



**NOTICE OF MEETING AGENDA
LANCASTER CITY SERVICE COMMISSION
MUNICIPAL CENTER CITY COUNCIL CHAMBERS
211 N. HENRY STREET, LANCASTER, TEXAS**



Friday, January 20, 2017 at 3:00 p.m.

CALL TO ORDER

CONSENT AGENDA:

- C1. Consider approval of the minutes from the June 3, 2016 Commission Meeting
- C2. Consider approval of the Certified List for July 9, 2016 fire Entrance Examination Notice
 - a. Fire Chief's Request for Dual Certified Applicants
 - b. Director's Response for Dual Certified Applicants
- C3. Consider Certified List for Fire Engineer Promotional Exam, August 17, 2016
 - a. Fire Chief's Request for the next three names from Certified List
 - b. Director's Response for next three names from Certified List
- C4. Consider Notice of Entrance Examination for Police Officer, September 3, 2016.
 - a. Certified List for Police Officer Entrance Examination, September 3, 2016.
- C5. Consider Notice of Entrance Examination for Police Officer, December 17, 2016
 - a. Certified List for Police Officer Entrance Examination, December 17, 2016.
- C6. Consider Source List and Test Notice for Promotional Examination for Police Lieutenant, April 12, 2017.
- C7. Consider Source List and Test Notice for Promotional Examination for Police Sergeant, April 13, 2017.
- C8. Consider Source List for Promotional Examination for Fire Captain.
- C9. Consider Source List for Promotional Examination for Fire Battalion Chief.

AGENDA ITEM:

- 10. Acceptance of Previous Meeting Minutes.
- 11. Election of Officers for 2017.

ADJOURNMENT

EXECUTIVE SESSION: The Lancaster Boards and Commissions reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the TEXAS GOVERNMENT CODE to seek legal advice concerning such subject.

ACCESSIBILITY STATEMENT: Meetings of the Boards and Commissions are held in municipal facilities are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on or before 5:00 p.m., Friday, January 13, 2017



Dori Lee, Director of Civil Service
City of Lancaster Civil Service Commission

Consent Agenda

Item 1-9



CIVIL SERVICE COMMISSION

CITY OF LANCASTER

Minutes of Commission Meeting
Monday, June 3, 2016

CALL TO ORDER:

The Civil Service Commission meeting was called to order by Audley Logan, Civil Service Commission Chair Person, at 3:30 p.m. June 3, 2016. Audley Logan, Civil Service Commission Chair Person was present. Lafayette Miles, Civil Service Commission Vice Chair Person was present. Keith Whitely, Civil Service Member was not present. Dori Lee, Civil Service Director, was present. The meeting was held at City Hall at 211 N. Henry St, Lancaster, TX 75146. A quorum was present. The meeting was posted in the prescribed manner according to law. Fire Chief Rob Franklin, Battalion Chief Beau Jackson, Human Resources Generalist Amanda Monsivais were also present.

PRESENTATION:

Lafayette Miles was presented with a volunteer appreciation certificate from the City of Lancaster that was provided to volunteers recently at a volunteer appreciation dinner.

CONSENT AGENDA:

The Commission took action on the consent agenda. A Motion was made by Lafayette Miles that the consent agenda be approved. A second was made by Audley Logan. The motion passed unanimously.

AGENDA ITEM:

9. The Chairman and the Civil Service Director signed the minutes of the previous meeting accepting the minutes into the record.

10. The Commission took action on the Action Item: Consider an Order of the Civil Service Commission Amending the Rules of the Lancaster Civil Service Commission to permit the lateral entry of a Fire Fighter with Prior Fire Fighter Experience. "ORDER: CIVIL SERVICE COMMISSION CITY OF LANCASTER, TEXAS RE: 143.026(d) Lateral Entry for Firefighter with Prior Fire Experience". A motion was made by Lafayette Miles that the order for rule change 143.026(d) be approved. A second was made by Audley Logan. Motion passed unanimously.

ADJOURNMENT:

A motion to adjourn was made by Lafayette Miles and a second was made by Audley Logan. Motion passed unanimously. The commission adjourned at 3:38 P.M.

MINUTES APPROVED:

Chairman

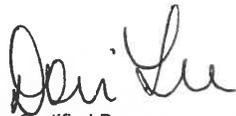
Date

Director

Date

LANCASTER CIVIL SERVICE
FIRE ENTRY LIST 07/09/2016

FIRST NAME	LAST NAME	CHILD OF FALLEN FF	DUAL CERTIFIED	ENGLISH TEST 32	MATH TEST 25	MILITARY	TOTAL SCORE	OFFICIAL RANK
Steven	Burleson			43	31	5	79	1
Dave	Marcum			42	35		77	2
Brant	Garrett			43	34		77	3
Sean	Bailey			41	33		74	4
Kolin	Kearse			38	30	5	73	5
Brandon	Aguillon		Yes	41	30		71	6
Benjamin	Trickett			38	33		71	7
Kenneth	Bain			37	34		71	8
Jeremy	Rodriguez			37	34		71	9
Tracy	Price			40	31		71	10
Clayton	Harrell			39	31		70	11
Ezander	Smith			38	26	5	69	12
Nathan	Wood			43	26		69	13
Christopher	Davis			39	30		69	14
Joel	Gammons			40	26		66	15
Michael	Skoog		Yes	39	26		65	16
Alec	Silva			37	28		65	17
Clayton	Lane			36	29		65	18
Eric	Diaz			40	25		65	19
Cody	Ray			38	27		65	20
Kristopher	Lewis		Yes	38	26		64	21
Sam	Avalos			35	28		63	22
Ronald	Collins			34	26		60	23



Certified By:
Dori Lee
7-9-16



City of Lancaster
FIRE DEPARTMENT

PROTECT THE PUBLIC

BE POLITE

GO HOME SAFE

1650 N. Dallas Avenue. * Lancaster, TX 75134 * 972.218.2600 * 972.218.2699 FAX
www.lancaster-tx.com



MEMORANDUM

TO: Dori Lee, Civil Service Director
FROM: Rob Franklin, Fire Chief *RF*
SUBJECT: July 11, 2016
DATE: Request for Dual Certification List

RE: JULY 9, 2016 FIREFIGHTER ENTRANCE EXAM

City of Lancaster local Civil Service number 023 provides for the preference of firefighters who possess dual certifications. I am requesting a list of those individuals on the current list that possess dual certifications as described in this rule adopted January 21, 2014.

- “023” – ELIGIBILITY FOR BEGINNING POSITION
- (B) – ELIGIBILITY REQUIREMENTS FOR FIREFIGHTERS
- (10) – If requested by the Fire Chief, and with the concurrence of the Civil Service Commission at the time that the Civil Service Commission authorizes the Entrance Level Firefighter test notice, applicants who possess dual Certificates:
 - a.) as a Paramedic by the Texas Department of State Health Services and
 - b.) as a basic Firefighter by the Texas Commission on Fire Protection, may be given preference, regardless of their position on the list.

Applicants shall provide evidence of the Paramedic Certification and the Firefighter Certification at the time they take the test, or no later than the time the eligibility list is approved by the Commission, if they seek to demonstrate eligibility for the preference.



City of Lancaster
HUMAN RESOURCES DEPARTMENT



P.O. Box 940 * Lancaster, TX 75146 * 972.218.1795
www.lancaster-tx.com

TO: Rob Franklin, Fire Chief
FROM: Dori Lee, Director of Human Resources/Civil Service
DATE: July 11, 2016
SUBJECT: Fire Fighter Entrance Examination July 9, 2016

Per your request, below is a certified list of Dual Certified candidates on the eligibility list for Firefighter Entrance Exam on July 9, 2016 per civil service local rule **143.023 Eligibility for Beginning Position**.

FIRST NAME	LAST NAME	CHILD OF FALLEN FF	DUAL CERTIFIED	ENGLISH TEST	MATH TEST	MILITARY	TOTAL SCORE	OFFICIAL RANK
Brandon	Aguillon		Yes	41	30		71	6
Michael	Skoog		Yes	39	26		65	16
Kristopher	Lewis		Yes	38	26		64	21

Fire Engineer Test
8/17/2016

FIRST NAME	LAST NAME	DATE OF HIRE	SENIORITY POINTS	RAW SCORE	REVIEW POINTS	TOTAL SCORE	RANK
Raymond	De Los Santos	4/21/2014	2	90	0	92	1
Timothy	Birdwell	11/11/2013	2	84	0	86	2
Charles	Crespin	5/13/2013	3	77	0	80	3
Timothy Brett	Erwin	11/26/2012	3	76	0	79	4
Ethan	Selman	5/19/2014	2	73	0	75	5
Benton	Medlock	3/29/2010	6	61	0	n/a	
Chandon	Valentich	4/21/2014	2	60	0	n/a	
Ernest	Yrlas	5/19/2014	2	60	0	n/a	

Certified By: Dori Lee
8/24/2016



City of Lancaster

FIRE DEPARTMENT

PROTECT THE PUBLIC

BE POLITE

GO HOME SAFE



1650 N. Dallas Avenue • Lancaster, TX 75134 • Phone 972-218-2600 • Fax 972-218-2699
www.lancaster-tx.com

MEMORANDUM

TO: Dori Lee, Civil Service Director

FROM: Rob Franklin, Fire Chief 

SUBJECT: Request for Certified Engineer List

DATE: August 23, 2016

This is a request for the next three positions on the Engineer list as we have a current vacancy.



City of Lancaster
HUMAN RESOURCES DEPARTMENT



P.O. Box 940 * Lancaster, TX 75146 * 972.218.1795
www.lancaster-tx.com

TO: Rob Franklin, Fire Chief
FROM: Dori Lee, Director of Human Resources/Civil Service
DATE: August 24, 2016
SUBJECT: Fire Engineer Promotional List

Per your request, below is a certified list of the three persons having the highest grades on the eligibility list for Fire Engineer Promotional Exam on August 17, 2016 per civil service local rule **143.036 Procedure for Making Promotional Appointments.**

FIRST NAME	LAST NAME	DATE OF HIRE	SENIORITY POINTS	RAW SCORE	TOTAL SCORE	RANK
Raymond	De Los Santos	4/21/2014	2	90	92	1
Timothy	Birdwell	11/11/2013	2	84	86	2
Charles	Crespin	5/13/2013	3	77	80	3



City of Lancaster
CIVIL SERVICE COMMISSION
DORI LEE, DIRECTOR



P. O. Box 940 * Lancaster, TX 75146 * 972-275-1795 * 972-275-1895 - FAX
www.lancaster-tx.com

NOTICE OF ENTRANCE EXAMINATION

Please be advised that the City of Lancaster will be administering a Civil Service Entrance Examination for Police Officers on Saturday, September 3, 2016.

- Applications may be acquired from (study guides are not issued until a complete application is received):
 - **Office of Human Resources, 211 N. Henry St., Lancaster, TX 75146 (972-275-1790).** (Office hours are 8-5, Monday-Friday.)
 - Or download a PDF version online at www.lancaster-tx.com / civil service webpage.
- The following are required for exam eligibility:
 1. **No Police Pre-Certification is required to take this exam. Must meet all legal requirements necessary to become eligible for future licensing by the Texas Commission on Law Enforcement Officer Standards and Education.**
 2. Must possess a current valid drivers license with acceptable driving record.
 3. Must be at least 21 years of age and meet all eligibility requirements of **Texas Local Government Code, Section 143.023 of the Texas Fire and Police Civil Service Law** and Lancaster Local Rules.
 - ***Note: Applicants over 44 years of age are ineligible to take the exam.
 4. High School Diploma; **OR** G.E.D. Certificate with 12 college credit hours (with a minimum 2.0 GPA on a 4.0 scale; **OR** 24 months active duty in U.S. military (with proof of honorable discharge - **DD214 - Member 4 copy**).
 5. Must meet all physical requirements.
 6. Must be U.S. Citizen.
- **The Police Officers Examination will be administered from 9 A.M. to 9:45 A.M.**
 - ***Note • **The Physical Agility Test will be administered immediately after the Entrance Exam for those who pass the Language Skills Exam. Bring proper clothing and shoes to participate in the physical activity.**
- **The Entrance Examinations will be administered at the Lancaster Senior Life Center; 240 Veterans Memorial Pkwy; Lancaster, Texas 75134.** (Map in study guide)
- Proper Identification will be required in order to be admitted to the Examination.
- The Entrance Examination will consist of language skills. Study guides will be provided to applicants from the Human Resources Department after receipt of a complete application.
- A ranked eligibility list will be maintained for one year unless the list is exhausted.
- All applications and required documents should be returned to Human Resources via in person or fax by the deadline:
 - **Office of Human Resources, 211 N. Henry St., Lancaster, TX 75146 (972-275-1790).** (Office hours are 8-5, Monday-Friday.); or
 - **Faxed to 972-275-1894.**

Applications are due by 4 P.M. on Thursday, September 1, 2016 in order to be included for the Examination.

Salary Entry-level police officers with no prior experience start at \$47,127.21 annually. Top pay (after six years) is \$59,179.18 annually. Newly hired applicants may be given prior credit for up to three years of verifiable, full-time service as a peace officer and started as high as Step 3 with an annual salary of \$51,388.72. Longevity and overtime pay are according to Civil Service law found in Chapter 143 of the Texas Local Government Code. The Lancaster Police Department pays additional incentives for Intermediate, Advanced and Master Peace Officer certificates from TCLEOSE.

Dori Lee, Director of Civil Service

July 19, 2016
Posting Date

LANCASTER CIVIL SERVICE
POLICE ENTRY LIST
09/03/2016

FIRST NAME	LAST NAME	RAW SCORE	MILITARY	TOTAL SCORE	OFFICIAL RANK
AUNDRIE	MCHENRY	44	5	49	1
BARRETT	DICKEY	42		42	2
ROBERT	SCOTT	42		42	3
ERICA	COSBY-HUGHEY	35	5	40	4
KEVIN	HOUSTON	40		40	5
KENDRICK	GORDON	40		40	6
CAMERON	DOOLY	40		40	7
DOMINIQUE	HUNTER	39		39	8
RONALD	MAYS	39		39	9
MICAH	KINSELLA	32	5	37	10
PATRICK	EDWARDS	34		34	11
MITCHELL	POU	34		34	12
DONTE	EVANS	33		33	13
DEMARCUS	SIMPSON	33		33	14
JOSEPH	HAGAMAN	33		33	15
BRITTANY	THOMAS	32		32	16
DEMONTRAE	PERKINS	32		32	17
TRACY	HIGHTOWER II	32		32	18
BRITTANY	BAILEY	32		32	19

Certified 9/6/14





City of Lancaster
CIVIL SERVICE COMMISSION
DORI LEE, DIRECTOR



TREE CITY USA.

P. O. Box 940 * Lancaster, TX 75146 * 972-275-1795 * 972-275-1895 - FAX
www.lancaster-tx.com

NOTICE OF ENTRANCE EXAMINATION

Please be advised that the City of Lancaster will be administering a Civil Service Entrance Examination for Police Officers on Saturday, December 17, 2016.

In order to receive a ticket number and study guide, you must complete the online application & upload the required documents at www.lancaster-tx.com, click on the Employment Opportunities icon.

- The following are required for exam eligibility:
 1. No Police Pre-Certification is required to take this exam. Must meet all legal requirements necessary to become eligible for future licensing by the Texas Commission on Law Enforcement.
 2. Must possess a current valid driver's license with acceptable driving record.
 3. Must be at least 21 years of age and meet all eligibility requirements of **Texas Local Government Code, Section 143.023 of the Texas Fire and Police Civil Service Law** and Lancaster Local Rules.
*****Note: Applicants over 44 years of age are ineligible to take the exam.**
 4. High School Diploma; OR G.E.D. Certificate with 12 college credit hours (with a minimum 2.0 GPA on a 4.0 scale; OR 24 months active duty in U.S. military (with proof of honorable discharge - DD214 - Member 4 copy).
 5. Must meet all physical requirements.
 6. Must be U.S. Citizen.
- **The Police Officers Examination will be administered from 9 A.M. to 9:45 A.M.**
*****Note: The Physical Agility Test will be administered immediately after the Entrance Exam for those who pass the Language Skills Exam. Bring proper clothing and shoes to participate in the physical activity.**
- **The Entrance Examinations will be administered at the Lancaster Recreation Center; 1700 Veterans Memorial Pkwy; Lancaster, Texas 75134. (Map in study guide)**
- Proper Identification will be required in order to be admitted to the Examination.
- The Entrance Examination will consist of language skills. Study guides will be provided to applicants from the Human Resources Department after receipt of a complete online application.
- A ranked eligibility list will be maintained for one year unless the list is exhausted.
- All applications and required documents should be submitted online at www.lancaster-tx.com-Employment Opportunities by the deadline of **4 P.M. on Thursday, December 15, 2016** in order to be included for the Examination.

If you have any questions regarding the application process, you may contact:

- **Office of Human Resources, 211 N. Henry St., Lancaster, TX 75146 (972-275-1790).**
(Office hours are 8-5, Monday-Friday.)

Salary Entry-level police officers with no prior experience start at \$49,483.57 annually. Top pay (after six years) is \$62,138.14 annually. Newly hired applicants may be given prior credit for up to three years of verifiable, full-time service as a peace officer and started as high as Step 3 with an annual salary of \$53,958.16. Longevity and overtime pay are according to Civil Service law found in Chapter 143 of the Texas Local Government Code. The Lancaster Police Department pays additional incentives for Intermediate, Advanced and Master Peace Officer certificates from TCLOE.

Dori Lee, Director of Civil Service

November 9, 2016

Posting Date

**LANCASTER CIVIL SERVICE
POLICE ENTRY LIST
12-17-16**

FIRST NAME	LAST NAME	CERTIFIED OFFICER IN TX	RAW SCORE	MILITARY	TOTAL SCORE	OFFICIAL RANK
SHANNON	STEWART		44		44	1
ERIC	NELSON		41		41	2
SKYLAR	BROWN		36	5	41	3
JUSTIN	BURNS		35	5	40	4
JAKE	SOTO		40		40	5
KRISTOFER	DE VICTOR		34	5	39	6
CHRISTOPHER	STRONG		39		39	7
ALAN	CARROLL		37		37	8
DEMAUREA	GRANT		37		37	9
JOSEPH	HAGAMAN		37		37	10
ROBERT	MEADOR		37		37	11
TREYON	BRACKENS		36		36	12
ADAM	GOODMAN		36		36	13
RORY	WHITE		36		36	14
MATTHEW	RODRIGUEZ		35		35	15
COREY	WORKMAN		33		33	16
PHILIP	OILEPO		33		33	17
ANTHONY	CORBIN		33		33	18

Certified

by: *Dori Lee*
12/17/16

CIVIL SERVICE COMMISSION

NOTICE OF PROMOTIONAL EXAMINATION SOURCE LIST & TEST NOTICE

Please be advised that the City of Lancaster will be administering the following Civil Service Promotional Examination on Wednesday, April 12, 2017 at 8:30 AM at the Public Safety Building, Police Briefing Room, 1650 N. Dallas Avenue, Lancaster TX 75134.

Police Lieutenant

- The books listed below will be the basis for the exam. Books are located at the Police Department.
- Applications may be acquired from the Director of Civil Service, City of Lancaster – Municipal Center 211 N. Henry St., Lancaster TX 75146, (972-275-1795). All applications must be returned to the Director of Civil Service at 211 N. Henry St., Lancaster TX 75146, by 4 PM on Friday, March 31, 2017 in order to be included for the Examination.
- The following is required for exam eligibility:
 1. Open to each Lancaster Police Officer who for at least two years immediately before the Examination date has continuously held a position in the classification that is immediately below the classification for which the examination is to be held. The length of service for determining eligibility for taking a Promotional Examination shall include the probationary period in the Police Department. Any person who has been demoted to a lower rank shall not be eligible to take the Promotional Examination to the position from which he or she was demoted unless two years have passed.
 2. Must meet all other eligibility requirements of Section 143.028-143.108 of the Texas Fire and Police Civil Service Law.
- The Promotional eligibility list created from this Examination will be in effect for one year from the date of the Promotional Exam unless exhausted.

Books to prepare for the exam are listed below and are available at the Police Department.

There will be 100 questions on the exam and will come from the following sources.

Texas Criminal Law and Motor Vehicle Handbook-2011-2012 ed., Lexis Nexis, Matthew Bender & Company.

Texas Penal Code, Responsible for All Chapters;

Texas Code of Criminal Procedure, Chapters 2-5-8-14-15-18-27-37-38 & 63;

Texas Family Code – Chapters 32, 41, 51, 52, 53, 54, 57, 58, 61, 71, 82, 86, 87, 88, 91, 232, 261, & 262.

-5 questions will be taken from these three sources.

Texas Local Government Code, Chapter 143, Sections 143.001-143.089

-20 questions will be taken from this source.

City of Lancaster Personnel Policy

-5 questions will be taken from this source.

City of Lancaster Police Department Policy

-5 questions will be taken from this source.

Constitutional Law, 11th ed., 2008. J.C. Klotter, J.R. Kanovitz, & Michael

Kanovitz, Mathew Bender & Company, Inc., A member of Lexis Nexis Group.

(Candidates are responsible for Chapters 3,4,6,7, 8 &10.)

-15 questions will be taken from this source.

Building High-Performance Local Governments: Case Studies in Leadership at All Levels, First Edition, John Pickering, Gerald Brokaw, Philip Harnden, Anton Gardner with Kay Hudson, A. Tyler St. Clair and Thomas Ward, River Grove Books Publishing, ISBN: 978-1-938416-99-6, ebook ISBN: 978-1-63299-000-6

-50 questions will be taken from this source.

Dori Lee, Civil Service Director

12-29-2016

1-9-2017

Source study list posted 12-29-2016 - Test Notice Posted 01-09-2017

CIVIL SERVICE COMMISSION

NOTICE OF PROMOTIONAL EXAMINATION SOURCE LIST & TEST NOTICE

Please be advised that the City of Lancaster will be administering the following Civil Service Promotional Examination on Thursday, April 13, 2017 at 8:30 AM at the Public Safety Building, Police Briefing room, 1650 N. Dallas Avenue, Lancaster TX 75134.

Police Sergeant

- The books listed below will be the basis for the exam. Books are located at the Police Department.
- Applications may be acquired from the Director of Civil Service, City of Lancaster – Municipal Center 211 N. Henry St., Lancaster TX 75146, (972-275-1795). All applications must be returned to the Director of Civil Service at 211 N. Henry St., Lancaster TX 75146, by 4 PM on Friday, March 31, 2017 in order to be included for the Examination.
- The following is required for exam eligibility:
 1. Open to each Lancaster Police Officer who for at least two years immediately before the Examination date has continuously held a position in the classification that is immediately below the classification for which the examination is to be held. The length of service for determining eligibility for taking a Promotional Examination shall include the probationary period in the Police Department. Any person who has been demoted to a lower rank shall not be eligible to take the Promotional Examination to the position from which he or she was demoted unless two years have passed.
 2. Must meet all other eligibility requirements of Section 143.028-143.108 of the Texas Fire and Police Civil Service Law.
- The Promotional eligibility list created from this Examination will be in effect for one year from the date of the Promotional Exam unless exhausted.

Books to prepare for the exam are listed below and are available at the Police Department.

There will be 100 questions on the exam and will come from the following sources.

Texas Criminal and Motor Vehicle Code Handbook, 2011-2012 Edition. Lexis-Nexis, Matthew Bender & Co.
Texas Penal Code, Responsible for All Chapters;

Texas Code of Criminal Procedure, Chapters 2-5-8-14-15-18-27-37-38 & 63;

Texas Transportation Code, Chapters 521, 524, 545, 550, 601, 683 & 724;

Texas Family Code – Chapters 6, 32, 41, 51, 52, 53, 54, 57, 58, 61, 71, 82, 86, 87, 88, 91,
261, & 262.

-10 questions will be taken from these four sources.

Texas Local Government Code, Chapter 143, Sections 143.001-143.089

-15 questions will be taken from this source.

City of Lancaster Personnel Policy

-5 questions will be taken from this source.

City of Lancaster Police Department Policy

-5 questions will be taken from this source.

Lancaster City Ordinance

22.06 Parking, Stopping and Standing

22.08 Commercial Vehicles

14.04 Noise

8.08 Peddlers, Solicitors, Itinerant Vendors and Handbill Distributors

22.05 Use of Hand-Held Mobile Telephones in School Zones

-5 questions will be taken from this source.

Constitutional Law, 11th ed., 2008. J.C. Klotter, J.R. Kanovitz, & Michael Kanovitz, Mathew Bender & Company, Inc., A member of Lexis Nexis Group.

(Candidates are responsible for Chapters 3,4,6,7, 8 &10.)

-10 questions will be taken from this source.

Building High-Performance Local Governments: Case Studies in Leadership at All Levels, First Edition, John Pickering, Gerald Brokaw, Philip Harnden, Anton Gardner with Kay Hudson, A. Tyler St. Clair and Thomas Ward. River Grove Books Publishing. ISBN: 978-1-938416-99-6. ebook ISBN: 978-1-63299-000-6



CIVIL SERVICE COMMISSION CITY OF LANCASTER

NOTICE OF PROMOTIONAL EXAMINATION SOURCE LIST

Test Date TBD

Fire Captain

- The books listed below will be the basis for the exam. Books are located at the Fire Department Library and can be checked out from there.
- Applications may be acquired at the Human Resources Department – 211 N. Henry Street (972-275-1790).
- The following are required for exam eligibility:

1. Open to each Lancaster Firefighter who for at least two years immediately before the Examination date has continuously held a position in the classification that is immediately below the classification for which the examination is to be held. The length of service for determining eligibility for taking a Promotional Examination shall include the probationary period in the Fire Department. Any person who has been demoted to a lower rank shall not be eligible to take the Promotional Examination to the position from which he or she was demoted unless two years have passed.
2. Must meet all other eligibility requirements of **Section 143.028-143.108 of the Texas Fire and Police Civil Service Laws.**

- One hundred questions will be taken from the following 9 content areas:

Fire Officer, Principles and Practice -- Jones & Bartlett, Third Edition, ISBN-13: 978-1284068368 -- 20 Questions.

Building Construction Related To The Fire Services -- 3rd Ed., 2011, Red Hat Publishing--IFSTA, Fire Protection Publications, Stillwater, OK. ISBN 978-0-87939-371-7 -- 14 Questions.

It's Your Ship: Management Techniques from the Best Damn Ship in the Navy – Abrashoff, D. Michael, 2002, ISBN 978- 0446529112 -- 8 Questions.

Collapse of Burning Buildings – Guide to Fireground Safety -- Vincent Dunn, ISBN-10: 1593702335 -- 10 Questions.

Lancaster Fire Department CREED -- 5 Questions

Fire Department Incident Safety Officer 3rd Edition – David W. Dodson, ISBN-13: 978-1284041958 – 11 Questions

Building High-Performance Local Governments: Case Studies in Leadership at All Levels – Gardener, Pickering, Harnden, Brokaw, ISBN-13: 978-1938416996 -- 14 Questions

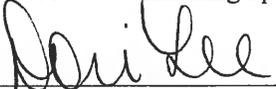
Lancaster Fire Department Standard Operating Guidelines – 13 Questions

<u>Number</u>	<u>Title</u>	<u>Effective Date</u>	<u>Current Revision Date</u>
A-10	Protected Health Information (PHI)	March 26, 2014	March 26, 2014
A-11	Supervisor's Notes on Disciplinary Action	March 26, 2014	March 26, 2014
A-13	Internal Investigations	May 26, 2006	May 18, 2013
A-15	Apparatus Staffing	October 1, 2016	May 18, 2013
A-16	Working Out-of-Class	June 20, 2008	May 18, 2013
E-01	Roles and Responsibilities: Medical Director/Medical Control		

E-02	Roles and Responsibilities (Responsibility Plan): LFD Personnel	November 1, 2007	November 15, 2012
E-04	Roles and Responsibilities: Training/Certification—Recertification	November 1, 2007	November 15, 2012
E-05	Roles and Responsibilities: EMS Assignments	November 1, 2007	November 15, 2012
E-06	Roles and Responsibilities: Equipment Checks	November 1, 2007	November 15, 2012
E-09	Response: Definition of Emergency	November 1, 2007	November 15, 2012
E-10	Response: Ambulance Response	November 1, 2007	November 15, 2012
E-11	Response: Combined Engine/Ambulance Operations	November 1, 2007	November 15, 2012
E-12	Response: Response Distractions	November 1, 2007	November 15, 2012
E-13	Response: Mutual Aid/Encountering Other Agencies	November 1, 2007	November 15, 2012
E-14	On Scene: Utilization of Air Ambulance	November 1, 2007	November 15, 2012
E-15	On Scene: Patient Deceased	November 1, 2007	November 15, 2012
E-16	On Scene: Crime Scene	November 1, 2007	November 15, 2012
E-17	On Scene: Forced Entry	November 1, 2007	November 15, 2012
E-19	On Scene: Coordination with Physician in Field	November 1, 2007	November 15, 2012
E-20	On Scene: Mass Casualty Incidents	November 1, 2007	November 15, 2012
E-22	Treatment/Transport: Mandatory Transports	November 1, 2007	November 15, 2012
E-23	Treatment/Transport: Operations with Non-LFD Personnel	November 1, 20	November 15, 2012
E-24	Treatment/Transport: Hospital Procedures	November 1, 2007	November 15, 2012
E-25	Treatment/Transport: Complaints	November 1, 2007	November 15, 2012
E-26	Treatment/Transport: Communications	November 1, 2007	November 15, 2012
E-27	Documentation/Legal: Controlled Substances	November 1, 2007	November 15, 2012
E-29	Documentation/Legal: Patient Confidentiality	November 1, 2007	November 15, 2012
E-30	Documentation/Legal: Endorsements/Advice	November 1, 2007	November 15, 2012
E-31	Documentation/Legal: Consent to Treatment/Transport	November 1, 2007	November 15, 2012
E-32	Documentation/Legal: Refusals	November 1, 2007	November 15, 2012
E-33	Documentation/Legal: Handling of Valuables	November 1, 2007	November 15, 2012
E-34	Safety: Infection Control/Bio-hazard and Decontamination	November 1, 2007	November 15, 2012
E-35	Safety: Self-Protection	November 1, 2007	November 15, 2012
E-36	Safety: Exposure/Suspected Exposure	November 1, 2007	November 15, 2012
F-01	Firefighter Safety- Incident Scenes	July 13, 2016	July 13, 2016
F-04	Guidelines for Terrorist Attacks	April 8, 2003	January 1, 2014
F-05	Traffic and Highway Safety	March 21, 2005	May 18, 2013
F-07	Positive Pressure Attack/Positive Pressure Ventilation	December 1, 2008	May 18, 2013

Lancaster Fire Department General Orders – 5 Questions.

<u>Number</u>	<u>Title</u>	<u>Effective Date</u>	<u>Current Revision Date</u>
99-04	Sexual Harassment	May 31, 1999	January 1, 2014
99-06	Voluntary Substitutions	May 31, 1999	May 18, 2013
99-07	LFD Incident Command System	August 31, 1999	May 18, 2013
99-08	Two-in, Two-out Compliance, Rapid Intervention Team, and Firefighter Survival	August 31, 1999	January 1, 2014
99-09	Rehabilitation	August 31, 1999	January 1, 2014
99-10	Accountability	August 31, 1999	January 1, 2014
02-01	Emergency Response Practices	September 1, 2002	December 12, 2013
02-02	Fire Fighting Rules of Engagement	September 1, 2002	May 18, 2013
02-03	Personal Protective Equipment (PPE)	November 1, 2002	January 1, 2014
04-03	Electronic Communications	November 16, 2004	January 1, 2014
06-01	Handling Special Employee Situations	July 1, 2006	January 1, 2014


Dori Lee, Director of Civil Service

December 29, 2016
Study List Notice Originally Posted

TBD
Test Notice Posted



**CIVIL SERVICE COMMISSION
CITY OF LANCASTER
NOTICE OF PROMOTIONAL EXAMINATION SOURCE LIST**

Test Date TBD

Fire Battalion Chief

- The books listed below will be the basis for the exam. Books are located at the Fire Department and each sub-station.
- The following are required for exam eligibility:
 1. Open to each Lancaster Firefighter who, for at least two years immediately before the examination date, has continuously held a position in the classification that is immediately below the classification for which the examination is to be held. The length of service for determining eligibility for taking a Promotional Examination shall include the probationary period in the Fire Department. Any person who has been demoted to a lower rank shall not be eligible to take the Promotional Examination to the position from which he or she was demoted unless two years have passed.
 2. Must meet all other eligibility requirements of **Section 143.028-143.108 of the Texas Fire and Police Civil Service Laws.**
- One hundred questions will be taken from the following 9 sources:

Chief Officer – 3rd Ed., 2004. IFSTA – ISBN 978-087939568-1– 20 Questions.

Fire Department Incident Safety Officer 3rd Edition – David W. Dodson, ISBN-13: 978-1284041958– 13 Questions.

Building High-Performance Local Governments: Case Studies in Leadership at All Levels – Gardener, Pickering, Harnden, Brokaw, ISBN-13: 978-1938416996– 17 Questions.

The Leadership Handbook: 26 Critical Lessons Every Leader Needs – John C. Maxwell, ISBN: 978-1400205936– 11 Questions.

Lancaster Fire Department CREED – 5 Questions.

Hazardous Materials Incidents – Surviving the Initial Response – ISBN – 13: 978-1-59370-071-3 – 8 Questions.

Introduction To Fire Origin And Cause – 3rd Edition; IFSTA, 2005, ISBN 0-87939-252-5 – 8 Questions.

Lancaster Fire Department Standard Operating Guidelines – 13 Questions

<u>Number</u>	<u>Title</u>	<u>Effective Date</u>	<u>Current Revision Date</u>
A-10	Protected Health Information (PHI)	March 26, 2014	March 26, 2014
A-11	Supervisor's Notes on Disciplinary Action	March 26, 2014	March 26, 2014
A-13	Internal Investigations	May 26, 2006	May 18, 2013
A-15	Apparatus Staffing	October 1, 2016	May 18, 2013
A-16	Working Out-of-Class	June 20, 2008	May 18, 2013
E-01	Roles and Responsibilities: Medical Director/Medical Control		

E-02	Roles and Responsibilities (Responsibility Plan): LFD Personnel	November 1, 2007	November 15, 2012
E-04	Roles and Responsibilities: Training/Certification—Recertification	November 1, 2007	November 15, 2012
E-05	Roles and Responsibilities: EMS Assignments	November 1, 2007	November 15, 2012
E-06	Roles and Responsibilities: Equipment Checks	November 1, 2007	November 15, 2012
E-09	Response: Definition of Emergency	November 1, 2007	November 15, 2012
E-10	Response: Ambulance Response	November 1, 2007	November 15, 2012
E-11	Response: Combined Engine/Ambulance Operation	November 1, 2007	November 15, 2012
E-12	Response: Response Distractions	November 1, 2007	November 15, 2012
E-13	Response: Mutual Aid/Encountering Other Agencies	November 1, 2007	November 15, 2012
E-14	On Scene: Utilization of Air Ambulance	November 1, 2007	November 15, 2012
E-15	On Scene: Patient Deceased	November 1, 2007	November 15, 2012
E-16	On Scene: Crime Scene	November 1, 2007	November 15, 2012
E-17	On Scene: Forced Entry	November 1, 2007	November 15, 2012
E-19	On Scene: Coordination with Physician in Field	November 1, 2007	November 15, 2012
E-20	On Scene: Mass Casualty Incidents	November 1, 2007	November 15, 2012
E-22	Treatment/Transport: Mandatory Transports	November 1, 2007	November 15, 2012
E-23	Treatment/Transport: Operations with Non-LFD Personnel	November 1, 2007	November 15, 2012
E-24	Treatment/Transport: Hospital Procedures	November 1, 2007	November 15, 2012
E-25	Treatment/Transport: Complaints	November 1, 2007	November 15, 2012
E-26	Treatment/Transport: Communications	November 1, 2007	November 15, 2012
E-27	Documentation/Legal: Controlled Substances	November 1, 2007	November 15, 2012
E-29	Documentation/Legal: Patient Confidentiality	November 1, 2007	November 15, 2012
E-30	Documentation/Legal: Endorsements/Advice	November 1, 2007	November 15, 2012
E-31	Documentation/Legal: Consent to Treatment/Transport	November 1, 2007	November 15, 2012
E-32	Documentation/Legal: Refusals	November 1, 2007	November 15, 2012
E-33	Documentation/Legal: Handling of Valuables	November 1, 2007	November 15, 2012
E-34	Safety: Infection Control/Bio-hazard and Decontamination	November 1, 2007	November 15, 2012
E-35	Safety: Self-Protection	November 1, 2007	November 15, 2012
E-36	Safety: Exposure/Suspected Exposure	November 1, 2007	November 15, 2012
F-01	Firefighter Safety- Incident Scenes	July 13, 2016	July 13, 2016
F-04	Guidelines for Terrorist Attacks	April 8, 2003	January 1, 2014
F-05	Traffic and Highway Safety	March 21, 2005	May 18, 2013
F-07	Positive Pressure Attack/Positive Pressure Ventilation	December 1, 2008	May 18, 2013

Lancaster Fire Department General Orders -- 5 Questions.

<u>Number</u>	<u>Title</u>	<u>Effective Date</u>	<u>Current Revision Date</u>
99-04	Sexual Harassment	May 31, 1999	January 1, 2014
99-06	Voluntary Substitutions	May 31, 1999	May 18, 2013
99-07	LFD Incident Command System	August 31, 1999	May 18, 2013
99-08	Two-in, Two-out Compliance, Rapid Intervention Team, and Firefighter Survival	August 31, 1999	January 1, 2014
99-09	Rehabilitation	August 31, 1999	January 1, 2014
99-10	Accountability	August 31, 1999	January 1, 2014

02-01	Emergency Response Practices	September 1, 2002	December 12, 2013
02-02	Fire Fighting Rules of Engagement	September 1, 2002	May 18, 2013
02-03	Personal Protective Equipment (PPE)	November 1, 2002	January 1, 2014
04-03	Electronic Communications	November 16, 2004	January 1, 2014
06-01	Handling Special Employee Situations	July 1, 2006	January 1, 2014



Dori Lee, Director of Civil Service

December 29, 2016

Study List Notice Originally Posted

TBD

Test Date Notice Posted