



EL PASO COUNTY SHERIFF'S OFFICE - CIVIL SERVICE COMMISSION

REGULAR MEETING:

This meeting is subject to the Texas Open Meetings Act. All matters listed on the Agenda may be discussed in executive session at the option of the Civil Service Commission and following verbal announcement, if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

DATE: Monday, February 6, 2012

TIME: 1:30 P.M.

PLACE: DETENTION FACILITY
601 E. OVERLAND
CESAR ARREOLA BRIEFING ROOM

POSTED: **WEDNESDAY, FEBRUARY 1, 2012 – 1:30 P.M.**

NOTICE TO THE PUBLIC:

The EPSO Civil Service Commission will give you the opportunity to address them on a particular item listed on this agenda prior to proceeding with the official business at hand. Please inform the secretary prior to the start of the meeting which item(s) you wish to address and a sign-in sheet will be given to you. Time limit will be three (3) minutes but may be extendable upon a majority vote.

1. OPEN MEETING:
2. ESTABLISH QUORUM:
3. PUBLIC COMMENTS:

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4. APPROVAL OF MINUTES:

January 9, 2012.

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5. ITEM

Congratulate Mr. Perry Martin and Mr. Fermin Acosta on their re-appointment to the Sheriff's Civil Service Commission.

Submitted by: Melissa M. Carrillo, El Paso County Human Resources

6. ITEM

**Discuss and take appropriate action on the revised job description for the position of Cashier.
Submitted by: Melissa M. Carrillo, Human Resources**

7. ITEM

**Notify the Commission of a letter of Suspension on Deputy Luis Silva, who has requested to have the matter heard by an independent arbitrator; therefore waiving his right to appeal to the Civil Service Commission.
Submitted by: Jim Jopling, Cleat**

8. ITEM

**Notify the Commission of a letter of Suspension on Detention Officer Sarah Leyva, who has requested to have the matter heard by an independent arbitrator; therefore waiving his right to appeal to the Civil Service Commission.
Submitted by: Jim Jopling, Cleat**

9. ITEM

**Notify the Commission of the Sheriff's Office revised Organizational Chart to better acquaint the Commissioners with the changes.
Submitted by: Melissa M. Carrillo, Human Resources**

10. ITEM

**Discuss and take appropriate action concerning changes to the list of exempt employees in Section 2.5.01 of the El Paso County Sheriff's Department Civil Service Commission Rules and Regulations.
Submitted by: Melissa M. Carrillo, Human Resources**

11. ITEM

ADJOURNMENT.