

MONDAY, DECEMBER 6, 2010
EL PASO COUNTY SHERIFF'S OFFICE – CIVIL SERVICE COMMISSION
MET IN REGULAR SESSION
AT 1:30 P.M.

WITH THE FOLLOWING MEMBERS PRESENT:

COMMISSIONER PERRY MARTIN-CHAIR
COMMISSIONER FERMIN ACOSTA JR.
COMMISSIONER JESUS M. OLIVAS

SHERIFF'S OFFICE
DISTRICT ATTORNEY'S OFFICE
COMMISSIONERS COURT

OTHERS PRESENT:

SHERIFF RICHARD D. WILES, EL PASO COUNTY SHERIFF'S OFFICE
MELISSA CARRILLO, HUMAN RESOURCES DEPARTMENT
MARGIE MORALES, HUMAN RESOURCES DEPARTMENT
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE
WILLIAM ELLIS, EL PASO COUNTY SHERIFF'S OFFICE
DANNY ROLLINGS, EL PASO COUNTY SHERIFF'S OFFICE

MEETING CALLED TO ORDER

DECEMBER 6, 2010

ITEM #1

On this day, the El Paso Sheriff's Office (EPSO) Civil Service meeting was called to order at 1:33 pm by Commissioner Perry Martin, Chair.

QUORUM ESTABLISHED

DECEMBER 6, 2010

ITEM #2

On this day, it was established that a quorum had been reached with the following members being present: Commissioner Fermin Acosta Jr., Commissioner Jesus M. Olivas and Commissioner Perry Martin, Chair.

PUBLIC COMMENTS

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ITEM #3

On this day, there were no comments.

APPROVE THE MINUTES FOR THE REGULAR MEETING OF NOVEMBER 1, 2010.

DECEMBER 6, 2010

ITEM # 4- MOTION #1

On this day, on motion of Commissioner Fermin Acosta Jr., seconded by Commissioner Jesus M. Olivas, the Commission approved the minutes for the Regular meeting held November 1, 2010.

YES:

**Commissioner Fermin Acosta Jr.
Commissioner Jesus Olivas,
Commissioner Perry Martin**

**NO:
None**

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING THE SHERIFF'S OFFICE CIVIL SERVICE COMMISSION CURRENT APPOINTMENT OF MARCOS LIZARRAGA TO THE ETHICS COMMISSION.

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ITEM #5 – NO ACTION

On this day the Commissioner's agreed to have a special meeting to interview four applicants on December 16, 2010 at 1:30 pm. The meeting was called by the Chair, and no vote was needed.

DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE A REQUEST MADE BY RAYMOND C. ANCHETA TO BE A RECIPIENT FOR DONATED VACATION LEAVE.

DECEMBER 6, 2010

ITEM #6 – MOTION # 2

On this day, on motion of Commissioner Fermin Acosta Jr., seconded by Commissioner Jesus M. Olivas, the Commission agreed to approve the leave request for Mr. Raymond Ancheta.

YES:

**Commissioner Fermin Acosta Jr.
Commissioner Jesus Olivas,
Commissioner Perry Martin**

**NO:
None**

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING CHANGES TO CHAPTER 2, SECTION 3, ITEM #2.3.01 OF THE EL PASO COUNTY SHERIFF'S OFFICE CIVIL SERVICE COMMISSION RULES AND REGULATIONS.

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ITEM #7 – MOTION # 3

On this day, on motion of Commissioner Perry Martin, seconded by Commissioner Jesus M. Olivas, the Commission agreed to approve the changes made on Section 3, Item #2.3.01 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations:

- Submit an employment interest notice
- Successfully complete and pass a Pre-Screening Entrance Exam
- Successfully complete the Physical Fitness Assessment
- Successfully complete a Preliminary Background investigation
- Successfully complete and pass the Written Exam
- Successfully complete the Oral Interview
- Pass the Full-Background investigation, to include a polygraph examination
- Be accepted pending successful completion of medical and psychological evaluations

YES:
Commissioner Perry Martin,
Commissioner Jesus M. Olivas,
Commissioner Fermin Acosta Jr.

NO:
None

DISCUSS AND TAKE APPROPRIATE ACTION ON THE REVISED JOB DESCRIPTION FOR THE POSITION OF INSTRUCTOR.

DECEMBER 6, 2010

ITEM # 8– MOTION #4

On this day, on motion of Commissioner Fermin Acosta Jr., seconded by Commissioner Jesus M. Olivas, the Commission agreed to approve the revised job description for Instructor, as funded by the COG grant.

YES:
Commissioner Fermin Acosta Jr.,
Commissioner Perry Martin,
Commissioner Jesus M. Olivas

NO:
None

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ITEM # 9– MOTION #5

On this day, on motion of Commissioner Fermin Acosta Jr., seconded by Commissioner Jesus M. Olivas, the Commission agreed to adjourn the meeting at 1:54.

YES:
Commissioner Fermin Acosta Jr.,
Commissioner Perry Martin,
Commissioner Jesus M. Olivas

NO:
None

EXAMINED AND APPROVED JANUARY 10, 2011



COMMISSIONER PERRY MARTIN, CHAIR