

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

**WRITTEN EXAMINATION**  
**POLICE LIEUTENANT EXAM**

**Notice of Examination with Source Material List**

**DATE:** August 8, 2019

**TIME:** 9:00 a.m.

**PLACE:** Public Safety Training Academy  
Building J - Classroom 1  
4800 Shaw Lane, Austin, Texas 78744

**ELIGIBILITY REQUIREMENT:** This written examination shall be held in accordance with the Agreement between the City of Austin and the Austin Police Association, 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 Sergeant 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://www.mysignup.com>

Registration must be made no later than 9:00 a.m. August 1, 2019. Exam registration and Letter of Intent signing instructions can be found at:

<http://cityspace.ci.austin.tx.us/departments/hrm/civil-service/apd/promotional-exam-signup-instructions>

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**

Critical Issues in Policing, 7th Edition

**ISBN-13:** 978-1478622871

**ISBN-10:** 9781478622871

Author: Roger G. Dunham and Geoffrey P. Alpert

Publisher: Waveland Press

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

**Book #2**

Crucial Conversations, 2nd Edition

**ISBN:** 978-0-07-177132-0

ISBN: 978-0-07-177530-4

Author: Patterson, Grenny, McMillian and Switzler

Publisher: McGraw-Hill Education

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

**Austin Police Department Policy Manual (issued 2-1-2019)**

**Canons of Police Ethics**

**Philosophy, Values, Vision and Mission**

**Chapter 1 - Department Organization and Administration**

105 - Community Policing

110 - Organizational Structure and Responsibility

116 - Security and Release of Records and Information

124 - Watch Lieutenant

**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 Overview

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**

- 300 - Patrol Function
- 301 - Responsibility to the Community
- 302 - Public Recording of Official Acts
- 303 - Body Worn Camera Systems
- 304 - Digital Mobile Audio Video Recording
- 308 - Misdemeanor Citation Use
- 309 - Handling Publicly Intoxicated Persons
- 318 - Detentions, Field Interviews & Field Photographs
- 326 - News and Media Relations
- 328 - Racial or Bias-Based Profiling
- 330 - Foreign Officials Claiming Immunity
- 362 - Outside Agency Assistance and Joint Task Forces
- 364 - Off-Duty Law Enforcement Actions

### **Chapter 4 - Field Response, Investigation and Reporting Policies**

- 400 - Officer Response to Calls
- 401 - Preliminary Field Investigations
- 406 - Case Clearance
- 407 - Emergency Management
- 408 - Mobile Field Force
- 410 - Hazardous Material Response
- 412 - Hostage, Barricaded, and Suicidal Subject Incidents
- 413 - Clandestine Lab
- 414 - Bomb Threats, Explosive Devices, and Bombing/Explosion Incidents
- 426 - Missing Persons
- 427 - Exigent Mobile Phone Ping Requests
- 434 - Death Investigations
- 438 - Hate Crimes
- 445 - Mental Health Response

### **Chapter 6 - General Support Operations**

- 616 - Public Safety Camera System
- 617 - Critical Incident Support Systems and Procedures

### **Chapter 9 - Personnel Policies**

- 900 - General Conduct and Responsibilities
- 901 - Special Investigations
- 902 - Administrative Investigations
- 904 - Grievance Procedures
- 906 - Guidance Advisory Program
- 908 - Reporting of Employee Arrests and Police Involvement
- 914 - Discrimination and Harassment

- 916 - Drug and Alcohol Free Workplace
- 917 - Drug and Alcohol Abuse and Treatment
- 918 - Vacancy and Transfer Guidelines for Sworn Employees
- 924 - Personal Appearance Standards
- 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**

- 1000 - Department Technology Use
- 1002 - Electronic Mail (Email) Communications
- 1009 - Building Security

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

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

An Assessment Center related to this process is planned.