



**FIREFIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION
Monday, October 16, 2023
5:30 P.M.**

**Council Briefing Room
1945 E. Jackson Rd
Carrollton, TX 75006**

AGENDA

1. Approve the September 18, 2023, Civil Service Commission Meeting Minutes.
2. Certify scores for the Police Sergeant Promotional Exam administered on September 12, 2023.
3. Certify scores for the Fire Captain Promotional Exam administered on September 25th, 2023.
4. Review and approve the Civil Service Local Rules regarding Police Department Alternative Police Department Promotional Process.

EXECUTIVE SESSION: (if applicable)

Pursuant to Section 551.071 of the Texas Government Code, the Civil Service Commission reserves the right to consult in a closed meeting with its attorney and to receive legal advice regarding any item listed on this agenda.

I certify that this notice was posted on the bulletin boards located at City Hall and the Workforce Services Department of the City of Carrollton, Texas on October 12, 2023.

Adrian Perez

Adrian Perez, Civil Service Administrator

I certify that this notice was removed from the above official bulletin boards of the City of Carrollton, Texas, on _____ by _____.

This building is wheelchair accessible. For accommodations or sign interpretive services, please contact Laurie Wilson in the City Manager's office forty-eight hours in advance at (972) 466-3005.



CARROLLTON
TEXAS
FIREFIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION

September 18, 2023

5:30 P.M.

Commission Chair Kelly Pelkey called the meeting to order at 5:30 PM. Commissioner Jim Pipkin, Commissioner Michelle Weist, Assistant City Attorney Kanika Juneja, Police Commander Charles Monroe, Battalion Chief Matthew Graham, Administrative Services Coordinator Kaitlynn Burress, and Workforce Services Manager, Adrian Perez were in attendance.

The first item on the agenda was to approve the August 21, 2023, Civil Service Commission Meeting Minutes. Commissioner Jim Pipkin made a motion to accept the minutes. Commissioner Michelle Weist seconded. Motion carried unanimously.

The second item on the agenda was to certify scores for the Police Entrance Exam administered on August 19, 2023. Commissioner Michelle Weist made a motion to certify the scores. Commissioner Jim Pipkin seconded. Motion carried unanimously.

The third item on the agenda was to Review and approve the Civil Service Local Rules regarding Police Department pass over reasons for Eligibility Lists on entrance exams. Commissioner Jim Pipkin made a motion to accept the minutes. Commissioner Michelle Weist seconded. Motion carried unanimously.

The meeting adjourned at 5:34 PM.

Respectfully submitted,

Michelle Weist, Commissioner

Jim Pipkin, Commissioner

Kelly Pelkey, Commission Chair

Date



CARROLLTON POLICE DEPARTMENT

"The mission of the Carrollton Police Department is to proactively protect our community while treating all we encounter with professionalism, dignity, and respect."

Police Sergeant Promotional Exam Pre-Certified September 12th, 2023 WRITTEN EXAM SCORES

CANDIDATE	SENIORITY POINTS	RAW EXAM GRADE	COMBINED EXAM GRADE	PERCENTAGE TOWARDS RANKING (.40)
Muszaab Monier	2	92	94	37.6
Matthew Morrison	4	78	82	32.8
Isamar Leguizamo	6	71	77	30.8
Kedrian Tilmon	5	71	76	30.4
Jorge Collazo	3	69	72	28.8
				0
				0

Fire Department
Captain Promotional Exam
Pre-Certified 09/25/2023

Rank	Name	Raw	Seniority	Score
1	Florer, Michael	94	9	103
2	Seastrunk, Seth	91	10	101
3	Roberts, Jeremy	87	10	97
4	Smith, Eric	86	10	96
5	Osteen, Chris	77	10	87
6	Reilly, William	74	10	84

CURRENT

ALTERNATE POLICE DEPARTMENT PROMOTIONAL PROCESS

7.21 THE WRITTEN EXAMINATION

- A. The first portion of the promotional process will be a written examination, which will consist of cognitive skills multiple-choice questions and will include at least 100 but not more than 200 questions. Examination questions may be proofread by persons appointed by the Chief of Police. Individual answer sheets will be identified by the officer's badge number. The officer's name will not appear on the answer sheet.
- B. A seniority point is equal to one point for each full year of service as a classified Police Officer in the Carrollton Police Department immediately preceding the examination. In no instance will the number of seniority points exceed ten (10).
- C. The final score for the written exam portion of the promotion process will be determined by adding the total number of correct answers to the seniority points and converting the total to a one-hundred (100) percent scale.
- D. The test will be designed by an entity or person outside the Carrollton Police Department.
- E. The final scores for the written exam will be taken to the Civil Service Commission to be certified following any appeals.

PROPOSED

ALTERNATE POLICE DEPARTMENT PROMOTIONAL PROCESS

7.21 THE WRITTEN EXAMINATION

- A. The first portion of the promotional process will be a written examination, which will consist of cognitive skills multiple-choice questions and will include at least 100 but not more than 200 questions. Examination questions may be proofread by persons appointed by the Chief of Police. Individual answer sheets will be identified by the officer's badge number. The officer's name will not appear on the answer sheet.
- B. A seniority point is equal to one point for each full year of service as a classified Police Officer in the Carrollton Police Department immediately preceding the examination. In no instance will the number of seniority points exceed ten (10).
- C. All police officer applicants who receive a grade of at least 70 points shall be determined to have passed the examination and eligible to continue in the process.
- D. The final test score for the written exam portion of the promotion process, for an applicant who scores a passing grade on the written examination, will be determined by adding the total number of correct answers to the seniority points, and converting the total to a one-hundred (100) percent scale.
- E. The test will be designed by an entity or person outside the Carrollton Police Department.
- F. The final scores for the written exam will be taken to the Civil Service Commission to be certified following any appeals.

Kelly Pelkey, Commissioner/Chair

Jim Pipkin, Commissioner

Michelle Weist, Commissioner

Date