

HEWITT TEXAS

CIVIL SERVICE COMMISSION MEETING

August 18, 2023 at 11:30 AM

Hewitt Public Safety Facility, 100 Patriot Court, Hewitt, TX 76643

AGENDA

Commission: Tom Mattern - Chairman, **Sam MacKinnon** - Vice Chairman, **Sammy L. Thomas**, - Member

The City of Hewitt is a "Civil Service" city and adheres to the guidelines outlined in Chapter 143 of the Texas Local Government Code and the City of Hewitt Police Officers' Civil Service Commission Rules and Regulations. Chapter 143 of the Texas Local Government Code and the City of Hewitt Police Officers' Civil Service Commission Rules and Regulations establish the procedures for the appointment/hiring of all sworn peace officers in the City of Hewitt, Texas.

CALL TO ORDER

AGENDA ITEMS

1. Approve minutes of the Civil Service Commission meeting of August 10, 2022.
2. Introduction of the Police Chief John McGrath.
3. Discussion and possible action on approving promotional exam sources.

ADJOURNMENT

I certify that the above notice of meeting was posted on the Public Notice Board located in front of City Hall on **August 9, 2023**, by 5:00 PM.

CITY OF HEWITT

Jessica Higgins _____

Jessica Higgins, MSHRM, IPMA-CP
Civil Service Director

In compliance with the Americans with Disabilities Act, the City of Hewitt will provide reasonable accommodations for persons attending and/or participating in City Council meetings. The facility is wheelchair accessible, with accessible parking available at the front of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting by calling the City Secretary at 254.296.5602 or by fax at 254.666.6014.

HEWITT TEXAS

CIVIL SERVICE COMMISSION REGULAR MEETING

August 10, 2022 at 2:00 PM

MINUTES

Commission: Tom Mattern - Chairman, Sam MacKinnon - Vice Chairman, Sammy Thomas, Member

CALL TO ORDER

Chairman Tom Mattern called the meeting to order at 2:01 pm.

AGENDA ITEMS

1. Civil Service training presented by Julia Gannaway.
Julia Gannaway presented Civil Service training. No motion needed.
2. Approval of November 1, 2022 meeting minutes.
A motion was made by Sammy Thomas, second by Sam MacKinnon; all in favor, the motion passed.
3. Update on Police Department.
Police Chief Devlin gave an overview of the Police Department.
4. Discussion and updating the City of Hewitt Rules & Regulations.
Civil Service Director Jessica Higgins discussed updating the City of Hewitt Rules & Regulations. No motion needed.

ADJOURN

A motion was made at 3:45 pm by Sam Mackinnon, seconded by Sammy Thomas; all in favor, the motion passed.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: August 18, 2023

AGENDA ITEM #: 3.

SUBMITTED BY: Jessica Higgins, Human Resource Director/Civil Service Director

ITEM DESCRIPTION:

Discussion and possible action on approving promotional exam sources.

STAFF RECOMMENDATION/ITEM SUMMARY:

Civil Service 143 requires the Commission to approve all promotional exam sources. Attached is a list of sources for the Lieutenant and Sergeant promotional exams.

FISCAL IMPACT:

N/A

SUGGESTED MOTION:

I approve the established list of all promotional exam sources.

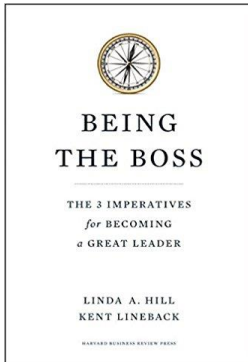
ATTACHMENTS:

1. SLR Police Promotion Exam Source List June 2023

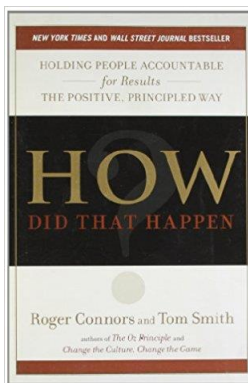


SOUTHWEST LEADERSHIP
RESOURCES

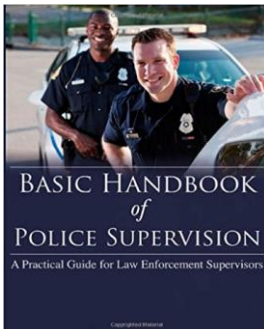
Promotional Exam Reading List – June 2023
Many Selections are available on Amazon or Barnes and Noble



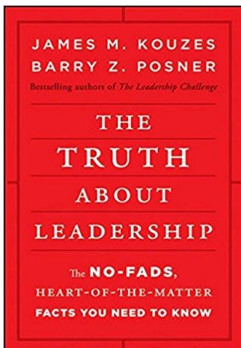
Being the Boss: The 3 Imperatives for Becoming a Great Leader
(January, 2011) by Linda Hill, Kent Lineback
ISBN-10: 142216389X **ISBN-13:** 978-1422163894



How Did That Happen: Holding People Accountable for
Results the Positive, Principled Way (2009) Roger Connors and Tom Smith
ISBN-10: 1591844142 **ISBN-13:** 978-1591844143



The Basic Handbook of Police Supervision: 1st Edition - (2014) Gerald Garner
ISBN-10: 0398087601 **ISBN-13:** 978-0398087609



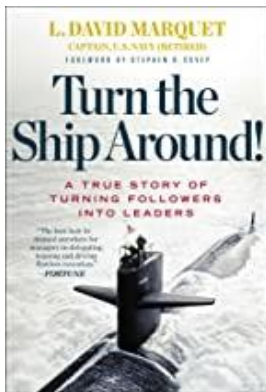
The Truth about Leadership: The No-fads,
Heart-of-the-Matter Facts You Need to Know (Aug, 2010) Kouzes & Posner
ISBN-10: 0470633549 **ISBN-13:** 978-0470633540



Extreme Ownership: How Navy SEALs Lead and Win

Jocko Willink and Leif Babib (2017)

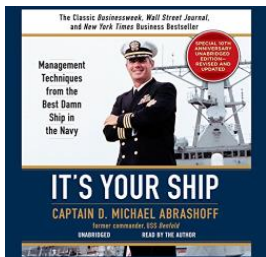
ISBN-13 : 978-1250183866



Turn the Ship Around! L. David Marquet (2012)

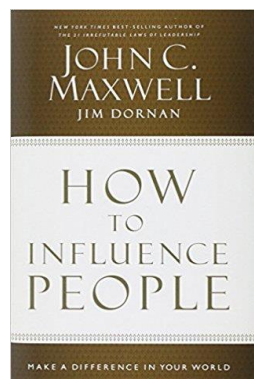
ISBN-10 : 1591846404

ISBN-13 : 978-1591846406



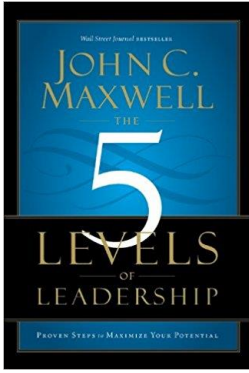
It's Your Ship Captain D. Michael Abrashoff (2012)

- ISBN-10 : 145552302X
- ISBN-13 : 978-1455523023

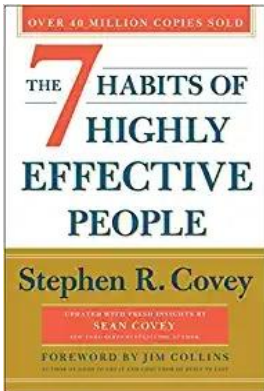


How to Influence People: Make a Difference in Your World
(April, 2013) by John Maxwell

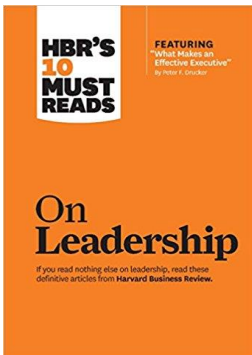
ISBN-10: 1400204747 **ISBN-13:** 978-1400204748



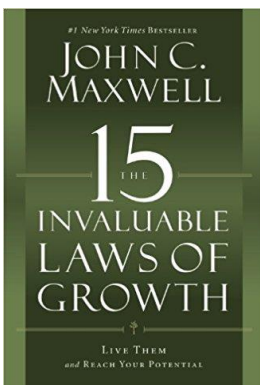
The 5 Levels of Leadership: Proven Steps to Maximize Your Potential
(September, 2013) John Maxwell
ISBN-10: 1599953633 **ISBN-13:** 978-1599953632



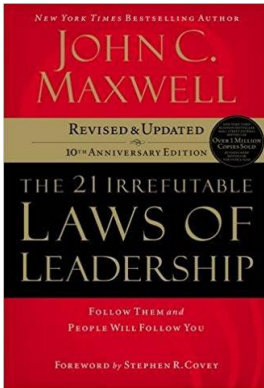
The 7 Habits of Highly Effective People – 30th Anniversary
(2020) Stephen Covey 464 pages
ISBN-10 : 1982137274 **ISBN-13:** 978-1982137274



Harvard Business Review's 10 Must Reads On Leadership
(2011) Anthology **ISBN-10:** 1422157970 **ISBN-13:** 978-1422157978

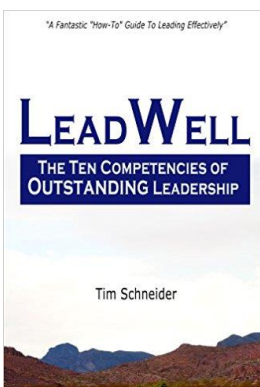


The 15 Invaluable Laws of Growth: Live Them and Reach Your Potential
(October, 2012) by John Maxwell
ISBN-10: 1599953676 **ISBN-13:** 978-1599953670



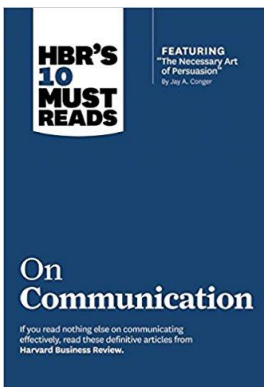
The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You (September 2007) by John Maxwell*

ISBN-10: 0785288376 **ISBN-13:** 978-0785288374



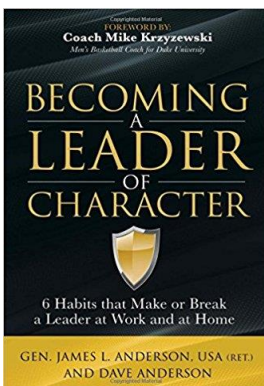
Leadwell: The Ten Competencies of Outstanding Leadership (2012) Tim Schneider

ISBN-10: 0988272709 **ISBN-13:** 978-0988272705



Harvard Business Review 10 Must Reads on Communication (2013) Anthology

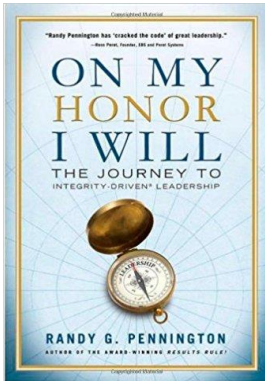
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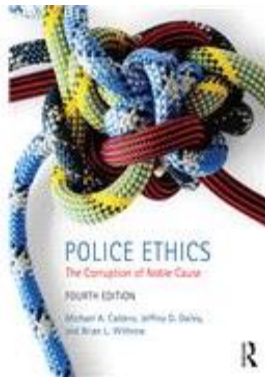
Becoming a Leader of Character – (2017)

Gen. James Anderson, Dave Anderson

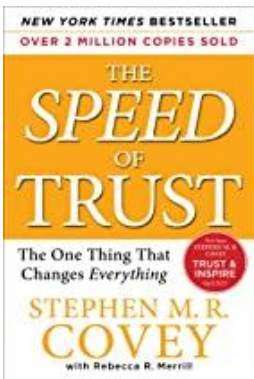
ISBN-10: 1630479373 **ISBN-13:** 978-1630479374



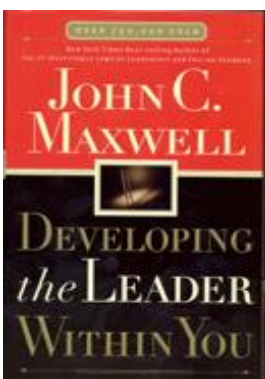
On My Honor, I Will, The Journey to Integrity Driven Leadership,
Randy Pennington (2009)
ISBN-13: 978-0982315217 **ISBN-10:** 098231521X



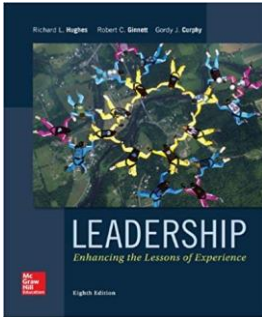
Police Ethics: The Corruption of Noble Cause, 4th Edition.
Caldero, Dailey and Withrow. 2018
ISBN-13: 978-1138061170 **ISBN-10:** 1138061174



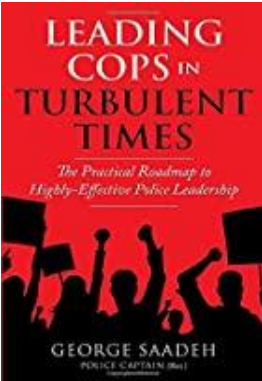
The Speed of Trust – Stephen M.R. Covey (2018)
ISBN-10 : 1416549005 **ISBN-13 :** 978-1416549000



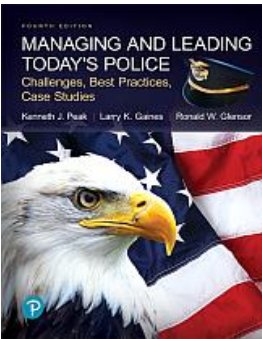
Developing the Leader in You, John Maxwell (1993)
ISBN-13 : 978-0840767448



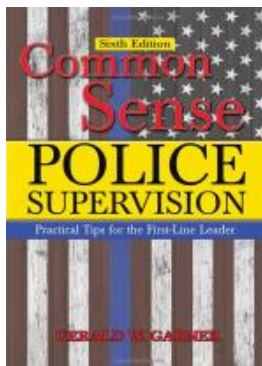
Leadership: Enhancing the Lessons of Experience 8th Edition
McGraw Hill: 2015 Rich Hughes, Robert Ginnett, Gordy Curphy
ISBN: 978-0-07-786240-4



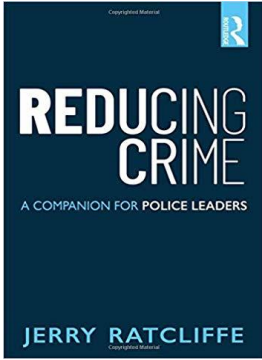
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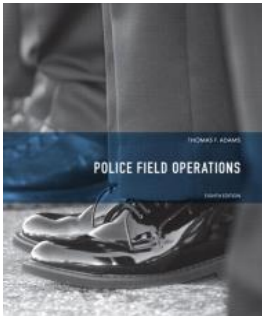
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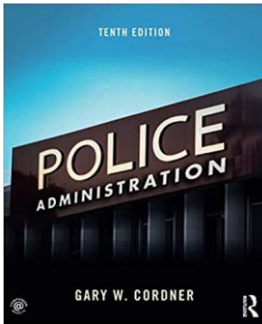
Common Sense Police Supervision:
Practical Tips for the First-Line leader 6th Edition
Garner, Gerald
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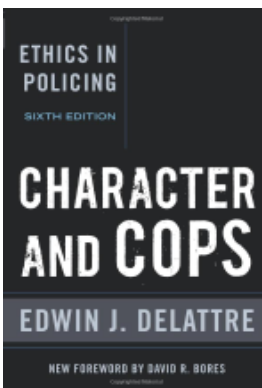
Jerry Ratcliffe. **Reducing Crime: A Companion for Police Leaders**
Publisher: Routledge; 1 edition (August 16, 2018)
ISBN-13: 978-0815354611
ISBN-10: 0815354614



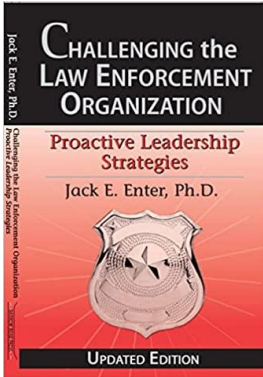
Thomas Adams. **Police Field Operations**, 8th Edition. 2014.
ISBN 978-0-13-505049-1.



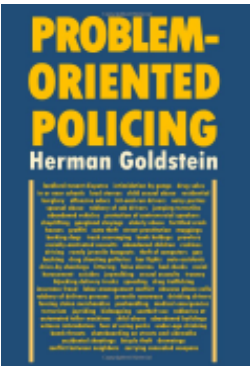
Gary Cordner. **Police Administration**, 10th Edition.
2016 ISBN-10 : 1138389234 ISBN-13 : 978-1138389236



Edwin Delattre. **Character and Cops: Ethics in Policing**, 6th Edition.
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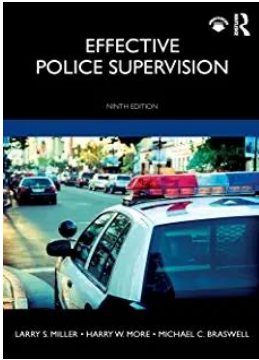
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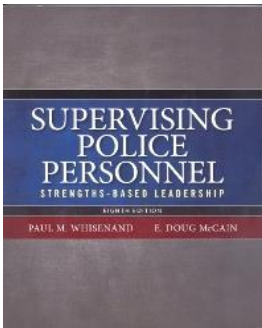
Legal Guide for Police 12th Edition; Jeffrey T Walker, Craig Hemmens
ISBN-13 : 978-1032376271



Community Policing a Contemporary Perspective 8th Ed. (2020)
Kappeler, Gaines and Schaefer
ISBN-13 : 978-0367027452



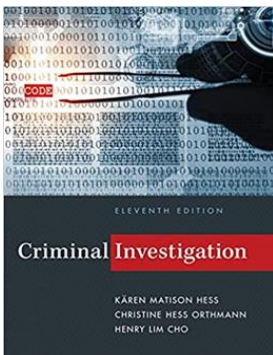
Harry W. More and Larry S. Miller. **Effective Police Supervision**, 9th Edition. ISBN-13 : 978-0367207656



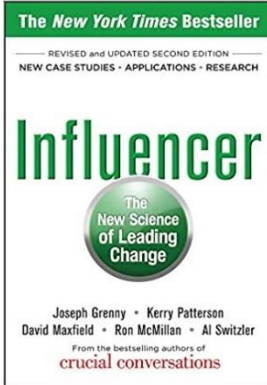
Paul Whisenand and E. Doug McCain. **Supervising Police Personnel: Strengths-Based Leadership**, 8th Edition. 2015. ISBN 978-0-13-348355-0.



Patrick O'Hara, **Why Law Enforcement Organizations Fail**, 2nd Edition. ISBN 978-1-59460-911-4. 302 pp.



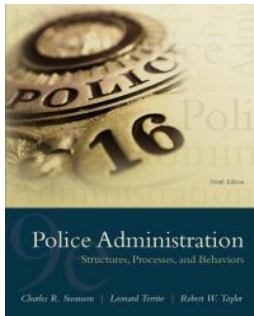
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