

Training

In addition to hosting seminars such as the **Texas Public Information Act Seminar**, we provide training in Equal Employment Issues which address the E.E.O.C. Guidelines pertinent to Title VII, Age Discrimination, Americans with Disabilities Act, Family and Medical Leave Act, 1991 Civil Rights Act, and Sexual Harassment. We also conduct training regarding **Background Investigation and Oral Interview Procedures, First Line Supervision, Police Management, Death Investigation, Cultural Diversity, Drug Interdiction and Crisis Intervention Training and Hazmat Training.**

Personnel Investigations

Investigative Services, LLC is an established subsidiary of Bannon & Associates. *Investigative Services LLC* conducts applicant background investigations of law enforcement candidates, as well as management positions within public agencies. We currently serve a number of cities for which we provide background investigation for all positions from mid-management through City Manager. We have several investigators, all retired police administrators, throughout the state of Texas.

Affiliations

Bannon & Associates has been active in the Texas Police Association for many years. Keith Bannon taught at the Law Enforcement Administrator's Conference, held biannually at the Mayan Dude Ranch in Bandera, Texas, since the inception of the program.

How to Reach Us

Bannon & Associates' office is located in Austin, Texas.

You may contact Fredda Bannon or Kathleen Bannon in the Austin office at:

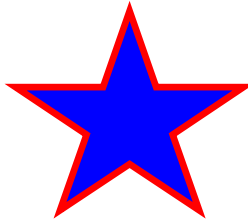
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Check out our website at

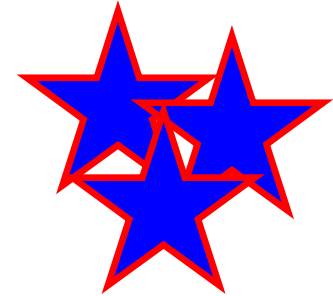
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BANNON & ASSOCIATES

**WHO
WE
ARE**



**WHAT
WE
DO**

WHO WE ARE

Bannon & Associates is a management and human resources consulting firm dedicated to the provision of human resources systems for public employers. Keith W. Bannon (deceased) and Fredda W. Bannon founded Bannon & Associates in 1985. In 2001 Kathleen Bannon joined Bannon & Associates and the company is owned and operated by Fredda Bannon and Kathleen Bannon. Keith Bannon directed the entry level testing operation for the Texas Commission on Law Enforcement Standards and Education from its inception until mid-1985 when he elected to operate Bannon & Associates on a full time basis. Since that time Bannon & Associates has served Texas public agencies through training and the design of both management and human resources systems.

WHAT WE DO

Management Studies

Complete management studies are conducted to include operations, staffing, records and reporting, and organizational structure.

Entry Level Testing for Law Enforcement Candidates

Entry level tests have been provided since 1991. These tests are validated and periodically updated. Currently two tests are available which are parallel and used

interchangeably. At this time we are pleased to report that Bannon & Associates has more than 100 agencies in our testing program. Bannon & Associates also offers an Applicant Preparation Manual, upon the agency's or applicant's request.

Promotional Assessment Centers

Promotional Assessment Centers have been conducted for law enforcement positions ranging from Corporal to Chief of Police. Bannon & Associates has also conducted such centers for Fire Departments, Communication Supervisors and Public Utility Directors. Agencies having experience in assessment centers or desiring to conduct their own assessment centers may receive complete turn-key assessment exercises and all related items for a reduced cost. Assessment center costs are determined on a case by case basis.

Fire Department Entry Level and Promotional Tests

A NEW TEXAS LAW, H.B.2038-CIVIL SERVICE WAS ENACTED EFFECTIVE SEPTEMBER 1, 2003 STATING THAT THE BEGINNING POSITION COMPETITIVE EXAMINATION MUST BE BASED ON AN APPLICANT'S "GENERAL KNOWLEDGE AND APTITUDE", WHICH IS CHANGED FROM "KNOWLEDGE AND QUALIFICATIONS FOR FIRE FIGHTING AND WORK IN THE FIRE DEPARTMENT." (Applicable to Civil Service Departments only)

The Fire Fighter Entry Level Test (F.E.L.T.) was developed in Texas for your use in selecting candidates for Fire Fighter positions. It is designed to measure general knowledge of candidates at the High School level.

In addition Promotional Testing is available for the positions of Fire Driver, Fire Lieutenant, Fire Captain and Fire District Battalion Chief.

Responses to Discrimination Complaints

We frequently write responses for public agencies to E.E.O.C. and the Texas Human Rights Commission regarding allegations of discrimination. It is at this juncture that most discrimination complaints are won or lost. To date, we have not had a finding of discrimination against an agency for which we wrote the response.

Staffing Analysis

Determining the appropriate level of police staffing is another service that Bannon & Associates provides. Included in this work is the development of formulae which the agency may use in future determinations of staffing needs without the use of further outside consultation.

Validated Physical Agility Tests

Bannon & Associates has validated physical agility entry level tests for both police and fire departments, and had done so since 1985. Our physical agility tests have never been challenged.