

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

**REVISED 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

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

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

[2018 Sergeant Promotional Exam Material](#)

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