



CITY OF EAGLE PASS
AGENDA
CIVIL SERVICE COMMISSION REGULAR MEETING
Council Chambers, City Hall
100 S. Monroe Street, Eagle Pass,
Maverick County, Texas
Thursday, January 15, 2026 at 9:00 AM

CALL TO ORDER

CITIZENS COMMUNICATIONS AND RECOGNITIONS

MINUTES

1. Approval of minutes for the meeting held on December 11, 2025.

ACTION ITEMS

2. Discussion and action to appoint the Chair and Vice-Chair of the Civil Service Commission.
3. Consideration and possible approval of an eligibility list from December 17, 2025 for a beginning position at the Police Department.
4. Consideration and possible approval of revisions to Civil Service Rules and Regulations Section 143.022 (3).
5. Consideration and possible action regarding the appeal from a fire lieutenant on four test questions (#5, 17, 20, and 81) from the promotional exam of Fire Captain held on December 3, 2025.
6. Consideration and possible approval of the Fire Captain eligibility list from December 3, 2025.

OTHER BUSINESS

7. Presentation by City of Eagle Pass Police Department of new Corrective Action Matrix to implement within the department.

EXECUTIVE SESSION

8. Attorney-client consultation pursuant to Section 551.071 of the Texas Government Code to receive legal advice as to the Commission's legal duties and obligations pertaining to appeal of promotional exam questions by civil service employees.

ADJOURNMENT

The Civil Service Commission reserves the right to consider business out of the posted order and the right to adjourn into Executive Session to discuss items which are not listed as Executive Session Items, but which qualify to be discussed in closed session as permitted by the Texas Open Meetings Act, under Chapter 551 of the Texas Government Code.

Entrance and parking spaces for disabled persons are available in front of City Hall.

CERTIFICATION

I, the undersigned Civil Service Director, do hereby certify that the agenda mentioned above was posted on the bulletin board located in the lobby at City Hall, 100 South Monroe Street, Eagle Pass, Texas, on January 9, 2026 at 3:00 p.m.

Cynthia S. Campos
Human Resources Director | Civil Service Director



CIVIL SERVICE COMMISSION MEETING
Minutes for Regular Meeting on
December 11, 2025

CIVIL SERVICE COMMISSION convened in a regularly scheduled meeting on Thursday, December 11, 2025, opened at City Manager's Conference Room, City Hall Building located at 100 S. Monroe St., Eagle Pass, Texas.

Chair Enrique Montalvo called the Commission Meeting to order at 10:00 a.m.

Commissioners in Attendance:

Enrique Montalvo, Chair
Brenda Hoffman, Vice Chair
Claudia Heredia, Member

Commissioners Absent:

None

Staff in Attendance:

Cynthia Campos, Human Resources/Civil Service Director
Leticia Martinez, HR Administrative Assistant II

Citizens Communications and Recognitions

a. None

1. Approval of minutes for the meeting held on November 6, 2025.

Motion: To approve.

Made by: Claudio Heredia

Second by: Enrique Montalvo

Ayes: 2

Nays: 0

Abstain: 1

Absent: 0

2. Consideration and possible approval of the Police Sergeant eligibility list from December 2, 2025.

Motion: To approve.

Made by: Claudio Heredia

Second by: Brenda Hoffman

Ayes: 3

Nays: 0

Abstain: 0

Absent: 0

3. Discussion and possible action on items for the next meeting, including setting a date for it.

Motion: To hold the next meeting in the morning on January 15, 2026.

Possible topics for next meeting: to approve eligibility list of police officer entrance exam from 12/17, police presentation on disciplinary action measures, candidate appeal of Fire Captain promotional exam, appointment of chair and vice-chair, and possible amendment of CSC Rules Sec. 143.022 to change the time the physical and psychological exams are valid for promotional purposes.

Made by: Brenda Hoffman

Second by: Claudio Heredia

Ayes: 3

Nays: 0

Abstain: 0

Absent: 0

Adjournment.

Motion: To adjourn at 10:42 a.m.

Made by: Brenda Hoffman

Second by: Claudio Heredia

Ayes: 3

Nays: 0

Abstain: 0

Absent: 0

ATTEST:

Enrique Montalvo
Chair

Cynthia Campos
Civil Service Director

CITY OF EAGLE PASS
POLICE OFFICER EXAM
Wednesday, December 17, 2025



Name:		Raw Score:	Total Score:
PASSING			
1	Felan, Mariajose	93	93
2	Garza, Jorge	91	91
3	Gutierrez, Raymundo	91	91
4	Santos, Alex	90	90
5	Montoya, Carlos	85	85
6	Ramirez , Alberto	85	85
7	Lopez, Karina	85	85
8	Barbosa, Justin	84	84
9	Rodrigues Jr, William	82	82
10	Gonzalez Jr, Mario H.	81	81
11	Perez, Alexis	80	80
12	Vargas, Octavio	80	80
13	Hernandez, Jessica	79	79
14	Morales, Adrian	78	78
15	Ontiveros, Alejandro	78	78
16	Martinez, Cesar Mendez	76	76
17	Alvarez, LeeRoy	76	76
18	Olivo, Michael	75	75
19	Benavidez, Juan	73	73
20	Del Bosque, Christian	72	72
NOT PASSING			
	Jimenez, Jesus	68	68
	Gonzalez, Ruben	67	67
	Garcia, Amber	66	66
	Pena, Reyes	65	65
	Vasquez, Eduardo	64	64
	Rodriguez, Alex	63	63
	Cortes, Emmanuel	60	60
	Rodriguez, Gabriel	59	59
	Flores, Daniel	56	56
	Driscoll, Raul	43	43
	Lopez, Xander	41	41
	Aguinaga, Jose	No Show	
	Alvarez, Milca	No Show	
	Beltran, Jesus	No Show	
	De Leon, Daniel	No Show	
	De Luna, Emilio	No Show	
	Espinoza, Jesse	No Show	
	Euresti, Ashley	No Show	
	Flores, Raymundo	No Show	
	Garcia, Jose	No Show	
	Gutierrez, Stephanie	No Show	
	Hernandez Jr., Mike	No Show	
	Hernandez, Andres	No Show	
	Jimenez, Isaac	No Show	
	Maldonado, Andres Reyes	No Show	
	Mares, Thomas	No Show	
	Martinez, Angel	No Show	
	Martinez, Emanuel	No Show	
	Mejia, Sergio	No Show	
	Munoz, Israel	No Show	
	Peralta, Josiah	No Show	
	Rodriguez, Leobardo	No Show	
	Rosales, Jose Maria	No Show	
	Rodriguez, Selenia	No Show	
	Sanchez, Edgardo	No Show	

This eligibility list shall be in effect for one (1) year from the date of the examination, unless exhausted earlier.

Posted 12/19/2025

SECTION 143.022 PHYSICAL REQUIREMENTS AND EXAMINATION

See Section 143.022, Chapter 143

- (1) **GENERAL REQUIREMENTS**—Each applicant for entry-level positions shall be required to submit to such physical and mental tests as determined by the respective Department Heads to be reasonably necessary and proper to determine the physical and mental ability of the applicant to perform the essential functions required for the position sought. An applicant who is not capable of performing the essential job functions with or without reasonable accommodation shall not be appointed.
 - (2) **ENTRY LEVEL APPEALS**—If an applicant is not appointed due to failure to successfully pass the medical or psychological examination, the applicant may appeal to the Commission.
 - (3) **PROMOTIONAL REQUIREMENTS**— Any candidate for promotion shall successfully complete an appropriate physical and psychological examination. An official Department examination taken ~~six (6)~~ twelve (12) months prior to ~~or after~~ promotion date may be used for this requirement.
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The City of Eagle Pass Fire Fighters' and Police Officers' Civil Service Commission
Promotional Test Question Appeal Form

Candidate Information

Candidate Name: [REDACTED]

Date: 12/4/2025

Candidate I.D.: [REDACTED]

Exam/Question Information

Exam Rank: Fire Captain

Date Exam Administered: December 3, 2025

Question #

5

Please Check One:

☐ No Correct Answer

☐ Multiple Correct Answers: Correct answers _____ and _____

☐ Reference Does Not Support Question

☒ Wrong Answer (answer given is incorrect; one of the other three choices should be scored as correct): Correct answer H

Appeal Information

Please do not copy the test question on to this form.

In the space below, state your arguments and provide a detailed explanation for your appeal. Continue on the back if necessary. *Inclusion - is defined by quality and fairness in the workplace*

Signatures (to be submitted)

Candidate Signature: [REDACTED]

HR Initials: M.C. 12/4/25

The City of Eagle Pass Fire Fighters' and Police Officers' Civil Service Commission
Promotional Test Question Appeal Form

Candidate Information

Candidate Name: [REDACTED]

Date: 12/4/2025

Candidate I.D.: [REDACTED]

Exam/Question Information

Exam Rank: Fire Captain

Date Exam Administered: December 3, 2025

Question #

Please Check One:

17

☐ No Correct Answer

☐ Multiple Correct Answers: Correct answers _____ and _____

☐ Reference Does Not Support Question

☒ Wrong Answer (answer given is incorrect; one of the other three choices should be scored as correct): Correct answer D

Appeal Information

Please do not copy the test question on to this form.

In the space below, state your arguments and provide a detailed explanation for your appeal. Continue on the back if necessary. *all options A, B, C are correct.*

Signatures (as formally submitted)

Candidate Signature [REDACTED]

HR Initials: M.C. 12/4/25 12/8/25

The City of Eagle Pass Fire Fighters' and Police Officers' Civil Service Commission
Promotional Test Question Appeal Form

Candidate Information

Candidate Name: [REDACTED]

Date: 12/4/2025

Candidate I.D.: [REDACTED]

Exam/Question Information

Exam Rank: Fire Captain

Date Exam Administered: December 3, 2025

Question #

20

Please Check One:

☐ No Correct Answer

☐ Multiple Correct Answers: Correct answers ____ and ____

☐ Reference Does Not Support Question

☒ Wrong Answer (answer given is incorrect; one of the other three choices should be scored as correct): Correct answer B

Appeal Information

Please do not copy the test question on to this form.

In the space below, state your arguments and provide a detailed explanation for your appeal. Continue on the back if necessary.

RFI - is a request made during the project planning phase to assist a buyer in clearly identifying product requirements

Signatures (as forms submitted)

Candidate Signature: [REDACTED]

HR Initials: M.C. 12/4/25 12/8/25

The City of Eagle Pass Fire Fighters' and Police Officers' Civil Service Commission
Promotional Test Question Appeal Form

Candidate Information

Candidate Name: [REDACTED]

Date: 12/4/2025

Candidate I.D.: [REDACTED]

Exam/Question Information

Exam Rank: Fire Captain

Date Exam Administered: December 3, 2025

Question #

Please Check One:

81

☐ No Correct Answer

☒ Multiple Correct Answers: Correct answers A and B

☐ Reference Does Not Support Question

☐ Wrong Answer (answer given is incorrect; one of the other three choices should be scored as correct): Correct answer _____

Appeal Information

Please do not copy the test question on to this form.

In the space below, state your arguments and provide a detailed explanation for your appeal. Continue on the back if necessary.

Grouping and Sectoring are ways to subdivide fire ground into smaller manageable proportions.

Signatures (at form submission)

Candidate Signature: [REDACTED]

HR Initials: m.c 12/4/25

Eagle Pass Police Department

Corrective Action Categories — A to D

CORRECTIVE ACTION CATEGORIES—A to D

C A T E G O R Y A

Violations that have more than minimal impact on the operations or reputation of the Department or that negatively impacts relationships with other officers, agencies or the public.

Sanction include:

- Oral Reprimand • Written Reprimand

A single sanction or a combination of the above listed sanctions may be deemed appropriate. Training can also be ordered in conjunction with any sanctions listed above.

Reckoning Period:

Used for consideration in subsequent misconduct corrective action range category enhancement for one (1) year from the date of prior corrective action.

C A T E G O R Y B

Violations with a pronounced negative impact on the operations or reputation of the Department or on relationships with employees, other agencies or the public. This includes repeated acts from Category A within time frames listed below.

Sanction may include:

- Written Reprimand • One to Five Day Suspension

A single sanction or a combination of the above listed sanctions may be deemed appropriate. Training can also be ordered in conjunction with any sanctions listed above.

Reckoning Period:

Used for consideration in subsequent misconduct corrective action range category enhancement for one (1) year from the date of prior corrective action.

CATEGORY C

Violations that are contrary to the core values of the Department or that involve a substantial risk of officer or public safety. This includes repeated acts from Category B within the time frames listed below.

Sanctions may include:

- Five to Fifteen-day Suspension
- Reduction in rank
- Separation from service

Training can also be ordered in conjunction with any sanctions listed above.

Reckoning Period:

Used for consideration in subsequent misconduct corrective action range category enhancement for five (5) years from the date of prior corrective action.

CATEGORY D

Violations that are contrary to the core values of the Department. This includes acts of serious misconduct or acts of criminal conduct. This also involves any conduct that will effectively disqualify an employee from continued employment as a law enforcement officer. This includes repeated acts from Category C within the time frames listed below.

Sanction may include:

- Suspension without pay for fifteen to ninety days by agreement
- Reduction in rank
- Separation from service

Training can also be ordered in conjunction with any sanctions listed above.

Reckoning Period:

Used for consideration in subsequent misconduct corrective action range category enhancement for five (5) years from the date of prior corrective action.

Corrective Action Matrix

(The following section includes all categories A–D exactly as in the provided document.)

CONDUCT AND BEHAVIOR

Appearance

Improper Uniform — A
Incomplete Uniform — A
Unprofessional Appearance — A

Attendance

Abuse of Sick/Medical Leave — A/B/C
Tardiness — A
Lateness due to negligence — B
Failed to report for duty — A/B/C/D
Failed to notify supervisor — A/B
Absent without approved leave — A/B/C/D

Knowledge of the Law

Fail to maintain knowledge — A
Improper Arrest (No PC) — A/B/C/D
Improper Seizure (No PC) — A/B/C/D

Court Attendance

Did not appear — A
Late for court — A/B
Improper testimony — A/B
Failed to notify inability to attend — B
Testified for defense w/o notice — B/C/D
Testimony against City w/o notice — B/C

Drinking / Intoxicants

On-duty intoxication — C
Off-duty intoxication — A/B/C/D
Alcohol use at extra employment — C
Failed drug test — C
DWI — C
Violation of State Law (Class B+) — C
Violation of State/Federal Felony — C
Racial Profiling — B/C/D

Improper Actions to Citizens

Discourteous/off-duty conduct — A/B/C
Discourteous/on-duty conduct — B/C/D
Failure to provide name/badge — A

Gossip/Rumors/Derogatory — A/B
Recording employee w/o knowledge — A/B

Uncooperative

Failed to assist other agency — A
Interference with cases — A/B/C

Incompetence

Unable to perform duties — C
Unwilling to perform duties — C

Behavior

Sexual harassment/discrimination — C
Prohibited workplace conduct — A/B/C
Excessive non-productivity — A/B
Associating with criminals — A/B/C/D
Failure to respect employees — A/B/C/D
Failure to report prohibited conduct — B/C/D
Harassment/threats/coercion — A/B/C/D

Insubordination / Judgment

Disrespect toward supervisor — A/B/C
Refused/failed to obey — A/B/C
Poor judgment/discretion — A/B/C/D

Other Behavior

Interfere w/ prosecution — A/B/C
Receive off-duty ticket — A
Release confidential info — B/C
Soliciting gratuity — A/B/C
Accepting gratuity — A/B/C/D
Unsafe act — A/B/C
Administrative misstatement — A/B/C

Evidence and Property Violations

Failure to recover/tag evidence — A/B/C/D
Improper inventory — A/B
Failed proper processing/testing — A/C
Lost evidence — B/C

Improper storage/release — A/B/C
Improper found-property processing — A/C/D
Intentional destruction/tampering — D

City/Government Property

Unauthorized use (vehicle) — A/B/C/D
Unauthorized use (other property) — A/B/C/D
Lost/damaged property — A/B/C/D

Truthfulness

Untruthfulness — B/C
False report/record entry — C

Extra Employment

Worked without approval — A/B/C/D
Violation of restrictions — A/B/C
Worked while on sick leave — B/C/D
Working secondary while on duty — C
Improper application — A
Other violations — A/B/C/D

Prisoner Issues

Improper care/transport — A/B/C
Allowed escape — A/B/C
Failure to control — A
Failure to monitor — A/B/C/D
Property violations — A/B
Incomplete search — A/B/C/D
Civil rights violation — B/C

Neglect of Duty

Failure to perform — A/B/C/D
Failed to answer radio — A
Left assignment — A/B/C
Failure to assist officers — B/C
Out of district — A
Sleeping on duty — A/B/C/D
Sleeping off-duty job — A/B/C/D

Improper response — A
Unavailable for duty — B/C/D

Supervisory Authority

Misconduct — A/B/C/D
Failure to report conduct — B/C
Failure to perform supervisory duties — B/C

Offense/Supplement Reports

Incomplete/incorrect — A/B
Untimely — A/B/C
No report when required — A/B/C/D
Failure to upload — A
Deficient report — A/B/C

Other Neglect

Failure to inspect vehicle — B/C
Failure to update address/phone — A
In-service training violation — A
Internal directive violations — A/B/C/D
Unauthorized ride-along — A

Improper Actions

Failure to report citation — A
Improper civil involvement — A/B/C
Failure to report arrest — C
Delayed arrest notification — B/C
Improper activity (criminal) — C

Use of Force

Unnecessary contact — A/B/C
Excessive force — D
Deadly force not permitted — C
Improper handcuffing — A/B
Improper intermediate weapons use — A/B/C
Failure to document UOF — A/B/C/D

Firearms

Unauthorized firearm — A/B/C/D
Unauthorized ammo — A/B/C
Failure to secure firearm — B/C/D
Accidental discharge — A/B/C/D
Failure to report discharge — B/C
Failure to qualify — A
Did not attempt to qualify — A/B
No notice of inability to qualify — A
Prohibited discharge — A/B/C
Firearm/ECD safety — A/B
ECD policy violation — A/B

Improper Procedure

Failed to know procedure — A/B/C
Failure to arrest when required — A/B/C
Improper charges/citation — A/B/C/D
Improper search — A/B/C
Racial profile entry violation — A
Vehicle pursuit violations — A/C/D
Improper procedure (other) — A/B/C/D
Failure to activate BWC — A

Administrative

Failed administrative task — A/B/C
Social media/media violations — A/B/C
Attention to duty (other) — A/B/C/D
Unauthorized vehicle alteration — A
Not wearing seatbelt — A

Miscellaneous — Computer Usage

Misuse of computer — A/B/C/D