Conduct of a nature that brings discredit upon the Fire or Police Department;
- (13) Failure to follow all requirements of the City's modified duty policies, including limitations on activities while off-duty due to illness or work-related injury; or
- (14) Violation of any of the rules and regulations of the Fire Department or General Orders of the Police Department; or of special orders as applicable; or of these Rules and Regulations; or of any of the City Personnel & Administrative Policies & Procedures; or of any other City Ordinance or Policy applicable to Police and Fire Department employees.

Section 143.052 DISCIPLINARY SUSPENSIONS

See Section 143.052, Chapter 143

An employee may be suspended for violation of:

- (1) An applicable provision of Chapter 143, Texas Local Government Code;

- (2) An applicable rule or regulation duly adopted by the Commission;
- (3) Fire Department rules and regulations or Police Department General Orders;
- (4) The City Personnel and Administrative Policies and Procedures; or
- (5) Or any other City Ordinance or Policy applicable to Police or Fire Department employees.

Prior to imposing a suspension, the Department Head may use lesser forms of disciplinary or corrective action. However, nothing herein shall prohibit the Department Head from proceeding directly to the appropriate level of discipline without using progressive discipline, if in the opinion of the Department Head, the employee's misconduct warrants more severe disciplinary action.

Section 143.053 APPEAL OF DISCIPLINARY SUSPENSION

See Section 143.053, Chapter 143

- (1) **SCOPE OF MATTERS SUBJECT TO APPEAL** - The following disciplinary matters are subject to appeal:
 - (a) Indefinite suspension;
 - (b) Temporary suspension;
 - (c) Demotion (except as to demotions under § 143.014); and/or
 - (d) Promotional pass-over.

If an action is subject to appeal, the employee may file an appeal. In the event of an appeal, the employee shall give written notice to the Director as provided under Section 143.010. If the appeal is timely and valid, the Director shall arrange to have an appeal hearing placed on the Commission's agenda, or obtain a panel of Independent Third Party Hearing Examiners, as provided under Section 143.057.

Employee dissatisfaction resulting from a transfer or reassignment of duties shall not constitute grounds for disciplinary appeal procedures.

Employee dissatisfaction resulting from a discretionary policy decision or policy matters shall not constitute grounds for disciplinary appeal procedures.

An employee who has voluntarily resigned or retired from his/her position forfeits all rights to utilize the disciplinary appeal processes.

An employee may voluntarily enter a written agreement with the Fire Chief or Police Chief that expressly evidences his/her intent finally to resolve the issue(s) of any type of disciplinary action imposed. The agreement shall also include a statement that the employee waives all rights to appeal.

- (2) **OPTIONS FOR DISCIPLINARY HEARINGS** - At any time after filing the original notice of appeal but before either party has incurred Hearing Examiner expenses, an employee may withdraw the original request for the Hearing Examiner and either completely waive his/her right to appeal or submit the appeal to a hearing before the Commission. The election shall be made in writing and filed with the Director. If the employee elects to submit the appeal to a hearing before the Commission, the Commission must hold the

appeal hearing within thirty (30) days of the withdrawal of the request for a Hearing Examiner.

At any time after filing of the notice of appeal, the employee and the Fire Chief or Police Chief may mutually agree to withdraw the appeal from a Hearing Examiner and submit the appeal to a hearing before the Commission. The mutual agreement shall be made in writing and filed with the Director.

- (3) **DIRECTOR TO COORDINATE ALL MATTERS** - The location and accommodations for a hearing or appeal shall be arranged by the Director or his/her designee.

All subsequent matters raised by the appealing employee or the Department (“the parties”) regarding attendance, scheduling, requests for subpoenas, request for continuance, etc., shall be coordinated through the Director. All such information shall be provided to the Director who shall then provide copies of same to the opposing party or representative and also coordinate the appropriate response or action to be taken. In a hearing coordinated by an outside agency, that agency shall also provide coordination services between the parties and the Hearing Examiner in conjunction with the Director.

- (4) **EXPENSE AND COSTS** - The appropriate amount, as well as payment of all costs and expenses, may be determined and collected by the Director. An employee may receive an estimate of anticipated costs upon written request to the Director. All costs charged by the court reporter shall be split equally between the parties.

When applicable, the State law governing the doctrine of “mitigation of damages” shall be applied in computing reimbursements or an offset from an award of back pay.

- (5) **FAILURE TO ATTEND SCHEDULED HEARING** - The Commission or Hearing Examiner shall treat the appealing employee’s failure to attend a scheduled appeal hearing or to file a timely request for a continuance as a request to withdraw the appeal. Absent extenuating circumstances, any request for a continuance must be filed with the Director or the Hearing Examiner at least three (3) business days before the date of the hearing

- (6) **EMPLOYEE AND DEPARTMENT REPRESENTATIVES** - The hearing process shall recognize the right of the employee, as well as the Department, to be represented throughout the appeal. However, only one representative shall be allowed to speak or otherwise present evidence on behalf of either party throughout the questioning of a particular witness.

An employee or Department representative shall use his/her best efforts to conclude all proceedings smoothly, expeditiously, and as fairly as possible to all concerned.

The function of the representative shall be to articulate the best interests of the employee or the Department represented and to make his/her presentations pertinent to the issue(s) being considered. Dissatisfaction with a representative shall not constitute grounds for modification of the final ruling.

A representative or an employee who represents him/herself shall become familiar with and follow these Rules and Regulations at all times during the disciplinary appeal process.

A problem or concern regarding the manner in which the opposing party or his/her representative is handling a particular disciplinary appeal should be brought to the attention of the Director. The difficulty shall be expeditiously addressed.

- (7) **LIMITED DISCOVERY** - The Texas Rules of Civil Evidence, the Texas Rules of Criminal Evidence, and all other Rules of Procedure, whether civil or criminal, regarding what is commonly known as “discovery” shall not apply to any civil service proceedings. Mediation and arbitration rules and processes do not apply to any civil service hearings.

Items from Departmental policies, rules and regulations manuals may be photocopied. Items such as Accident Review Board recommendations, time and attendance records, duty status forms and other such documents may also be provided so long as they are relevant to the employee and the disciplinary action under appeal.

An employee and his/her representative may obtain copies of documents contained in the employee’s own personnel files maintained under §143.089(a) after the employee has signed the appropriate release form(s).

- (8) **FORMAT OF APPEAL HEARINGS**—The format for an appeals hearing before the Commission shall be as follows:

- City’s opening statement
- Employee’s opening statement
- The City’s (Department’s) case:
 - Direct testimony of witness
 - Cross-examination of witness
 - Redirect
 - Additional questions, if any, by Commission
- Employee’s response:
 - Direct testimony of witness
 - Cross-examination of witness
 - Redirect
 - Additional questions, if any, by Commission
- Rebuttal by the City, if any:
 - Direct testimony of witness
 - Cross-examination of witness
 - Redirect
 - Additional questions, if any, by Commission
- City’s closing argument
- Employee’s closing argument
- City’s rebuttal
- Deliberation by the Commission in Executive Session
- Decision—rendered by public vote

(9) **HEARING PROCEDURES**

- (a) At the scheduled time and place, the hearing shall be called to order.
- (b) Each party shall come to the hearing prepared and ready to proceed so as to minimize any disruption of the hearing process. Each party shall bring at least six (6) copies of all documents or exhibits to be considered by the Commission at the hearing.
- (c) A record of the public proceedings, capable of clear and accurate reproduction or transcription, shall be made and maintained by the Director. At the discretion of the Director, the services of a certified court reporter may be obtained, with the understanding that the cost will be shared by both parties.
- (d) After being called to order, but prior to the beginning of testimony or evidence, consideration shall be made as to any pre-hearing motions, requests or jurisdictional matters as submitted by either party. The parties shall also seek to obtain as many stipulations as possible as to non-contested or non-material matters. The Commission may “carry” such pre-hearing motions until the hearing is completed and all factual evidence has been presented before making its final ruling thereto.
- (e) Unless waived by the parties, the hearing shall then proceed with the reading into the record the statement of charges and specifications, as well as factual summary of the operative events as filed with the Commission by the Department Head and which forms the basis of the disciplinary action imposed on the employee.
- (f) Upon request by either party, the hearing process shall utilize what is commonly known as “the Rule” concerning oral testimony, meaning that a person who shall be expected to testify at the hearing, other than the parties and their representatives, shall not be allowed to observe or listen to any of the proceedings except when he/she is actually testifying as a witness. “The Rule” may be used to ensure one witness’ testimony is not influenced by another’s testimony. While under “the Rule,” a potential witness shall not discuss any aspect of the appeal or hearing except with the attorneys or the representatives involved. Invoking “the Rule” is not mandatory and may be waived in whole or in part by agreement between the parties.
- (g) The hearing shall then proceed to develop the evidence and testimony as to those contested matters.
- (h) The City shall make the first presentation of evidence and testimony. Thereafter, the employee shall have the opportunity to respond with his/her own evidence, witnesses or testimony. Thereafter, the City may come forward with rebuttal evidence or testimony as may be necessary. Presentations by both parties shall be as brief and as closely related to the issue(s) as much as is possible. Throughout the proceedings, a Commission member may also ask questions as needed in order to aid his/her consideration of the testimony or evidence.
- (i) A witness may be sworn and his/her testimony taken under oath or affirmation. A witness is subject to reasonable and relevant cross-examination by the opposing party.

- (j) The Chairman shall exercise reasonable control over the questioning of a witness and the presentation of evidence so as to:
 - (i) effectively ascertain the truth;
 - (ii) keep such presentations relevant to the issues to be determined; and
 - (iii) avoid the needless consumption of time and expense.
- (k) A party and his/her representative shall cooperate in keeping all presentations as brief and to the point as possible. Long drawn-out sessions shall be discouraged. The Commission may establish equal time limits for presentation of each side of the case.
- (l) A hearing shall remain business-like and focus upon resolution of factual matters. A hearing shall not be a time for accusations, threats, speeches or arguments. The Commission shall have the discretion to adjourn any meeting that deteriorates into a "shouting match" or where fruitful dialogue ceases.
- (m) The Commission shall have the discretion to control the length of time of any particular session as well as the amount of time provided for recesses, breaks, lunch hours, etc.
- (n) Before adjourning, the Commission may adjourn to Executive Session to deliberate. Thereafter, the Commission shall reconvene in open session and shall, upon motion and second, vote upon its decision. Thereafter, a written Order containing the Decision shall be prepared and signed by the Commissioners prior to adjourning the hearing.

(10) **RULES OF EVIDENCE**

- (a) Technical rules of evidence shall not apply nor control the conduct of any hearing. The Texas Rules Evidence and all other Rules of Procedure, whether civil or criminal, shall not apply nor govern any aspect of any civil service proceeding.
- (b) The scope of evidence to be considered at a disciplinary hearing shall be generally limited to matters material and probative to the statement of charges as set forth in the Department's written statement, the employee's notice of appeal as well as the employee's previous employment record with the Department.
- (c) Either party may offer such material and probative evidence as he/she may desire to aid in the determination of disputed issues.
- (d) It shall be the province of the Commission to determine:
 - (i) The admissibility of any particular evidence or testimony;
 - (ii) The materiality or probative value, of any evidence or testimony; and
 - (iii) The weight to be given to any particular evidence or testimony.
- (e) Subject to limited exceptions for compelling reasons shown by a party, the Commission shall refuse to hear or consider any testimony or item of evidence after the hearing has been closed.

- (f) On-site inspections are discouraged and shall be conducted only if the evidence to be considered cannot be otherwise presented via stipulations, photographs, videotapes, maps, diagrams, etc.
- (g) All evidence and testimony shall be presented and received into the record while in open session.

(11) ISSUES TO BE DETERMINED IN DISCIPLINARY APPEALS

- (a) The Department Head shall establish the violation(s) by a preponderance of evidence standard.
- (b) It shall be recognized that prior to imposing any form of discipline, the Department Head may use lesser forms of disciplinary or corrective action. However, the failure to utilize progressive discipline shall not in itself be grounds to overturn or otherwise modify a Department Head's decision to proceed directly to the appropriate level of discipline if the employee's misconduct warrants such disciplinary action, including indefinite suspension. Progressive discipline need not always apply and the seriousness of a single offense may negate a previously unblemished record.
- (c) The hearing shall provide the employee a reasonable opportunity to produce objective evidence and/or testimony to demonstrate:
 - (i) That the employee did not commit the misconduct as alleged, i.e., "the allegations are not true"; or
 - (ii) That even if the employee committed the acts as alleged, that such activity does not constitute actionable misconduct; or
 - (iii) That even if the employee committed actionable misconduct, that the degree of discipline imposed is too harsh or severe, i.e. the disciplinary action imposed was "unreasonable, arbitrary or capricious"; or
 - (iv) A combination of any of these matters would justify or compel modification of the Department Head's action.
- (d) An employee's mere disagreement or difference in opinion in regard to the Department Head's actions or reasoning shall not constitute grounds to overturn nor modify the disciplinary action.
- (e) If the Commission determines one (1) valid charge of misconduct is supported by evidence sufficient to establish its truth, the Commission shall sustain that charge even if the evidence at the hearing does not support other charges in the letter of disciplinary action.

(12) FINDINGS AND ORDERS OF THE COMMISSION

- (a) On the basis of the evidence and testimony presented at the hearing, the Commission shall vote and issue a decision on the matter via a written Order finding the truth of the specific charge(s) against the employee, or a written Order finding that the specific charge(s) against the employee is not true.

- (b) The Commission's decision may be made by the majority vote of two (2) of the three (3) Commissioners present. If only two (2) Commissioners are present, the final decision shall be made unanimously.
- (c) In the event that the charge(s) of misconduct against the employee is found to be "not true," then the final Order shall be promptly to restore the employee to the employee's proper position or status.
- (d) In the event that the charge(s) of misconduct against the employee is found to be "true," then the final Order shall clearly state whether the employee is:
 - (i) Permanently dismissed from the Fire or Police Department; or
 - (ii) Temporarily suspended from the respective Department and shall then set forth the definite time period and conditions of suspension which shall be imposed;
 - (iii) Demoted (See Section 143.054) or
 - (iv) Restored to the former position or status.
- (e) The final Order on a disciplinary appeal shall also include such other matters as to resolve the issues under consideration, particularly:
 - (i) The employee's resulting employment status;
 - (ii) Back pay and other employment benefits; and/or
 - (iii) Mitigation of damages.
- (f) If modifying the disciplinary action of the Department, the Order shall clearly explain in writing the factors and rationale for doing so. If affirming the disciplinary action of the Department, it shall be presumed to be for the same reasons and facts as presented by the Department unless otherwise indicated.
- (g) The Commission may consider evidence of facts or events during the disciplinary appeal process that are outside the scope of the Department's statement of charges or the employee's notice of appeal to the extent permitted by law.
- (h) A copy of the Department's disciplinary action, a copy of the employee's request for appeal, the record of the proceedings, a copy of the exhibits submitted together with a copy of the final Order shall be filed in the Commission record. The Commission may cite these records as reference material in subsequent determinations.

Section 143.054 DEMOTIONS

See Section 143.054, Chapter 143

The Commission's consideration of whether there is probable cause to support the Department Head's recommendation for demotion does not require an evidentiary hearing. If the Commission determines that probable cause exists for a recommended demotion, the Commission's letter to the employee shall include the Hearing Examiner option under Chapter 143.

After the Commission has determined that probable cause exists for a requested demotion and has provided the employee with a written Notice as per Chapter 143, the action for appeal of the

demotion may be conducted according to the same hearing procedures as set forth herein for all other disciplinary actions or as expressly provided otherwise in Chapter 143.

Section 143.055 UNCOMPENSATED DUTY OF POLICE OFFICERS

See Section 143.055, Chapter 143

Section 143.056 PROCEDURES AFTER FELONY INDICTMENT OR MISDEMEANOR COMPLAINT

See Section 143.056, Chapter 143

Conviction or deferred adjudication of a felony shall result in the employee being terminated from his/her position. No hearing before the Commission or a Hearing Examiner shall be provided.

All employees must notify their Department Head of any arrest, and any misdemeanor charge or felony indictment within twenty-four (24) hours of its occurrence. Any employee so charged or indicted must report to his/her Department Head the outcome of the arrest, charge or indictment within twenty-four (24) hours after final disposition. This requirement also applies to all deferred adjudications.

Section 143.057 HEARING EXAMINERS

See Section 143.057, Chapter 143

- (1) Only a disciplinary action concerning an indefinite suspension, a suspension, a promotional pass-over or a recommended demotion is appealable to a Hearing Examiner.
- (2) The Director shall coordinate with the parties and the agency sponsoring the Hearing Examiner as to all matters regarding scheduling, place of hearing, accommodations, etc.
- (3) The rule-making power and authority of the Commission is in no way conferred upon and/or delegated to any Hearing Examiner, either by implication or otherwise.
- (4) In a disciplinary appeal conducted under Chapter 143, the Hearing Examiner shall have the "same duties and powers" as would the Commission, including the right to issue subpoenas to compel the attendance of a witness.
- (5) A disciplinary proceeding conducted by a Hearing Examiner instead of the Commission shall not be conducted or resolved via mediation or arbitration processes. An employee's election of appeal to a Hearing Examiner shall not constitute a right or an agreement to submit the appeal to arbitration or arbitration processes.
- (6) The Hearing Examiner is to conduct a hearing fairly, objectively and impartially under the provisions of Chapter 143 and these Rules and Regulations. The Hearing Examiner is to render a fair and just decision based solely on the evidence presented in the hearing. The scope of evidence to be considered at the hearing shall be generally limited to matters closely relevant to the charges of misconduct as set forth in the Department's written statement and the employee's notice of appeal as filed with the Commission as well as the employee's previous work record with the Department.

- (7) A hearing conducted by a Hearing Examiner shall also be recorded so as to be capable of clear and accurate reproduction or transcription.
- (8) If a situation arises pertaining to the administration process of selecting a Hearing Examiner, or meeting notices, or request for rescheduling, refusal, conflict or interest, etc., and the situation is not provided for Chapter 143 or in these Rules and Regulations, then the parties and the Director shall attempt to mutually resolve the situation by agreement. If the matter is not one capable of being reasonably resolved by agreement, the Director may refer the matter to the administrative processes of the entity sponsoring the Hearing Examiner to resolve the situation within its own processes.
- (9) If a Hearing Examiner has been initially selected but is thereafter objected to or is asked to be excused by a party, both parties may mutually agree to excuse the Hearing Examiner and thereafter request a new list of qualified and neutral Hearing Examiners and start the selection process over again. If no such agreement can be reached, then both parties shall prepare a written statement including their requests and reasoning therefore which shall be submitted to the Director. The Director shall then transmit it to the entity sponsoring the Hearing Examiner, which shall then resolve the dispute according to its own administrative processes. The response shall either excuse the Hearing Examiner and thereafter provide a new list, or it shall provide a written statement of reasons why the Hearing Examiner was not excused.
- (10) In all cases, the employee filing the appeal shall strike the first name from the list of possible hearing examiners.

(Sections 143.058-143.070 reserved for expansion)

SUBCHAPTER E. LEAVES

Section 143.071 LEAVES OF ABSENCE: RESTRICTION PROHIBITED

See Section 143.071, Chapter 143

Section 143.072 MILITARY LEAVE OF ABSENCE

See Section 143.072, Chapter 143

Continuation of insurance coverage and voluntary substitution of work shall be in accordance with the City's Personnel & Administrative Policies & Procedures.

Section 143.073 LINE OF DUTY ILLNESS OR INJURY LEAVE OF ABSENCE

See Section 143.073, Chapter 143

"Temporary leave" under this section shall not exceed one (1) year.

Employees who are out on injury leave must provide, on a bi-weekly basis, the appropriate and required forms to the Department Head or his/her designee, in order to continue to obtain benefits, and may be ordered to appear before the Commission in the event of a failure to comply with this requirement.

Employees on injury or illness leave for more than the number of days established in the Police Department General Orders and Fire Department Rules and Regulations, must notify their Department Head, or his/her designee, of their status on a weekly basis. The Fire and Police Department Heads may designate an individual to perform home checks on employees absent from work due to illness or injury.

The Department Heads may order home checks to be made on any employee off work under this subsection, and may order any employee to provide a doctor's letter verifying any claimed illness or non-work injury.

Section 143.074 REAPPOINTMENT AFTER RECOVERY FROM DISABILITY

See Section 143.074, Chapter 143

Section 143.075 MILITARY LEAVE TIME ACCOUNTS

See Section 143.075, Chapter 143

Military leave time accounts shall be in accordance with the City's Personnel & Administrative Policies & Procedures.

(Sections 143.076 - 143.080 reserved for expansion)

SUBCHAPTER F. MISCELLANEOUS PROVISIONS

Section 143.081 DETERMINATION OF PHYSICAL OR MENTAL FITNESS

See Section 143.081, Chapter 143

Each employee shall continually remain in such physical and mental condition as to be capable of rendering safe and efficient service to the City and performance of the duties and essential functions assigned to the employee.

Each employee shall be required to submit to a psychological or physical examination where there exists some reasonable basis to believe that the employee's mental or physical fitness for duty is an issue. Determination of the employee's mental and/or physical fitness for duty shall not be subject to Commission or Hearing Examiner's review. The findings of the medical panel as outlined in Chapter 143 shall be determinative and final.

Section 143.082 EFFICIENCY REPORTS

See Section 143.082, Chapter 143

Section 143.083 EMERGENCY APPOINTMENT OF TEMPORARY FIRE FIGHTERS AND POLICE OFFICERS

See Section 143.083, Chapter 143

Section 143.084 CIVIL SERVICE STATUS AND PENSION BENEFITS FOR CERTAIN FIRE FIGHTERS AND POLICE OFFICERS

See Section 143.084, Chapter 143

Section 143.085 FORCE REDUCTION AND REINSTATEMENT LIST

See Section 143.085, Chapter 143

Section 143.086 POLITICAL ACTIVITIES

See Section 143.086, Chapter 143

Section 143.087 STRIKE PROHIBITION

See Section 143.087, Chapter 143

Section 143.088 UNLAWFUL RESIGNATION OR RETIREMENT

See Section 143.088, Chapter 143

Section 143.089 PERMANENT PERSONNEL FILE

See Section 143.089, Chapter 143

The Civil Service Director shall maintain a personnel file as required by Section 143.089(a).

All other information on classified personnel that the Department maintains on an employee-specific basis and that relates to that employee's employment with the Department is

confidential and is to be maintained in the Departmental personnel file or the “g” file. This information expressly includes: complaints and internal investigations that do not result in formal discipline (*i.e.* discipline which the employee has a right to appeal); any informal discipline including reprimands and counseling, background investigation records and reports. The existence of this information is confidential as well, and will not be released without the written approval of the Department Head.

The Department Head, Human Resources Director, and the City Attorney, or his/her designee, or outside counsel acting on behalf of the City, are the only persons who may access the Departmental personnel file.

An employee has no special right of access to information contained in the departmental “g” file. He or she may only review information with the permission of the Department Head.

(Sections 143.090-143.100 reserved for expansion)