

**FIREFIGHTERS', POLICE OFFICERS'
AND EMERGENCY MEDICAL SERVICES PERSONNEL'S
CIVIL SERVICE COMMISSION**

**NOTICE OF WRITTEN EXAMINATION & SOURCE MATERIALS LIST
FOR THE RANK OF**

POLICE SERGEANT

DATE: December 17, 2018

TIME: 9:00 a.m.

PLACE: Palmer Events Center
900 Barton Springs Rd.
Austin, TX 78704

ELIGIBILITY REQUIREMENT: This written examination shall be held in accordance with Civil Service law and rules, and shall be open to all sworn personnel who have had two (2) continuous years of service in the rank of Police Corporal/Detective immediately before the date of the written examination.

ELECTRONIC REGISTRATION FOR EXAMINATION: As required by Civil service Commission Rule 7.06, all eligible candidates who intend to take the examination **MUST** register.

Candidates will sign up for examinations electronically at <http://signup.com/go/FHuRLuG>

Registration must be made no later than 9:00 a.m. December 10, 2018. Exam registration and Letter of Intent signing instructions can be found at: <http://cityspace.ci.austin.tx.us/departments/hrm/civil-service/apd/mysignup.com-user-instructions>.

Once you register, you will receive a confirmation email which will serve as your Letter of Intent. Civil Service will have the master list of those who have signed up. **Only those applicants who have registered by signing a Letter of Intent through the electronic process will be admitted to the examination.**

CONTENT OF EXAMINATION: Examination questions will be taken from the following materials: (No questions will be taken directly from charts, graphs, photographs or other graphics in the sources, unless detailed in the text.)

Book #1

Supervising Police Personnel 8th edition

ISBN 978-0133483550

Author: Paul M. Whisenand

Publisher: Pearson/Prentice Hall

40% of the examination questions will come from this source.

Texas Criminal and Traffic Law Manual 2017-2018 Edition

ISBN 978-1947146945

Publisher: Blue360 Media

Candidates are responsible only for the sections indicated below:

Texas Penal Code:

All Chapters

Code of Criminal Procedure

Title 1

Chapter 5: Articles 5.01, 5.02, 5.03, 5.04, 5.045, 5.05

Chapter 8: Articles 8.04, 8.06, 8.07

Chapter 14: All Articles

Chapter 15: Articles 15.01, 15.02, 15.03, 15.04, 15.05, 15.051, 15.06, 15.07, 15.16, 15.17, 15.18, 15.22, 15.23, 15.24, 15.25, 15.26, 15.27

Chapter 18: Articles 18.01, 18.02, 18.021, 18.03, 18.04, 18.06, 18.07, 18.08, 18.09, 18.10, 18.11, 18.16, 18.22

Family Code:

Title 3 Chapter 58: Subchapter A - *Records*, Sections 58.0021, 58.0022

Title 4 Chapter 71: *Definitions* - all sections

Chapter 83: *Temporary Ex Parte Orders* - all sections

Chapter 85: Subchapter B – *Contents of Protective Order*, all sections

Chapter 86: *Law Enforcement Duties Relating to Protective Orders* - all sections

Chapter 88: *Uniform Interstate Enforcement of Domestic Violence Protection Orders Act* –all sections

Chapter 91: *Reporting Family Violence* - all sections

Chapter 92: *Immunity*- all sections

30% of the examination questions will come from this source.

Austin Police Department General Orders (Issued 06/18/18)

Austin Police Department Values: I.C.A.R.E.

Austin Police Department Vision Statement

Austin Police Department Mission Statement

Chapter 1 – Department Organization and Administration

110 - Organizational Structure and Responsibility

116 – Security and Release of Records and Information

Chapter 2 – Response to Resistance and Pursuit Policies

- 200 – Response to Resistance
- 202 – Firearm Discharge Situations
- 204 – Leg Restraint Device
- 206 – Control Devices and Techniques
- 208 – TASER Device Guidelines
- 211 – Response to Resistance Inquiry, Reporting and Review
- 212 – Force Review Board
- 214 – Vehicle Pursuits
- 215 – Foot Pursuits

Chapter 3 – Field Operation, Custody, and Traffic Enforcement Guidelines

- 301 – Responsibility to the Community
- 302 – Public Recording of Official Acts
- 303 – Body Worn Camera Systems
- 304 – Digital Mobile Audio Video Recording
- 305 – Radio and Mobile Data Computer Use
- 306 – Search and Seizure
- 308 – Misdemeanor Citations
- 317 – Handling Juveniles
- 318 – Detentions, Field Interviews, and Field Photographs
- 319 – Arrests
- 321 – Care and Transport of Prisoners
- 323 – Booking and Arrest Review
- 326 – News and Media Relations
- 328 – Racial or Bias-Based Profiling
- 348 – Disabled Vehicles and Stranded Motorists
- 350 – Vehicle Towing and Impound
- 362 – Outside Agency Assistance and Joint Task Forces
- 364 – Off-Duty Law Enforcement Actions

Chapter 4 – Incident Response, Investigation and Reporting Guidelines

- 400 – Officer Response to Calls
- 401 – Preliminary Field Investigations
- 402 – Incident Reporting and Documentation
- 403 – Follow-up Investigations
- 405 – Fugitive and Search Warrants
- 406 – Case Clearance
- 410 – Hazardous Material Response
- 412 – Hostage, Barricaded, and Suicidal Subject Incidents
- 414 – Bomb Threats, Explosive Devices, and Bombing/Explosion Incidents
- 418 – Family Violence
- 419 – Protective Orders
- 420 – Sexual Assault
- 426 – Missing Persons
- 427 – Exigent Mobile Phone Ping Requests
- 434 – Death Investigations

- 438 – Hate Crimes
- 445 – Mental Health Response

Chapter 5 – Field Support Operations

- 503 – Canine Unit

Chapter 6 – General Support Operations

- 609 – Interpreter Services
- 617 – Critical Incident Support Systems and Procedures

Chapter 8 – Equipment Policies

- 804 – Department Vehicles

Chapter 9 – Personnel Policies

- 900 - General Conduct and Responsibilities
- 901 - Special Investigations
- 902 - Administrative Investigations
- 906 - Guidance Advisory Program
- 908 - Reporting of Employee Arrests and Police Involvement
- 912 - Personnel Evaluations
- 914 - Discrimination and Harassment
- 916 - Drug and Alcohol Free Workplace
- 917 - Drug and Alcohol Abuse and Treatment
- 918 – Promotion, Transfer, and Vacancy Guidelines for Sworn Employees
- 924 - Personal Appearance Standards
- 935 - Court Appearances
- 942 – Training and Career Development
- 949 - Secondary Employment
- 955 – Attendance and Leave
- 956 - On-Duty Injury and Illness
- 957 - Communicable Disease Exposures and Response Protocols
- 958 - Limited Duty, Extended Limited Duty, Return to Work, and Pregnancy
- 959 - Restricted Duty
- 972 - Employee Speech, Expression, and Social Networking

Chapter 10 – General Policies

- 1002 - Electronic Mail (Email) Communications

30% of the examination questions will come from this source.

Link (*available on computers inside the APD network only*):

G:\Public\Public Data Shared Outside APD\Promotional Materials\2018 Sergeant Promotional Exam Material

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ADMINISTRATION OF EXAMINATION: 2.5 hours will be allowed for answering the questions.