

# CIVIL SERVICE

ADOPTED APRIL 5, 1966  
BY THE VOTERS OF THE CITY OF CORSICANA

TESTING, BACKGROUND PROCESS AND HIRING STANDARDS  
IN ACCORDANCE WITH  
LOCAL GOVERNMENT CODE CHAPTER 143

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SECTIONS 143.001-143.090  
AND  
LOCAL CIVIL SERVICE RULES

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## **PRIOR TO SCHEDULING A TEST DATE:**

- Request by Department Chief to Civil Service Director to fill vacancy
- Civil Service Director completes the following:
  - Researches already scheduled test dates for:
    - Surrounding City's
    - Comparison City's
    - Metroplex
    - Other locations as necessary
- Discuss tentative test dates with Chief and Civil Service Commissioners
  - Civil Service requires the Director to have Proctors assist during the written test and physical agility
  - During the written test...Proctors are the Civil Service Director, their Assistant and Civil Service Commissioners
  - They also serve as Proctors along with Police/Fire employees during the physical agility.
- Chief verifies location is available for selected test date

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## **TESTING – WRITTEN EXAM POSTING/REQUIREMENTS (Police and Fire):**

- Must post 10 days before an entrance exam in the main lobby of the Government Center and in the Commission's office
  - Also advertised in local newspaper (includes Corsicana, Athens, and Palestine, also picked up by Indeed), City's Website and Facebook pages, Academies for Fire and Police; North Central Texas Council of Governments (NCTCOG), Texas Municipal League's job page (TML); Texas Commission on Fire Protection (TCFP) and Texas Commission on Law Enforcement (TCOLE), Texas Municipal Police Association (TMPA) websites
  - Current standard practice is to advertise 30 – 45 days prior to exam to recruit more applicants
- Test must be open, competitive and free to all qualified applicants
- Must have a minimum of two applicants to be competitive
- **Applicant must pass with a score of 70**
- Additional 5 points shall be added to an applicant who served in the United States armed forces, received an honorable discharge, and made a passing grade of 70 on the exam
- An **ELIGIBILITY LIST** is created of applicants from the highest score to the lowest passing score of 70; applicants are processed based on the highest score first, with the exception if a fire applicant that is a paramedic may be moved to the top of the list and an applicant that is a certified police officer may be moved to the top of the list.
- Eligibility List are in effect for six months unless exhausted of all applicants through the complete process (Testing, Background, & Hiring)

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## **FIRE DEPARTMENT:**

### ▪ Applicants **MUST** meet **CIVIL SERVICE MINIMUM QUALIFICATIONS**

- ✓ Must be at least 18 years of age and not reached their 36 birthday
- ✓ High School Diploma or G.E.D.
- ✓ Must be a United States citizen at time of application
- ✓ ***Certified or certifiable*** as a Structural Firefighter by the Texas Commission on Fire Protection AND ***certified or certifiable*** as an EMT-Basic or EMT-Paramedic by the Texas Department of State Health Services.
- ✓ Must be able to read and write English

### ✓ **LOCAL RULE: PREFERENCE MAY BE GIVEN TO APPLICANTS WHO POSSESS CERTIFICATION IN THE FOLLOWING ORDER:**

- ✓ Certified Structural Firefighter / EMT-Paramedic
  - ✓ EMT-Paramedic / (City will send to Fire Academy)
  - ✓ Certified Structural Firefighter / EMT-Basic
- ✓ Applicants must have successfully passed the National Registry Examination at the EMT-Basic or EMT-Paramedic level.

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## **FIRE PHYSICAL ABILITY TEST:**

### **▪ MUST PASS ALL SIX TASK IN 305 SECONDS**

- 1) **Ladder Handling** – remove ladder, place on roof, climb up ladder/switch ladder to other side of roof, then climb down/remove ladder from roof and place on stand
  - 2) **Agility** – walk rungs of ladder, then hang ladder/go through rafters of roof/crawl through a large culvert pipe/run up roof top and down other side
  - 3) **Hose Advance** – applicant must advance an open charged hose 75 feet, close nozzle, return the fire hose to the original starting point
  - 4) **Dummy Carry** – Lift dummy by the handles, carry up stairs, place dummy on the ground without dropping, then lift dummy w/o using the handles, carry down stairs, place dummy on the ground w/o dropping
  - 5) **Hose Drag** – Connect three separate sections of fire hose, go to end and drag all three sections 50 feet, run back entire length of hose and drag all three sections back 50 feet to the original starting point
  - 6) **Verbal Communications** – With portable radios, answer the question asked by the Proctor
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- ### **▪ EACH APPLICANT PASSING THE WRITTEN AND ALL SIX TASKS OF THE PHYSICAL ABILITY ARE GIVEN A BACKGROUND PACKET**

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## **POLICE DEPARTMENT:**

### ▪ Applicants **MUST** meet **CIVIL SERVICE MINIMUM QUALIFICATIONS**

- ✓ Must be at least 21 years of age and not reached their 45 birthday
- ✓ High School Diploma or G.E.D.
- ✓ Must be a United States citizen at time of application
- ✓ Must be able to read and write English
- ✓ Must be able to meet all legal requirements necessary to become eligible for licensing by the Texas Commission on Law Enforcement (TCOLE)

### **MUST also** meet one of the following criteria:

- ✓ Thirty (30) hours of college *or*
  - ✓ Graduated from *or* attending a certified academy recognized by the Texas Commission on Law Enforcement (TCOLE) *or*
  - ✓ Two (2) years of active military service with an honorable discharge *or*
  - ✓ Certified Police Officer with Texas Commission on Law Enforcement (TCOLE)
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- ✓ **LOCAL RULE: PREFERENCE MAY BE GIVEN TO APPLICANTS WHO POSSESS CERTIFICATION WITH TEXAS COMMISSION ON LAW ENFORCEMENT (TCOLE)**

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## POLICE PHYSICAL AGILITY TEST:

- MUST PASS ALL THREE TASKS OF THE PHYSICAL AGILITY TEST
  - ✓ 19 Push ups within one minute
  - ✓ 25 Sit ups within one minute
  - ✓ Run 300 meters within 75.30 seconds
- EACH APPLICANT PASSING THE WRITTEN AND ALL THREE TASKS OF THE PHYSICAL AGILITY ARE GIVEN A BACKGROUND PACKET

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## **BACKGROUND PACKET:**

- Applicants that pass the written exam and physical agility test move forward to the background process
  - ✓ Applicants are given a Background Packet that includes personal history information including, but not limited to:
    - ✓ previous residences
    - ✓ work history
    - ✓ military record
    - ✓ education
    - ✓ criminal history
    - ✓ traffic record
    - ✓ family history
    - ✓ references
    - ✓ personal declaration, etc.



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## **BACKGROUND PROCESS:**

- ✓ Applicant must complete and return Background Packet to the Civil Service Director by a designated date and time
- ✓ Human Resources runs credit on all eligible returning applicants
- ✓ Background Packets are given to the Chief or Asst. Chief to begin a full background investigation which includes:
  - Background Investigator conducts an in person interview with applicant including review of Background Packet
  - Investigator verifies Certifications with State Agencies if needed
  - Investigator contacts family members, ex-employers, references and verifies accuracy of information by applicant
  - Investigator runs Criminal History, Traffic Record, etc. through the states system
  - Once background investigation is complete a recommendation letter is sent to the Chief by the Investigator to:
    - 1) Continue to move forward with applicant *or*
    - 2) Reject applicant stating the Civil Service Local Rule
- ✓ Background packet is forwarded, by the Chief, with recommendation to Civil Service Director for review
- ✓ If Chief and Civil Service Director agree applicants either move forward to polygraph or a rejection letter is sent. Civil Service Director updates the Civil Service Chairman and City Manager

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## **BACKGROUND PROCESS CONTINUED:**

- ✓ Applicants that pass the Background investigation are scheduled for a polygraph by Chief
- ✓ After review of polygraph by Background Investigator, the background packet and polygraph is forwarded to Civil Service Director for review.
- ✓ Applicants continuing in hiring process will be scheduled by department for Panel of Three interview
- ✓ If applicants fail the Panel of Three interview; Chief sends letter to Civil Service Director stating Civil Service Local Rule
- ✓ If applicants pass the Panel of Three interview; Civil Service Director updates Civil Service Chairman and City Manager, applicant is moving forward to Chief interview
- ✓ Chief interview...if Chief moves forward, a conditional offer of employment is made to applicant contingent upon:
  - Applicant passing a **psychological exam, medical exam, and a drug screen**
  - If applicant fails any of the three exams, an applicant may not be appointed, per Civil Service and rejection letter is sent
  - Applicant that is rejected for failing the psychological or medical exams may appeal to Civil Service Commission
  - Chief contacts applicants that pass all of the Civil Service process...to set an employment start date
  - Civil Service Director completes appointment memo for all applicants that are hired as required by Civil Service Law

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Keep in mind this is an overview of the ***minimum qualifications*** for Testing, Background Process, and Hiring Standards.

So much more goes into the process when hiring a Civil Service employee not only following the Local Government Code, Chapter 143 and Local Civil Service Rules...It is required to follow all other State and Federal Laws as well.

This is a process that involves multiple people and multiple departments. Hiring one Civil Service employee can take weeks and sometimes months because of the process involved from beginning to end.