



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda

Civil Service Commission

Wednesday, November 20, 2024

1:00 PM

City Hall East
Human Resources Training Room

After determining that a quorum is present, the Civil Service Commission of the City of Denton, Texas will convene in a Special Called Meeting on Wednesday, November 20, 2024 at 1:00pm in the HR Training Room 1 at City Hall East, 601 E. Hickory Street, Denton, Texas, at which the following items will be considered:

1. ITEMS FOR CONSIDERATION

- A. [CSC24-056](#) Introduction of guests.
- B. [CSC24-057](#) Receive public comments.
- C. [CSC24-058](#) Consider approval of the minutes from the October 23, 2024, meeting.
Attachments: [October 23, 2024 Minutes FINAL.docx](#)
- D. [CSC24-059](#) Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Battalion Chief Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).
Attachments: [Agenda Information Sheet - Fire Battalion Chief POA.pdf](#)
[2025 Fire Battalion Chief POA.pdf](#)
- E. [CSC24-060](#) Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Captain Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).
Attachments: [Agenda Information Sheet - Fire Captain POA.pdf](#)
[2025 Fire Captain POA.pdf](#)
- F. [CSC24-061](#) Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Lieutenant Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).
Attachments: [Agenda Information Sheet - Fire Lieutenant POA.pdf](#)
[2025 Fire Lieutenant POA.pdf](#)
- G. [CSC24-062](#) Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Driver Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission

meeting, and subsequently posted).

Attachments: [Agenda Information Sheet - Fire Driver POA.pdf](#)
 [2025 Fire Driver POA.pdf](#)

- H. [CSC24-063](#) Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Sergeant Promotional Examination (Source Material List was approved at the October 23, 2024, Civil Service Commission meeting, and subsequently posted).

Attachments: [Agenda Information Sheet - Police Sergeant POA.pdf](#)
 [Police Sergeant POA \(2025\).pdf](#)

- I. [CSC24-064](#) Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Lieutenant Promotional Examination (Source Material List was approved at the October 23, 2024, Civil Service Commission meeting, and subsequently posted).

Attachments: [Agenda Information Sheet - Police Lieutenant POA.pdf](#)
 [Police Lieutenant POA \(2025\).pdf](#)

- J. [CSC24-065](#) Discuss agenda and date of the next Civil Service Commission meeting.

2. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Civil Service Commission or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the Commission or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

NOTE: The Civil Service Commission reserves the right to adjourn into a Closed Meeting on any item on its open meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law.

C E R T I F I C A T E

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on November 15, 2024, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: CSC24-056, **Version:** 1

AGENDA CAPTION

Introduction of guests.



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: CSC24-057, Version: 1

AGENDA CAPTION

Receive public comments.



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: CSC24-058, **Version:** 1

AGENDA CAPTION

Consider approval of the minutes from the October 23, 2024, meeting.



**CITY OF DENTON
CIVIL SERVICE COMMISSION
MINUTES**

Date/Time: Wednesday, October 23, 2024, at 1:00 p.m.
Location: City Hall East – Human Resources Training Room
601 E. Hickory Street, Denton, TX 76205

After determining that a quorum was present, the Civil Service Commission of the City of Denton, Texas convened in a Regular Meeting on Wednesday, October 23, 2024, at 1:00 p.m. in the Human Resources Training Room at City Hall East, 601 E. Hickory Street, Denton, Texas.

PRESENT: Commissioners Dianne Baker, and Darhyl Ramsey

ABSENT WITH NOTICE: Commissioner John Baines

Also present were Director of Human Resources/Civil Service Director Megan Gilbreath, Deputy City Attorney Michael Cronig, Police Chief Jessica Robledo, Police Deputy Chief Bryan Cose, Police Lieutenant Preston Pohler, Civil Service Secretary Carri Byrd, and Talent Acquisition Supervisor Crystal Babcock.

1. ITEMS FOR CONSIDERATION

A. *CSC24-051 Introduction of guests.*

None

B. *CSC24-052 Receive public comments.*

None

C. *CSC24-053 Consider approval of the minutes from the September 25, 2024, meeting.*

The Commissioners considered approval of minutes from the September 25, 2024, Civil Service Commission meeting. Commissioner Ramsey motioned to approve the minutes as presented, Commissioner Baker seconded the motion. The motion carried, 2 – 0 - 1.

AYES (2): Commissioners Baker and Ramsey

NAYS (0): None

ABSENT (1): Commissioner Baines

D. *CSC24-054 Hold discussion and take action on the proposed 2025 Source Material List for the Police Department promotional examinations.*

After a brief discussion over the proposed changes to the Source Material Lists for Police Sergeant and Police Lieutenant, the Commissioners considered approval of the proposed 2025 Source Material Lists for the Police Department promotional examinations. Commissioner Baker made a motion to approve the Source Material Lists as presented, Commissioner Ramsey seconded the motion. The motion carried, 2 – 0 - 1.

AYES (2): Commissioners Baker, and Ramsey

NAYS (0): None

ABSENT (1): Commissioners Baines

E. *CSC24-055 Discuss agenda and date of the next Civil Service Commission meeting.*

The Civil Service Commission will meet on November 20, 2024, at 1:00 p.m. Commissioner Baker made a motion to adjourn at 1:13 p.m., Commissioner Ramsey seconded the motion. The motion carried, 2 – 0 - 1.

AYES (2): Commissioners Baker, and Ramsey

NAYS (0): None

ABSENT (1): Commissioner Baines

DARHYL RAMSEY, CHAIR

DATE

CIVIL SERVICE SECRETARY

DATE



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: CSC24-059, **Version:** 1

AGENDA CAPTION

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Battalion Chief Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

CM/ DCM/ ACM: Frank Dixon

DATE: November 20, 2024

SUBJECT

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Battalion Chief Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).

BACKGROUND

The City of Denton Fire Department desires to conduct a Civil Service Examination in order to establish an eligibility list for the position of Fire Battalion Chief. The list created as a result of this examination shall be in effect until the next test is given (on the first Tuesday in March 2026), or until the list has been exhausted, whichever occurs first.

DATE: Tuesday, March 4, 2025

TIME: 2:00 p.m.

PLACE: Denton Fire Department – Central Fire Station
332 E. Hickory Street
Denton, Texas 76201

SALARY: \$12,863.07/month

RECOMMENDATION

Approve the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Battalion Chief Promotional Examination.

ESTIMATED SCHEDULE OF PROJECT

1. Upon approval, the Position Opportunity Announcement will be posted in all required locations.
2. On March 4, 2024, the Fire Department will administer the Promotional Examination.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – 2025 Fire Battalion Chief Position Opportunity Announcement

Respectfully submitted:
Carri Byrd
Civil Service Secretary
Human Resources Business Partner

Position Opportunity

City of Denton, Texas



Notice of Civil Service Examination Fire Battalion Chief



Registration Deadline: Tuesday, February 25, 2025

The City of Denton will conduct a Civil Service Examination in order to establish an eligibility list for the position of Fire Battalion Chief. This list shall remain in effect until the next test is given on the first Tuesday in March (2026), as set in the Meet and Confer Agreement or until the list is exhausted, whichever comes first.

Date: Tuesday, March 4, 2025
Time: 2:00 p.m.
Place: 332 E. Hickory (Central Fire Station, EOC)
Denton, TX 76201
Salary: \$12,863.07/month

Minimum Qualifications:

Must comply with all applicable state and local civil service requirements and regulations, and requirements contained in the Meet and Confer Agreement between the City of Denton and Denton Fire Fighters Association, IAFF Local 1291.

Reference Materials for the exam are as follows:

1. **Chief Officer Principles and Practice** (3rd Ed.) (2021) NFPA/IAFC, David J. Purchase, Jones & Bartlett Learning, ISBN 978-1284172478
2. **Community Risk Reduction Principles and Practice** (1st Ed.) (2022) Beverley E. Walker, Jones & Bartlett Learning, ISBN 978-1284195057
3. **Legal Considerations for Fire & Emergency Services** (4th Ed.) (2022) J. Curtis Varone, Fire Engineering Books & Videos, ISBN 978-1593705763
4. **Fire and Emergency Services Administration: Management and Leadership Practices** (3rd Ed.) (2022) L. Charles Smeby Jr., Jones & Bartlett Learning, ISBN 978-1284180213
5. **Mastering Fireground Command: Calm the Chaos!** (1st Ed.) (2024) Anthony Kastros, Brian Brush, Fire Engineering Books, ISBN: 978-1593705992

Candidates desiring to take the examination must register by completing the *Notice of Intent* form in the Human Resources Department, 601 E. Hickory, Suite A, Denton, TX 76205, no later than **Tuesday February 25, 2025, at 5:00 p.m.** Candidates should bring a printed copy of the registration form to the exam—as proof of registration. Candidates who fail to register will not be allowed to take the examination.

Posted:

ADA/EOE/ADEA

Upon request, accommodations will be provided to applicants in accordance with the Americans with Disabilities Act (ADA). Please call the Human Resources Department – 601 E. Hickory, Suite A – Denton, TX 76205 – Telephone – 940-349-8340 – Fax – 940-349-8348



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: CSC24-060, **Version:** 1

AGENDA CAPTION

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Captain Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

CM/ DCM/ ACM: Frank Dixon

DATE: November 20, 2024

SUBJECT

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Captain Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).

BACKGROUND

The City of Denton Fire Department desires to conduct a Civil Service Examination in order to establish an eligibility list for the position of Fire Captain. The list created as a result of this examination shall be in effect until the next test is given (on the first Wednesday in March 2026), or until the list has been exhausted, whichever occurs first.

DATE: Wednesday, March 5, 2025
TIME: 2:00 p.m.
PLACE: Denton Public Safety Training Center
719 E. Hickory Street
Denton, Texas 76205
SALARY: \$11,289.20/month

RECOMMENDATION

Approve the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Captain Promotional Examination.

ESTIMATED SCHEDULE OF PROJECT

1. Upon approval, the Position Opportunity Announcement will be posted in all required locations.
2. On March 5, 2025, the Fire Department will administer the Promotional Examination.

EXHIBITS

Exhibit 1 – Agenda Information Sheet
Exhibit 2 – 2025 Fire Captain Position Opportunity Announcement

Respectfully submitted:
Carri Byrd
Civil Service Secretary
Human Resources Business Partner

Position Opportunity

City of Denton, Texas



Notice of Civil Service Examination Fire Captain



Registration Deadline: Wednesday, February 26, 2025

The City of Denton will conduct a Civil Service Examination in order to establish an eligibility list for the position of Fire Captain. This list shall remain in effect until the next test is given on the first Wednesday in March (2026), as set in the Meet and Confer Agreement or until the list is exhausted, whichever comes first.

Date: Wednesday, March 5, 2025
Time: 2:00 p.m.
Place: 332 E. Hickory (Central Fire Station, EOC)
Denton, TX 76201
Salary: \$11,289.20/month

Minimum Qualifications:

Must comply with all applicable state and local civil service requirements and regulations, and requirements contained in the Meet and Confer Agreement between the City of Denton and Denton Fire Fighters Association, IAFF Local 1291.

Reference Materials for the exam are as follows:

1. **Community Risk Reduction Principles and Practice** (1st Ed.) (2022) Beverley Walker, Jones & Bartlett Learning, ISBN 978-1284195057
2. **Fire Officer Principles and Practice** (4th Ed.) (2021) IAFC/NFPA, Michael J. Ward, Jones & Bartlett Learning, ISBN 978-1284172393
3. **Fire Officer's Handbook of Tactics** (5th Ed.) (2019) John Norman, PennWell Corporation, ISBN 978-1593704186
4. **Legal Considerations for Fire & Emergency Services** (4th Ed.) (2022) J. Curtis Varone Fire Engineering Books & Videos, ISBN 978-1593705763
5. **Mastering Fireground Command: Calm the Chaos!** (1st Ed.) (2024) Antony Kastros, Brian Brush, Fire Engineering Books, ISBN 978-1593705992

Candidates desiring to take the examination must register by completing the **Notice of Intent** form in the Human Resources Department, 601 E. Hickory, Suite A, Denton, TX 76205, no later than **Wednesday February 26, 2025, at 5:00 p.m.** Candidates should bring a printed copy of the registration form to the exam—as proof of registration. Candidates who fail to register will not be allowed to take the examination.

Posted:

ADA/EOE/ADEA

Upon request, accommodations will be provided to applicants in accordance with the Americans with Disabilities Act (ADA). Please call the Human Resources Department – 601 E. Hickory, Suite A – Denton, TX 76205 – Telephone – 940-349-8340 – Fax – 940-349-8348



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: CSC24-061, **Version:** 1

AGENDA CAPTION

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Lieutenant Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

CM/ DCM/ ACM: Frank Dixon

DATE: November 20, 2024

SUBJECT

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Lieutenant Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).

BACKGROUND

The City of Denton Fire Department desires to conduct a Civil Service Examination in order to establish an eligibility list for the position of Fire Lieutenant. The list created as a result of this examination shall be in effect until the next test is given (on the first Wednesday in March 2026), or until the list has been exhausted, whichever occurs first.

DATE: Wednesday, March 6, 2025
TIME: 2:00 p.m.
PLACE: Denton Public Safety Training Center
719 E. Hickory Street
Denton, Texas 76205
SALARY: \$10,325.47/month

RECOMMENDATION

Approve the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Lieutenant Promotional Examination.

ESTIMATED SCHEDULE OF PROJECT

1. Upon approval, the Position Opportunity Announcement will be posted in all required locations.
2. On March 6, 2025, the Fire Department will administer the Promotional Examination.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – 2025 Fire Lieutenant Position Opportunity Announcement

Respectfully submitted:
Carri Byrd
Civil Service Secretary
Human Resources Business Partner

Position Opportunity

City of Denton, Texas



Notice of Civil Service Examination Fire Lieutenant



Registration Deadline: Thursday, February 27, 2025

The City of Denton will conduct a Civil Service Examination in order to establish an eligibility list for the position of Fire Captain. This list shall remain in effect until the next test is given on the first Thursday in March (2026), as set in the Meet and Confer Agreement or until the list is exhausted, whichever comes first.

Date: Thursday, March 6, 2025
Time: 2:00 p.m.
Place: 719 E. Hickory, Training Rooms C & D (Public Safety Training Center)
Denton, TX 76205
Salary: \$10,325.47/month

Minimum Qualifications:

Must comply with all applicable state and local civil service requirements and regulations, and requirements contained in the Meet and Confer Agreement between the City of Denton and Denton Fire Fighters Association, IAFF Local 1291.

Reference Materials for the exam are as follows:

1. **Occupational Safety, Health, and Wellness** (4th Ed.) (2018) IFSTA
Fire Protection Publications, ISBN 978-0879396381
2. **Fire Officer Principles and Practice** (4th Ed.) (2021) IAFC/NFPA
Jones & Bartlett Learning, ISBN 978-1284172393
3. **Fire Officer's Handbook of Tactics** (5th Ed.) (2019) John Norman
PennWell Corporation, ISBN 978-1593704186
4. **Legal Considerations for Fire & Emergency Services** (4th Ed.) (2022) J. Curtis Varone
Fire Engineering Books & Videos, ISBN 978-1593705763
5. **Brannigan's Building Construction for the Fire Service** (6th Ed.) (2021) NFPA, Glenn P. Corbett,
Francis L. Brannigan, Jones & Bartlett Learning, ISBN 978-1284177312

Candidates desiring to take the examination must register by completing the **Notice of Intent** form in the Human Resources Department, 601 E. Hickory, Suite A, Denton, TX 76205, no later than **Thursday February 27, 2025, at 5:00 p.m.** Candidates should bring a printed copy of the registration form to the exam—as proof of registration. Candidates who fail to register will not be allowed to take the examination.

Posted:

ADA/EOE/ADEA

Upon request, accommodations will be provided to applicants in accordance with the Americans with Disabilities Act (ADA). Please call the Human Resources Department – 601 E. Hickory, Suite A – Denton, TX 76205 – Telephone – 940-349-8340 – Fax – 940-349-8348



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: CSC24-062, Version: 1

AGENDA CAPTION

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Driver Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

CM/ DCM/ ACM: Frank Dixon

DATE: November 20, 2024

SUBJECT

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Driver Promotional Examination (Source Material List was approved at the September 25, 2024, Civil Service Commission meeting, and subsequently posted).

BACKGROUND

The City of Denton Fire Department desires to conduct a Civil Service Examination in order to establish an eligibility list for the position of Fire Driver. The list created as a result of this examination shall be in effect until the next test is given (on the first Thursday in March 2026), or until the list has been exhausted, whichever occurs first.

DATE: Friday, March 7, 2025

TIME: 2:00 p.m.

PLACE: Denton Public Safety Training Center
719 E. Hickory Street
Denton, Texas 76205

SALARY: \$9,271.60/month

RECOMMENDATION

Approve the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Driver Promotional Examination.

ESTIMATED SCHEDULE OF PROJECT

1. Upon approval, the Position Opportunity Announcement will be posted in all required locations.
2. On March 7, 2025, the Fire Department will administer the Promotional Examination.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – 2025 Fire Driver Position Opportunity Announcement

Respectfully submitted:
Carri Byrd
Civil Service Secretary
Human Resources Business Partner

Position Opportunity

City of Denton, Texas



Notice of Civil Service Examination Fire Driver



Registration Deadline: Friday, February 28, 2025

The City of Denton will conduct a Civil Service Examination in order to establish an eligibility list for the position of Fire Driver. This list shall remain in effect until the next test is given on the first Friday in March (2026), as set in the Meet and Confer Agreement or until the list is exhausted, whichever comes first.

Date: Friday, March 7, 2025
Time: 2:00 p.m.
Place: 719 E. Hickory, Training Rooms C & D (Public Safety Training Center)
Denton, TX 76205
Salary: \$9,271.60/month

Minimum Qualifications:

Must comply with all applicable state and local civil service requirements and regulations, and requirements contained in the Meet and Confer Agreement between the City of Denton and Denton Fire Fighters Association, IAFF Local 1291.

Reference Materials for the exam are as follows:

1. **Occupational Safety, Health, and Wellness** (4th Ed.) (2018) IFSTA, Fire Protection Publications, ISBN 978-0879396381
2. **Fire Apparatus Driver/Operator: Pump, Aerial, Tiller, and Mobile Water Supply** (3rd Ed.) (2019), IAFC/NFPA, Jones & Bartlett Learning, ISBN 978-1284147612
3. **Brannigan's Building Construction for the Fire Service** (6th Ed.) (2021) Glenn P. Corbett, Francis L. Brannigan, Jones & Bartlett Learning, ISBN 978-1284177312
4. **Fire Officer's Handbook of Tactics** (5th Ed.) (2019) John Norman PennWell Corporation, ISBN 978-1593704186
5. **Fire Protection, Detection, and Suppression Systems** (5th Ed.) (2016) IFSTA Fire Protection Publications, ISBN 978-0879395995
6. **EMS Vehicle Operator Safety** (1st Ed.) (2018) Bob Elling, Robert Raheb, NAEMT Jones and Bartlett Learning, ISBN 978-0763781675

Candidates desiring to take the examination must register by completing the *Notice of Intent* form in the Human Resources Department, 601 E. Hickory, Suite A, Denton, TX 76205, no later than **Friday, February 28, 2025, at 5:00 p.m.** Candidates should bring a printed copy of the registration form to the exam—as proof of registration. Candidates who fail to register will not be allowed to take the examination.

Posted:

ADA/EOE/ADE

Upon request, accommodations will be provided to applicants in accordance with the Americans with Disabilities Act (ADA). Please call the Human Resources Department – 601 E. Hickory, Suite A – Denton, TX 76205 – Telephone – 940-349-8340 – Fax – 940-349-8348



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: CSC24-063, **Version:** 1

AGENDA CAPTION

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Sergeant Promotional Examination (Source Material List was approved at the October 23, 2024, Civil Service Commission meeting, and subsequently posted).



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

CM/ DCM/ ACM: Frank Dixon

DATE: November 20, 2024

SUBJECT

Consider, hold discussion, and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Sergeant Promotional Examination.

BACKGROUND

The City of Denton Police Department desires to conduct a Civil Service Examination in order to establish an eligibility list for the position of Police Sergeant. The eligibility list created as a result of this examination shall be in effect for a period of one (1) year after the date on which the Civil Service Commission approves it, or until the list has been exhausted.

Written Examination:

DATE: Thursday, February 13, 2025

TIME: 1400 hours (2:00 p.m.)

LOCATION: Denton Police Department Training Facility, 719 E. Hickory Street, Denton, Texas 76205

SALARY: \$ 9,787.83/month (Effective 1/4/2025)

Assessment Center:

DATE: March 18 – 21, 2025

TIME: To be scheduled individually with eligible candidates

LOCATION: Denton Police Department Training Facility, 719 E. Hickory Street, Denton, Texas 76205

RECOMMENDATION

Approve the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Sergeant Promotional Exam.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Police Sergeant Position Opportunity Announcement

Respectfully submitted:
Carri Byrd
Civil Service Secretary
Human Resources Business Partner

Position Opportunity

City of Denton, Texas



Notice of Civil Service Examination Police Sergeant



Registration Deadline: Friday, January 31, 2025

The City of Denton will conduct a Civil Service promotional exam for the position of Police Sergeant. The eligibility list created as a result of this promotional examination shall be in effect for a period of one (1) year after the date on which the Civil Service Commission approves it, or until the list has been exhausted.

Minimum Qualifications:

- Must comply with all applicable state and civil service requirements (Chapter 143), local rules, and the Meet and Confer Agreement guidelines.
- Eligibility criteria as outlined in Article 5, Section 6 of the current Meet and Confer Agreement states candidates must have “served in the Department in the next lower rank for at least three years immediately before the examination date.” This supersedes section 143.031 of the Texas Local Government Code.

Registration Instructions:

Officers desiring to take this examination for the eligibility list must register their intent to do so by signing a “Letter of Intent” form and updating their employment information and submitting to the Human Resources Department at 601 E. Hickory, Suite A, Denton, TX 76205, no later than **Friday, January 31, 2025, at 5:00 p.m.** Failure to register will result in the employee not being allowed to take the examination. Previous applications will not meet this registration requirement. Officers arriving after the posted examination date and time will not be allowed entrance to the test room to take the examination. The exam will be administered according to Article 5 of the current Meet and Confer Agreement.

WRITTEN EXAM

DATE: Thursday, February 13, 2025
TIME: 1400 hrs.
PLACE: Denton Police Department Training Facility, 719 E. Hickory St., Denton, TX 76205
SALARY: \$9,787.83/month (effective 1/4/2025)

Reference materials for the exam are as follows:

1. **President's Task Force on 21 Century Policing - Final Report:**
<https://cops.usdoj.gov/RIC/Publications/cops-p311-pub.pdf> (2015)
2. **Guiding Principles on Use of Force:** Police Executive Research Forum,
<https://www.policeforum.org/assets/guidingprinciples1.pdf> (2016)

3. **Radical Candor: How to Get What You Want by Saying What You Mean:** International Edition, Kim Scott, Pan MacMillan UK, 2018
4. **The Infinite Game:** 1st Edition, Simon Sinek, Penguin Random House, 2019
5. **City of Denton Policies and Procedures:** 107.04 (Family & Medical Leave); 108.10 (Harassment Prevention); 108.11 (Drug and Alcohol Free Workplace); 108.12 (Anti-Substance Abuse and Rehabilitation): date effective as to the 91st day before the promotional examination is held.
6. **Meet and Confer Agreement:** between the City of Denton and the Denton Police Officers Association effective October 1, 2022 (current agreement), Articles 7, 8, 9, and 11.
7. **Denton P.D. General Orders:**
Date effective as to the 91st day before the date the promotional examination is held.

G.O. 300 – Response to Resistance	G.O. 516 – Public Recording of Law Enforcement Activity
G.O. 302 – Handcuffing and Restraints	G.O. 519 – First Amendment Assemblies
G.O. 303 – Control Devices	G.O. 704 – Portable Audio/Video Recorders
G.O. 304 – Electronic Control Devices	G.O. 1300 – Standards of Conduct
G.O. 305 – Firearms	G.O. 1301 – PRIDE
G.O. 306 – Vehicle Pursuits	G.O. 1302 – Policy of Equality
G.O. 307 – Foot Pursuits	G.O. 1303 – Anti-Retaliation
G.O. 308 – Officer Response to Calls	G.O. 1311 – Administrative Investigations and Discipline
G.O. 501 – Biased-Based Policing	

**Due to revisions of policy, G.O. section numbers are subject to change and are provided for reference only. Questions can be directed to Lt. Preston Pohler (940) 349-7956 or Preston.Pohler@cityofdenton.com.*
8. **Texas Penal Code:** Chapter 22 (Assaultive Offense), 31.03 (Theft), 32.47 (Fraudulent Destruction, Removal, or Concealment of Writing), Chapter 49 (Intoxication and Alcoholic Beverage Offenses)
9. **Texas Health and Safety Code:** Sec.573.001 (Apprehension by Peace Officer Without a Warrant)
10. **Texas Code of Criminal Procedure:** Chapter 5 (Family Violence Prevention), Chapter 14 (Arrest Without Warrant), Art.16.22 (Early Identification of Defendant Suspected of Having Mental Illness or Intellectual Disability)

ASSESSMENT CENTER

The assessment center board shall assess the candidate’s skills based on leadership group exercises, decision making exercises, and oral interview questions. For further details regarding the assessment center process, refer to Article 5, Section 8 of the 2022 – 2026 Meet and Confer Agreement.

DATE: March 18 – 21, 2025
TIME: To be scheduled individually with eligible candidates
PLACE: Denton Police Department Training Facility, 719 E. Hickory St., Denton, TX 76205

Approved:
 Posted:

Human Resources Department – 601 E. Hickory, Suite A, Denton, TX 76205 – Telephone: 940-349-8340 – Fax: 940-349-8348
 Upon request, accommodations will be provided to applicants in accordance with the Americans with Disabilities Act (ADA). Please call HR for information.



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: CSC24-064, **Version:** 1

AGENDA CAPTION

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Lieutenant Promotional Examination (Source Material List was approved at the October 23, 2024, Civil Service Commission meeting, and subsequently posted).



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

CM/ DCM/ ACM: Frank Dixon

DATE: November 20, 2024

SUBJECT

Consider, hold discussion, and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Lieutenant Promotional Examination.

BACKGROUND

The City of Denton Police Department desires to conduct a Civil Service Examination in order to establish an eligibility list for the position of Police Lieutenant. The eligibility list created as a result of this examination shall be in effect for a period of one (1) year after the date on which the Civil Service Commission approves it, or until the list has been exhausted.

Written Examination:

DATE: Friday, February 13, 2025

TIME: 1000 hours (10:00 a.m.)

LOCATION: Denton Police Department Training Facility, 719 E. Hickory Street, Denton, Texas 76205

SALARY: \$ 11,413.50/month (Effective 1/4/2025)

Assessment Center:

DATE: March 18 – 21, 2025

TIME: To be scheduled individually with eligible candidates

LOCATION: Denton Police Department Training Facility, 719 E. Hickory Street, Denton, Texas 76205

RECOMMENDATION

Approve the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Lieutenant Promotional Exam.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Police Lieutenant Position Opportunity Announcement

Respectfully submitted:
Carri Byrd
Civil Service Secretary
Human Resources Business Partner

Position Opportunity

City of Denton, Texas



Notice of Civil Service Examination Police Lieutenant



Registration Deadline: Friday, January 31, 2025

The City of Denton will conduct a Civil Service promotional exam for the position of Police Lieutenant. The eligibility list created as a result of this examination shall be in effect for a period of one (1) year after the date on which the Civil Service Commission approves it, or until the list has been exhausted.

Minimum Qualifications:

- Must comply with all applicable state and civil service requirements (Chapter 143), local rules, and the Meet and Confer Agreement guidelines.
- Must have served in the next lower rank for at least two (2) years immediately before the examination date.

Registration Instructions:

Officers desiring to take this examination for the eligibility list must register their intent to do so by signing a "Letter of Intent" form and updating their employment information, and submitting to the Human Resources Department at 601 E. Hickory, Suite A, Denton, TX 76205, no later than **Friday, January 31, 2025, at 5:00 p.m.** Failure to register will result in the employee not being allowed to take this examination. Previous applications will not meet this registration requirement. Officers arriving after the posted examination date and time will not be allowed entrance to the test room to take the examination. The exam will be administered according to Article 5 of the current Meet and Confer Agreement.

WRITTEN EXAM

DATE: Friday, February 13, 2025
TIME: 1000 hrs.
PLACE: Denton Police Department Training Facility, 719 E. Hickory, Denton, TX 76205
SALARY: \$11,413.50/month (effective 1/4/2025)

Reference Materials for the exam are as follows:

1. **President's Task Force on 21 Century Policing - Final Report:** <https://cops.usdoj.gov/RIC/Publications/cops-p311-pub.pdf> (2015)
2. **Guiding Principles on Use of Force:** Police Executive Research Forum, <https://www.policeforum.org/assets/guidingprinciples1.pdf> (2016)
3. **The Infinite Game:** 1st Edition, Simon Sinek, Penguin Random House, 2019
4. **Dare to Lead: Brave Work. Tough Conversations. Whole Hearts:** 1st Edition, Brené Brown, Random House, 2018

5. **City of Denton Policy and Procedures:** 107.04 (Family & Medical Leave); 108.10 (Harassment Prevention); 108.11 (Drug and Alcohol Free Workplace); 108.12 (Anti-Substance Abuse and Rehabilitation); 108.13 (Investigation and Inspection of City Facilities/Equipment): date effective as to the 91st day before the date the promotional examination is held.
6. **Meet and Confer Agreement:** between the City of Denton and the Denton Police Officers Association effective October 1, 2022 (current agreement). Articles 7, 8, 9, and 11.
7. **Denton P.D. General Orders:**
Date effective as to the 91st day before the date the promotional examination is held.

G.O. 300 – Response to Resistance	G.O. 516 – Public Recording of Law Enforcement Activity
G.O. 302 – Handcuffing and Restraints	G.O. 519 – First Amendment Assemblies
G.O. 303 – Control Devices	G.O. 704 – Portable Audio/Video Recorders
G.O. 304 – Electronic Control Devices	G.O. 1300 – Standards of Conduct
G.O. 305 – Firearms	G.O. 1301 – PRIDE
G.O. 306 – Vehicle Pursuits	G.O. 1302 – Policy of Equality
G.O. 307 – Foot Pursuits	G.O. 1303 – Anti-Retaliation
G.O. 308 – Officer Response to Calls	G.O. 1311 – Administrative Investigations and Discipline
G.O. 501 – Biased-Based Policing	

**Due to revisions of policy, G.O. section numbers are subject to change and are provided for reference only. Questions can be directed to Lt. Preston Pohler (940) 349-7956 or Preston.Pohler@cityofdenton.com.*
8. **Texas Penal Code:** Chapter 22 (Assaultive Offenses), 31.03 (Theft), 32.47 (Fraudulent Destruction, Removal, or Concealment of Writing), Chapter 49 (Intoxication and Alcoholic Beverage Offenses)
9. **Texas Health and Safety Code:** Sec.573.001 (Apprehension by Peace Officer Without a Warrant)
10. **Texas Code of Criminal Procedure:** Chapter 5 (Family Violence Prevention), Chapter 14 (Arrest Without Warrant), Art.16.22 (Early Identification of Defendant Suspected of Having Mental Illness or Intellectual Disability)

ASSESSMENT CENTER

The assessment center board shall assess the candidate’s skills based on leadership group exercises, decision making exercises, and oral interview questions. For further details regarding the assessment center process, refer to Article 5, Section 8 of the 2022 – 2026 Meet and Confer Agreement.

DATE: March 18 – 21, 2025
TIME: To be scheduled individually with eligible candidates
PLACE: Denton Police Department Training Facility, 719 E. Hickory St., Denton, TX 76205

Approved:
 Posted:

Human Resources Department – 601 E. Hickory, Suite A – Denton, TX 76205 – Telephone – 940-349-8340 – Fax – 940-349-8348
 Upon request, accommodations will be provided to applicants in accordance with the Americans with Disabilities Act (ADA). Please call HR for information.



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: CSC24-065, **Version:** 1

AGENDA CAPTION

Discuss agenda and date of the next Civil Service Commission meeting.