



City of Denton

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

Meeting Agenda Civil Service Commission

Wednesday, October 22, 2025

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 Regular Meeting on Wednesday, October 22, at 1:00 p.m. in the Human Resources Training Room at City Hall East, 601 E. Hickory Street, Denton, Texas, at which the following items will be considered:

1. ITEMS FOR CONSIDERATION

- A. [CSC25-050](#) Introduction of guests.
- B. [CSC25-051](#) Receive public comments.
- C. [CSC25-052](#) Consider approval of the minutes from the September 24, 2025, meeting.
Attachments: [September 24 2025 Minutes FINAL.pdf](#)
- D. [CSC25-053](#) Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Department entrance examination.
Attachments: [Agenda Information Sheet - Police Recruit POA \(January 2026\).pdf](#)
[Police Recruit Position Opportunity Announcement \(January 2026\).pdf](#)
- E. [CSC25-054](#) 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 October 16, 2025, in advance of the three (3) business day 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 TWO (2) BUSINESS DAYS 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
CIVIL SERVICE COMMISSION
MINUTES**

Date/Time: Wednesday, September 24, 2025, at 12:30 p.m.
Location: Public Safety Training Center, Classroom C
719 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, September 24, 2025, at 12:30 p.m. in the Public Safety Training Center, Classroom C at City Hall East, 719 E. Hickory Street, Denton, Texas.

PRESENT: Commissioners John Baines, Dianne Baker, and Darhyl Ramsey

ABSENT WITH NOTICE: None

Also present were Human Resources Director/Civil Service Director Megan Gilbreath, Deputy City Attorneys Michael Cronig and Susan Keller, Police Chief Jessica Robledo, Fire Chief Kenneth Hedges, Fire Assistant Chiefs David Becker and Brian Cox, Fire Battalion Chief David Boozer, Fire Captain Clay Rozell, Fire Lieutenant Jeremy Hardcastle, Fire Drivers Jason Ballard, Chris Phillips, Firefighters Waylon Beare, Colin Campbell, Garrett Cullum, Nick Dieter, Joel Edgar, Luke Erwin, Max Fernandez, John Forrest, Alejandro Garcia, Chris Hammond, Kolby Kennington, Chris Rodrigs, Human Resources Assistant Director Lisa Collins, Human Resources Business Partner Tiffani James, and Human Resources Business Partner/Civil Service Secretary Carri Byrd.

1. ITEMS FOR CONSIDERATION

- A. *CSC25-044 Introduction of guests.*

None

- B. *CSC25-045 Receive public comments.*

None

- C. *CSC25-046 Consider approval of the minutes from the August 27, 2025, meeting.*

The Commissioners considered approval of minutes from the August 27, 2025, Civil Service Commission meeting. Commissioner Baines motioned to approve the minutes as presented, Commissioner Ramsey seconded the motion. The motion carried, 3 – 0.

AYES (3): Commissioners Baines, Baker, and Ramsey

NAYS (0): None

ABSENT (0): None

- D. *CSC25-047 Hold discussion and take action on the proposed 2026 Source Material List for the Fire Department promotional examinations.*

After a brief discussion over the proposed changes to the Source Material Lists for Fire Driver, Lieutenant, Captain, and Battalion Chief, the Commissioners considered approval of the proposed 2026 Source Material Lists for the Fire Department promotional examinations. Commissioner Baker made a motion to approve the Source Material Lists as presented, Commissioner Baines seconded the motion. The motion carried, 3 – 0.

AYES (3): Commissioners Baines, Baker, and Ramsey

NAYS (0): None
ABSENT (0): None

The Commission suspended the meeting at 12:43pm.

- E. *CSC25-048 In accordance with the Texas Local Government Code Chapter 143.053 and local Rule .053, hold discussion and take action on the hearing for the appeal of the six-hour suspension of firefighter Max Fernandez.*

The Commission reconvened the meeting at 1:00 p.m. and began the hearing for the appeal of the six-hour suspension of firefighter Max Fernandez. The City of Denton Fire Department's representative in this hearing, City of Denton Deputy City Attorney Michael Cronig and Fire Fighter Fernandez's representative in this hearing, Denton Fire Firefighter's Association Local 1291 President Jason Ballard each presented opening remarks, questioned witnesses, and provided closing remarks. During the questioning of witnesses, the Commission asked questions as needed. The Commission allowed breaks throughout the hearing by suspending the meeting at 2:40 p.m. and reconvening at 2:55 p.m. and suspending the meeting at 5:11 p.m. and reconvening at 5:20 p.m.

CLOSED MEETING

The Commission convened into a Closed Meeting at 5:30 p.m. consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law, as follows:

Deliberated

OPEN MEETING

The Commission reconvened the Regular Meeting at 6:28 p.m. Commissioner Baines made a motion to sustain the department's action and find true the violation of Civil Service Local Rule section .051 O. and Section 143.051 D.12, Commissioner Baker seconded the motion. The motion carried, 3 – 0.

AYES (3): Commissioners Baines, Baker, and Ramsey
NAYS (0): None
ABSENT (0): None

- F. *CSC25-049 Discuss agenda and date of the next Civil Service Commission meeting.*

The Civil Service Commission will meet on October 22, 2025, at 1:00 p.m. Commissioner Baines made a motion to adjourn at 6:31 p.m., Commissioner Baker seconded the motion. The motion carried, 3 – 0.

AYES (3): Commissioners Baines, Baker, and Ramsey
NAYS (0): None
ABSENT (0): None

DARHYL RAMSEY, CHAIR

DATE

CARRI BYRD, CIVIL SERVICE SECRETARY

DATE



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

CM/ DCM/ ACM: Cassandra Ogden

DATE: October 22, 2025

SUBJECT

Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Department entrance 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 Recruit. The eligibility list, created as a result of this examination and application process, will be in effect for a minimum period of six (6) months; date starts from test date or until the list has been exhausted, whichever occurs first.

DATE: Saturday, January 17, 2025*

TIME: Test to begin at 9:00 a.m. – There is no admittance to the test site after 9:00 a.m.

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

SALARY: Recruit (Non-Civil Service) \$6,732.50/month (\$80,790.00/annually)
After One Year \$7,060.33/month (\$84,724.00/annually)

*The Eligibility List will not be processed until the current list is expired, if that list is less than 180 days old.

RECOMMENDATION

Approve the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Department entrance examination.

ESTIMATED SCHEDULE OF PROJECT

1. Upon approval, the Position Opportunity Announcement will be posted in all required locations.
2. On January 17, 2026, the Police Department will administer the Police Recruit Entrance Examination.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Police Recruit Position Opportunity Announcement

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



Notice of Civil Service Examination
City of Denton
Police Recruit



Registration Deadline: Monday, January 12, 2026, 5:00 p.m.

JCN: HA0009

The City of Denton will conduct a Civil Service Examination in order to establish an eligibility list for the position of Police Recruit. The eligibility list, created as a result of this examination and application process, will be in effect for a minimum period of six (6) months; date starts from test date or until the list has been exhausted, whichever occurs first.

DATE: Saturday, January 17, 2026*

TIME: Test begins at 9:00 a.m.; NO ADMITTANCE TO THE TEST SITE AFTER 9:00 A.M.

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

SALARY: Recruit (Non-Civil Service) \$6,732.50/Month (\$80,790.00 Annually)
After One Year \$7,060.33/Month (\$84,724.00 Annually)

THE ELIGIBILITY LIST WILL NOT BE PROCESSED UNTIL THE CURRENT LIST IS EXPIRED, IF THAT LIST IS LESS THAN 180 DAYS OLD. MONITOR

DENTONPOLICE.COM

FOR MORE INFORMATION CONCERNING THE TEST DATE.

Conditions of Employment

- Except as provided in the second bullet point, applicants must be at least 21 years of age on the date the written civil service examination is administered to take the examination; however, to be a Police Officer, applicants must be at least 21 years of age at the time of Texas Commission on Law Enforcement (TCOLE) certification
- Applicants who are not 21 years of age at the time the written civil service examination is administered will be allowed to take the examination provided they meet all minimum standards established in the Denton Police Department General Orders, provided they attend the next regularly scheduled academy class unless granted an exemption under Article 4, Section 11, of the 2022-2026 Meet and Confer Agreement between the City of Denton and the Denton Police Association (a copy of Article 4, Section 11, is attached), provided they turn 21 years of age on or before the day they graduate from the Academy, and provided they meet the minimum standards for future licensing by TCOLE. There is no maximum hiring age for employment with the Denton Police Department.
- Applicants must possess a high school diploma or GED.
- Must possess or be able to obtain a valid Texas driver's license prior to appointment.
- Must comply with all applicable state civil service requirements and regulations.
- Must pass driver's license check, psychological exam, polygraph exam, pre-screening and oral boards, health assessment, drug screen, and a thorough background check.
- Vision in both eyes must be correctable to 20/20 with normal color vision.

Skills and Abilities

- Must have sufficient muscular skills and coordination to respond constructively to departmental training programs.
- Must have the ability to maintain harmonious relationships with other employees and the public.
- Must have the ability to communicate clearly and accurately.
- Must have the ability to read, write, and speak English fluently.

Licenses and Certificates

Must meet Texas State Peace Officer licensing requirements within one calendar year of the date of employment as required by the Texas Commission on Law Enforcement (TCOLE).

How to Register

1. Registration process:
 - All candidates interested in taking the Civil Service exam are required to register by the registration deadline. Applicants are encouraged to register online at the Denton Police Department's website at dentonpolice.com; however, applicants that do not have access to the Internet can register by contacting the Denton Police Department at 940-349-7832.
 - **Only candidates who have pre-registered are eligible to take the exam.**
 - **The Preliminary Background Questionnaire (PBQ) is required and due at check-in the day of the Civil Service exam. Persons who do not submit the Preliminary Background Questionnaire at check-in will not be considered for employment.** The Preliminary Background Questionnaire can be obtained from the Denton Police Department's website at dentonpolice.com. You may also pick up a copy at the City of Denton Police Department, located at 601 E. Hickory St., Suite E. Denton, Texas 76205.

Test Day Information

1. Applicants must present a valid picture identification (e.g. driver's license, ID card, etc.) to be admitted into the test room.
2. Personal items will not be allowed in the testing room (e.g. hats, purses, briefcases, cell phones, pagers, food, drinks, etc.)
3. In order to receive five (5) military points added to a passing score on the exam, candidate must submit a non-returnable copy of the DD-214 prior to taking the Civil Service exam at the testing site. The DD-214 must show at least 180 days of active duty and **the word "Honorable" must be printed in the "Character of Service" section.** Versions of the DD-214 that do not include the discharge status will not be accepted. These additional points may not be added to the test score to achieve a passing score.
4. Current, non-sworn employees of the Denton Police Department (detention officers and civilian staff) and Denton firefighters who are interested in becoming a Denton police officer who meet all minimum standards established by the Denton Police Department General Orders and the requirements to be eligible for future licensing by the Texas Commission on Law Enforcement, and who pass the entry-level test, will receive one (1) point for each year of full service with the Police or Fire Departments, to a maximum of five (5) points, added to their test score. These additional points may not be added to the test score to achieve a passing score.
5. Upon request, accommodations will be provided to applicants in accordance with Americans with Disabilities Act (ADA). If you need special arrangements to be considered, the following information must be submitted by the registration deadline:
 - a. A current letter (within the last 12 months) from a licensed physician, optometrist, social worker, or psychologist (including title, address and telephone number on professional letterhead).
 - b. A description of the functional limitation as it applies to taking a standardized multi-choice examination.
 - c. Specific accommodations needed for testing.

Request should be sent to the Civil Service Director at 601 E. Hickory Street, Suite A, Denton, TX 76205, or email civilservice@cityofdenton.com.

6. **All applicants must submit photocopies of the following forms with the Personal History Statement at a later date:** birth certificate, high school diploma or equivalent, copy of your valid Texas driver's license or a copy of another state's driver's license, a copy of your driving record from the Department of Public Safety, copy of your

Naturalization papers (if applicable), and peace officer certifications (if applicable). **Original documents will be required at a later date in the hiring process. All applicants must submit original transcripts sealed in an envelope by the college or university attended with your Personal History Statement, to be completed at a later date/time.**

EOE/ADA/ADEA

Approved: October 22, 2025

Posted: October 23, 2025