

EL PASO COUNTY SHERIFF'S OFFICE - CIVIL SERVICE COMMISSION

REGULAR MEETING:

This meeting is subject to the Texas Open Meetings Act. All matters listed on the Agenda may be discussed in executive session at the option of the Civil Service Commission and following verbal announcement, if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

AGENDA

DATE: Monday, May 4, 2009

TIME: 4:30 P.M.

PLACE: COUNTY JUDGE'S CONFERENCE ROOM
COUNTY COURTHOUSE
500 E. SAN ANTONIO
3RD FLOOR – SUITE # 301

POSTED: Wednesday, 4/29/09 – 4:30pm

NOTICE TO THE PUBLIC:

The EPSO Civil Service Commission will give you the opportunity to address them on a particular item listed on this agenda prior to proceeding with the official business at hand. Please inform the secretary prior to the start of the meeting which item(s) you wish to address and a sign-in sheet will be given to you. Time limit will be three (3) minutes but may be extendable upon a majority vote.

1. **OPEN MEETING:**
2. **ESTABLISH QUORUM:**
3. **PUBLIC COMMENTS:**

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4. **APPROVAL OF MINUTES:**
April 6, 2009

5. ITEM

Receive completion certificates for Open Records Training from the Civil Service Commissioners.

Submitted by: Josie Brostrom, County Attorney's Office

6. ITEM

Discuss and take appropriate action concerning changes to the list of requirements in Section 11.3.02 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

Submitted by: Sheriff Richard D. Wiles, El Paso County Sheriff's Office

7. ITEM

Discuss and take appropriate action regarding the position and job description for the Jail Ministry Coordinator.

Submitted by: Sheriff Richard D. Wiles, El Paso County Sheriff's Office

8. ITEM

Discuss and take appropriate action regarding the format of all Job Descriptions for the Sheriff's Office.

Submitted by: Betsy Keller, County Human Resources Department

9. ITEM

To review and consider, pursuant to Rule 2.1.01B., the Sheriff's change to the job description of Detention Officer, wherein the Sheriff has lowered the minimum age for eligibility from: twenty (20) years or eighteen (18) years upon successful completion of military reserve basic training; to eighteen (18) years.

Submitted by: Jim Jopling, CLEAT

10. ITEM

Discuss and take appropriate action regarding Rule 1.3.02 and the appropriate manner by which agenda items may be placed to the El Paso County Sheriff's Office Civil Service Commission.

Submitted by: Betsy Keller, County Human Resources Department

11. ITEM

Discuss and take appropriate action regarding Rule 1.3.01 and the appropriate manner by which “equipment” as provided by the County Human Resources Department may be dispersed and utilized.

Submitted by: Betsy Keller, County Human Resources Department

12. ITEM

Discuss and take appropriate action regarding the age requirement to become a Detention Officer for the El Paso County Sheriff’s Office.

Submitted by: Sheriff Richard D. Wiles, El Paso County Sheriff’s Office

13. ITEM

Discuss and take appropriate action regarding backup material pertaining to future agenda items.

Submitted by: Betsy Keller, County Human Resources Department

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074

14. ITEM

Discuss a grievance filed/dated July 17, 2008, regarding Edmundo Vasquez, Detention Officer, Jail Annex, pertaining to a Suspension & Rule OMP 5.02.

Submitted by: Jim Jopling, CLEAT

OPEN SESSION:

15. ITEM

Take appropriate action on a grievance filed/dated July 17, 2008, regarding Edmundo Vasquez, Detention Officer, Jail Annex, pertaining to a Suspension & Rule OMP 5.02.

Submitted by: Jim Jopling, CLEAT

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074

16. ITEM

Discuss a grievance filed/dated August 21, 2008, regarding Virginia Marrero, Detention Officer, DT Detention Facility, pertaining to a Suspension & Rule OMP 5.02.

Submitted by: Jim Jopling, CLEAT

OPEN SESSION:

17. ITEM

Take appropriate action on a grievance filed/dated August 21, 2008, regarding Virginia Marrero, Detention Officer, DT Detention Facility, pertaining to a Suspension & Rule OMP 5.02.

Submitted by: Jim Jopling, CLEAT

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074

18. ITEM

Discuss a grievance filed/dated September 16, 2008, regarding Lance Brown, Corporal, Jail Annex, pertaining to a Suspension & Rule OMP 5.02.

Submitted by: Jim Jopling, CLEAT

OPEN SESSION:

19. ITEM

Take appropriate action on a grievance filed/dated September 16, 2008, regarding Lance Brown, Corporal, Jail Annex, pertaining to a Suspension & Rule OMP 5.02.

Submitted by: Jim Jopling, CLEAT

20. ITEM

ADJOURNMENT.