



**City of Dallas**

# **Civil Service Board Rules and Regulations Revisions**

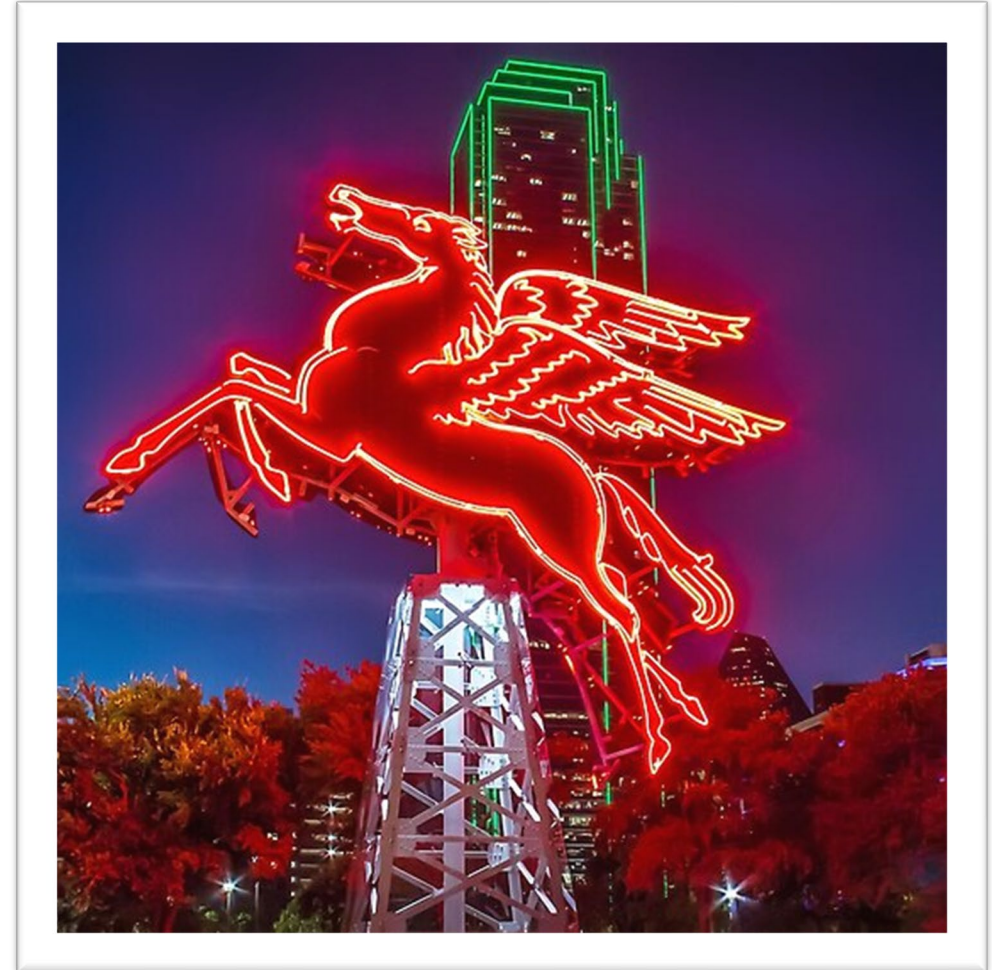
**Public Safety Committee  
October 29, 2024**

Jarred D. Davis, Board Secretary  
Civil Service Department  
City of Dallas

# Presentation Agenda



- Civil Service Board Overview
- Operational Excellence
- Revision Process
- Benchmarking
- Proposed Revision



# Civil Service Board



Seven-member body, appointed by Council and Mayor, authorized to adopt, amend, and enforce a code of rules and regulations, subject to City Council approval, to ensure employment and promotion is based on merit and fitness by doing the following:

- **Overseeing the design of personnel selection methods to ensure fairness and effectiveness in the selection of applicants for City employment.**
- **Providing an objective forum through which employees can pursue grievances regarding claims of discrimination and misinterpretation or misapplication of Civil Service rules.**
- **Serving alongside members of the Civil Service Adjunct Panel to administer Trial Board hearings that grant due process to demoted or terminated employees.**



# Operational Excellence Principles



At the heart of Civil Service's operational excellence efforts, the following principles are paramount to our success:

- **Alignment with the needs of the organization is mission-critical.** This alignment must guide how we operate and how we measure our success.
- **Agility is key.** When the function demonstrates principled agility, flexibility and collaboration, it unlocks efficiencies and effectiveness throughout the organization.
- **Continuous growth and evolution is imperative.** The department must constantly seek to improve and its service to add value to the City of Dallas' organization.



# Revision Highlights



- Significantly reduced the number of pages with the elimination verbatim references to the Charter or City of Dallas Personnel Rules. **(July 2023)**
- Established necessary criteria for rehire eligibility hearings conducted by the Civil Service Board. **(July 2023)**
- Updated and expanded minimum qualifications requirements for entry-level sworn positions in DPD and DFR. **(July 2023 & August 2024)**
- Updated DPD and DFR promotional ranks minimum qualifications requirements. **(July 2023 & August 2024)**
- Established and added minimum qualifications for the newly created DFR rank, Single Function Paramedic Officer. **(July 2023)**
- Incorporated lateral hiring provisions for DFR positions. **(July 2023)**



# Benchmark Qualification Review



City	Education	Or	Experience	Or	License	Or	Armed Forces
Dallas	45 college credit hours	Or	36 months of certified law enforcement experience	Or	Active TCOLE License	Or	36 months of active duty with honorable or uncharacterized discharge
Arlington	BA Degree	Or	60 College hours with 2 yrs as City of Arlington employee			Or	4 years active-duty with honorable discharge
Plano	BA Degree	Or	2 years as a PO with 60 college credit hours			Or	3 years active-duty with 60 college credit hours
Irving	60 college credit hours from TCOLE approved school	Or	3 yrs as a Peace Officer with HS Diploma or GED			Or	3 years of active-duty with HS Diploma or GED
Garland	60 college credit hours	Or	2 yrs as a Peace Officer with HS Diploma or GED; 2 yrs as a state, local, or federal govt employee			Or	2 years active-duty with honorable discharge and HS Diploma or GED
Ft Worth	HS Diploma or GED + 12 college credit hours						Honorable discharge to qualify for veteran's points
Austin	HS Diploma or GED						
Houston	48 college credit hours	Or	3 yrs as a Peace Officer licensed by TCOLE; Or 36 months of full-time employment			Or	18 months of active-duty w/honorable discharge
San Antonio	HS Diploma or GED			and	Must meet all requirements to be eligible for TCOLE		



# Proposed Revision



- **RULE 4: SWORN SERVICE APPOINTMENT AND PROMOTION**

Section 4.1 Sworn Service Appointment.

(a) Minimum requirements for trainee police officer. In addition to the requirements in Sections 3.1 and 3.2, applicants for trainee police officer must:

- (1) be at least 19.5 years of age and not have reached 45 years of age on the date the civil service written examination is given;
- (2) have demonstrated safe driving habits and be qualified to drive a motor vehicle in Texas;
- (3) for any completed military service, a designation of honorable or uncharacterized discharge as indicated on separation documents provided by the military; and
- (4) meet one of the following qualifications:
  - (A) a minimum of 45 semester hours college credit with a C average or better from an accredited college or university;
  - (B) a minimum of 36 months of full-time certified law enforcement experience (from date of receipt of license) with a city, county, or state law enforcement agency and be currently employed or separated from the agency for no more than four months prior to the date of application;
  - (C) an active, valid Texas Commission on Law Enforcement (TCOLE) license;
  - (D) a minimum of 36 months active service in the Armed Forces of the United States with an honorable discharge or an uncharacterized discharge as indicated on separation documents provided by the military. Applicants whose military service is no more than 10 calendar days less than 36 months are acceptable; more than 10 days less than the full 36 months requires approval from the Assistant Chief of Police over the Personnel and Support Division; **or**
  - (E) a minimum of a high school diploma or GED and thirty-six (36) months of full-time employment experience.



# Questions







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