

HEWITT TEXAS

ADDENDUM

NOTICE OF MEETING OF THE CIVIL SERVICE COMMISSION OF HEWITT, TEXAS

Notice is hereby given that a **Called** meeting of the Civil Service Commission of the City of Hewitt will be held on the **11th day of December 2020 at 10:00 A.M. in the training room at the Hewitt Public Safety Facility located at 100 Patriot Court, Hewitt, Texas,** at which time the following subjects will be discussed:

1. Call meeting to order.
2. Appointment of new Civil Service Director.
3. Consideration and action on establishing Lieutenant positions.
4. Update on Promotional and Entry Level testing.
5. Briefing and discussion concerning rotation of Commission positions.
6. Update on Police Department.
7. **Consideration and possible action on Lieutenant promotional exam appeal.**
8. Adjourn

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Civil Service Commission of the City of Hewitt, Texas, is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the Public Notice Board located in front of the City Hall of said City of Hewitt, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on or before **Wednesday, December 9, 2020 by 10:00 A.M.**

CITY OF HEWITT



Jessica Higgins
Acting Civil Service Director

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for person who are deaf or hearing impaired, readers, large print or Braille, are requested to contact the City Secretary at (254) 666-6171, two working days prior to the meeting, so that appropriate arrangements can be made.

HEWITT TEXAS

MEETING AGENDA ITEM FORM

MEETING DATE: December 11, 2020

AGENDA ITEM #: 7

SUBMITTED BY: Jessica Higgins, Acting Civil Service Director

ITEM DESCRIPTION:

Consideration and possible action on Lieutenant promotional exam appeal.

STAFF RECOMMENDATION/ITEM SUMMARY:

Chapter 143.034 of the Texas Local Government Code states (a) On request, each eligible promotional candidate from the fire or police department is entitled to examine the person's promotional examination and answers, the examination grading, and the source material for the examination. If dissatisfied, the candidate may appeal, within five business days, to the commission for review in accordance with this chapter. In computing this period, a Saturday, Sunday, or legal holiday is not considered a business day.

Sgt. Cooney is appealing two questions on the Lieutenant promotional exam.

SUGGESTED MOTION:

I move to approve

ATTACHMENTS:

Response from testing company.

Appeal from Sgt. Cooney.

Section 143.034 of the City of Hewitt Civil Service Commission Rules and Regulations.

LEADERSE~~VE~~CT

EXAMINATION QUESTION APPEAL RESPONSE

Appeal of Question 30

Incorrectly answered feedback

Page 183 Note 1. "How do you grow a company? By growing the people in it."

The candidate's basis for appeal is that the book doesn't use the word "best." The candidate does not use any section of the book to support his answer, "relationships." The best answer is the point of the growing your business by growing your people. Logic should tell the candidate the statement: "How do you grow a company? By growing the people in it," that growing your people is the best way to grow your company. Thus, item D is the best answer.

Recommendation: Denial of Appeal. 5 out of 6 candidates answered correctly.

Appeal of Question 91

Incorrectly answered feedback

7.14 V PROCEDURES FOR EMERGENCY DRIVING e. Use of emergency warning devices in non-emergencies i. Officers shall activate emergency equipment to notify drivers that they must stop and to provide a safe environment for the driver, officer, and the public. ii. Officers may activate emergency equipment in non-emergencies when expediency is required to eliminate a potential hazard to the public or other officers, such as using emergency lights to protect disabled motorists or when department vehicles are used as protective barriers.

Candidate states that the "policy does not state siren under the section in feedback." Lights and Siren are further descriptors to identify what emergency equipment to which the policy refers. The policy feedback above clearly states that officers may use their emergency equipment in a non-emergency.

Recommendation: Denial of Appeal: 2 candidates answered correctly.

From: Stephen Cooney
To: Jessica Higgins
Subject: Appeal questions for Lt.'s Exam
Date: Monday, December 07, 2020 10:08:32 AM

1. I am appealing question #30 which states, " In the 5 Levels of Leadership, Maxwell states that the best way to grow your company is to grow your people." My answer was the best way to grow your company is through relationships. My belief is that in the text of the book it never states that "People" are the best way to grow you company. The text never says the word "best" in it. My appeal was denied based on the fact I should have inferred that from the text of the book. Throughout the book it also discusses building relationships and with relationships being discussed all the way into the Pinnacle level. Furthermore, from the text it concludes you must build relationships in a lower level before building or developing people. Relationships are mentioned within the text 121 times when searched electronically. Since it is mentioned numerous times throughout the text I feel the author was placing an importance on growing relationships. In conclusion, my appeal is based on the fact since the text has not specifically designated "People" as best and the text has shown the importance on the relationships my answer should be considered or the questions should be considered an incomplete or incorrect question.
2. I am appealing question 91, which states, " Hewitt Policy states that emergency vehicle equipment, such as lights and sirens, are only authorized when an actual emergency exist. My answer was true and the correct on the test was false. My appeal of this questions is wording and does not match up with the actual wording of the policy. I feel the author of this test is wanting to infer an answer, but not using the correct wording or terminology. Use of "emergency warning devices in- non emergencies" is authorized but policy under subsection e (ii) which states, "Officers may activate emergency equipment in non-emergencies when expediency is required to eliminate a potential hazard to the public or other officers, such as using emergency lights to protect disabled motorist or when department vehicle are used as a protective barrier. The wording is confusing and normally lights and sirens are only used when an actual emergency exist, but in sub section (ii) it only gives the use for lights and not sirens which is confusing. Also within the policy "Use of emergency warning devices in non-emergencies," is incorrect terminology in reference to describe the use of lights and sirens and is contradictory to the actual question which states, "emergency vehicle equipment." Emergency Warning Devices is not defined in Hewitt Policy.

Respectfully,

Sgt. Stephen Cooney
Hewitt Police Department
100 Patriot Ct. Hewitt , TX 76643
Dept: 254-666-6272

given to a promotional candidate serving on active military duty unnecessarily interfere with ongoing military efforts.

- (d) If the candidate serving on military duty takes and passes a promotional examination, the candidate's name shall be included on the promotional eligibility list created nearest in time to the time at which the candidate on active military duty took the examination.
- (e) Candidates serving on military duty, who take the promotional examination outside of Hewitt, shall be eligible to file an appeal of the examination as provided in Chapter 143.034. The Director shall coordinate all matters related to the review of the examination and the filing of the appeal, and may extend the time limit for appeal upon a showing of exigent circumstances.
- (f) Promotional candidates must notify the Director at least 25 days in advance of the examination of their desire to have the examination administered off-site.
- (g) All employees covered by Chapter 143, who are called to active military duty, must notify the Director of their mailing address and/or their e-mail addresses. The Director shall use his or her best efforts to inform the employees serving active military duty of upcoming promotional examinations.

Section 143.033 PROMOTIONAL EXAMINATION GRADES

See Section 143.033, Chapter 143

In accordance with Section 143.035 of the Local Government Code, the Hewitt Police Department voted on an Alternate Promotional System which was adopted by the City of Hewitt Police Officers' Civil Service Commission on July 25, 2013.

Section 143.034 REVIEW AND APPEAL OF PROMOTIONAL EXAMINATION

See Section 143.034, Chapter 143

Beginning on the first business day following the posting of the final scores of Phases one (1) and three (3), a promotional candidate may review the examination booklet, his/her answer key and/or the assessment source/material for the examination and assessment in the presence of a monitor(s) designated by the Director. At such time that a promotional candidate submits a written appeal to the Director, a copy of the appealed question(s) along with the respective answer(s) from the answer key and the title and page number from the reference materials shall be given to the appealing candidate.

The period of review of test materials begins the first business day after promotional examination raw scores are posted and is limited to five business days during which an appeal may be filed.

In the event a candidate for promotion is serving in the military and takes the examination off-site, the Director may determine the number of days in which the candidate must submit all appeals, and may prescribe the method for the submission of same. In such circumstances, e-mail submission may be used, if determined by the Director to be appropriate.

The Commission shall receive a copy of each appeal submitted, the appealed question(s), and the appropriate source reference sheet(s). The appeal information shall not reveal the name of the appellant, prior to the regularly scheduled Commission meeting.

A promotional examination question appealed to the Commission shall be sustained, overruled, or eliminated by a Ruling issued by the Commission.

- (a) **Sustain the answer key** (test scores shall remain as reported)

A Ruling which rejects the appeal presented to the Commission shall require the Director to accept the answer as given on the answer key, while grading the promotional examinations of all eligible candidates.

- (b) **Overrule the answer key** (the Commission shall designate another answer(s) to be accepted)

A Ruling which sustains the appeal of a promotional examination question shall require the Director to accept two or more answers, as directed in the Ruling, while grading the promotional examination of all eligible candidates.

- (c) **Eliminate the test question** (the test question shall not be included)

A Ruling which rejects the test question related to the appeal of a promotional examination question shall require the Director to disregard the question and its answer while grading the promotional examination of all eligible candidates.

Formula for calculating scores after appeals:

The formula for calculating the promotional test scores shall be as follows:

$(100) / (\text{total number of test questions used}) = \text{point value of each question}$

$(\# \text{ of total test questions}) - (\# \text{ of wrong questions}) = \# \text{ of correct questions}$

$(\# \text{ of correct questions}) \times (\text{value of each question}) = \text{score}$

Section 143.035 ALTERNATE PROMOTIONAL SYSTEM IN POLICE DEPT.
See Section 143.035, Chapter 143