

# **SPRINGDALE CIVIL SERVICE COMMISSION**

## **REVISED\* AGENDA**

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### **ZOOM MEETING**

*Tuesday, July 18, 2023*

*9:00 a.m.*

1. Call to Order - Chairman Bob Downum
2. Approval of Minutes from the June 26, 2023 Meeting\*
3. Police Department – Frank Gamble
  - Certify Test Results for the 2023 Corporal Exam.
4. Fire Department – Blake Holte
5. Update for the Civil Service Manual
6. Comments from Commissioners
7. Old Business
8. Adjourn

SPRINGDALE CIVIL SERVICE COMMISSION MEETING 6/26/23

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MJTC

Call to order. Civil Service Committee members in attendance were;

Bob Downum  
Greg Tuck  
Danny McGinley  
Charles Farmer  
Julie Loper- Absent

Attendees: SFD: Chief Holte, Asst Chief Bronner  
SPD: Chief Gamble

Approval of minutes from May 1, 2023 meeting. Motion to accept – Charles Farmer  
Second – Danny McGinley All yays and no nays

Bob D called meeting to order at 08:30am.

**Discussion by SPD- Chief Gamble**

Open applications September 23<sup>rd</sup> written, Sept 25<sup>th</sup> Interviews  
Corporal Test- 5 will be taking the test, July 10<sup>th</sup>, we will not need a makeup test  
July 18<sup>th</sup> will need to certify test results by CSC Commission

**SFD Items for discussion:**

Chief Holte next application period will be from September 18, 2023 until December 15, 2023  
Charlie made motion to approve application period, Danny made 2<sup>nd</sup>, all yays

Per Chief Holte we will continue mentor program established with new recruits and will continue as they go through their probationary period. We will also establish process to walk new applicants throughout the process.

We would like to change our NTN weighting to 25% across the board which would include HR, Mechanical Score, Math Score and Reading Score. We would like to weight them all equally across the board.

Motion by Greg Tuck to accept NTN changes, Danny second, all yays

Per Bob D this could help increase applicant pool.  
Will begin Spring 2024

Danny McGinnley will be gone all of July 2023

At next meeting we will discuss Legislative Changes with Ernest Cate in regards to the CSC Manual.

Meeting adjourn @ 09:02am

Break Executive session for SFD Interviews

Back in Executive Session at 03:19pm

Voting on Candidates that scored 70% or above during CSC Interview. 16 Candidates were certified with 2 candidates scoring below 70%.

Danny made motion to accept 16 candidates, Greg Tuck second motion, all yays

End of Executive session at 03:23pm

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Bob Downum- CSC President or Greg Tuck- Secretary

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Date



# CITY of SPRINGDALE

POLICE DEPARTMENT  
OFFICE OF THE CHIEF OF POLICE

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To: Civil Service Commission  
From: Chief Frank Gamble  
Date: 07/12/23  
Re: Corporal Promotion Certification List

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Commissioners,

This is the final ranking in alphabetical order, of all Corporal Candidates from the 2023 promotion process. All candidates scored above 70% and have completed all the additional requirements needed to meet the standards for the rank of Corporal. I request that this list be certified by the commission.

## Corporal Testing Results

1. Gordon, Christopher
2. Hammons, Mitchell
3. Hartley, Dustin
4. Whitaker, Elizabeth

Sincerely,

A handwritten signature in blue ink, appearing to read "Frank Gamble".

Frank Gamble  
Chief of Police

who achieve a passing grade on the written examination will be posted prior to the oral examination/interview.

- b. "Oral Examination/Interview", which shall be used to supplement the written examination to obtain information regarding the abilities of the competitors that is not readily obtained in written examination, and the Commission shall appraise each competitor's personal fitness for the position.
- c. "Rating of education, training and experience", which shall be based upon information in the application form, evaluation forms, and such other data as may be secured through the interview or from other sources, and which shall be subject to investigation as to truth and completeness.
- d. "Physical Abilities Testing", which shall include a physical demonstration of each competitor's ability to perform the essential duties and responsibilities of the position. On the pre-employment and promotion physical ability testing, an applicant must achieve a minimum score in order to qualify and participate in the hiring or promotional process. The minimum score is pass/fail, has been recommended by a subject matter expert, and approved by the Civil Service Commission. The standards will be published by the Commission prior to the exam being given.
- e. The final score for each competitor's examination shall be determined in accordance with the weights as established and announced prior to the examination by the Civil Service Commission.
- f. Each competitor who takes the oral examination/interview shall be notified by the secretary of the location where notice of those certified will be posted.

## **Section 5.**

### "Eligibility/Registers"

- a. Eligible registers shall be of two kinds; entrance registers from which the original appointments shall be made, and promotion registers from which promotional appointments shall be made after each examination and at such time as the Civil Service Commission certifies the personnel; the Secretary shall prepare an appropriate appointment or promotion register of persons certified by the Commission. Pursuant to current Arkansas law, the

Commission shall certify to the Department Head, and for the Department Head to select for appointment one (1) of the five (5) persons standing the highest for appointment certified to the Department Head, and for promotion one (1) of the three (3) persons standing the highest certified to the Department Head and notify the Commission thereof for promotion. There shall be an appointment register for each class of positions in the Classified service, and the lists shall be effective for twelve months (1 year) from date of certification for the police department and two years (2) from date of certification for the fire department for captain, firefighter driver/operator, and battalion chief.

When there is a current eligibles list for entry-level firefighters, positions shall be filled within six (6) months of a vacancy created by death, termination, resignation, demotion, retirement, or promotion unless the position is determined to be eliminated or not funded by the governing body of the city, except to the extent necessary to comply with the Uniformed Services Employment and Reemployment Rights Act of 1994, 20 C.F.R. Part 1002, as it existed on January 1, 2015.

- b. The names of successful competitors shall be entered upon the appropriate register. The original register shall be placed on file in the Office of the City Clerk.
- c. The name of any probationary or regular employee who is laid off because of lack of funds or curtailment of work staff shall be returned to their former relative position on the register from which certification was made, provided such register has not expired or been abolished.
- d. The Department Head shall from time to time make a review of existing employment and promotional registers to determine whether there is an adequate number of eligible available to meet the needs of the service. When it is determined by the Civil Service Commission that a particular register is inadequate or will become inadequate in a short period of time, the Civil Service Commission may order a supplemental examination for that class or position.
- e. The life of each register shall be for one year from the establishment unless otherwise listed.

## **Section 6.**

### "Removal of Name from Registers"

The Secretary shall remove the name of an eligible from the register if:

## **CHAPTER 6**

### **PROBATIONARY PERIOD**

#### **Section 1.**

"Probationary Period" - Every person appointed or promoted from a Civil Service Eligibility Register shall be required to complete successfully a probationary period.

#### **Section 2.**

"Purpose" - The department shall use the probationary period to closely observe and evaluate the work of all employees newly appointed and to encourage their effective adjustment to the job and the service of the City Government; and it shall be utilized for the most effective adjustment of a new employee and for the elimination of any probationary employees whose performance does not meet the required standard of work.

All police officers will be considered probationary for a period of 24 months from their hire date, and fire department shall be ~~42~~ 18 months.

A Department Head must make a decision before the completion of the probationary period as to whether an employee should be discharged or retained. If the Department Head fails to carry out his/her duty, the employee shall automatically achieve civil service status.

The supervisor of each probationary employee shall furnish his/her department head evaluation reports as required, making a positive recommendation as to the employee's retention or separation. Department Heads shall retain only those employees who meet an acceptable standard of work during the probationary period.

The Mayor shall be responsible for evaluating the Department Head during the probationary period.

#### **Section 3.**

"Separation of Probationary Employee" - A new employee may be discharged at any time during the probationary period, when in the judgment of the Department Head (or the Mayor in the case of the Department Head) the quality of his/her work is not such as to merit continuation of the service.