

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

**WRITTEN EXAMINATION**  
**POLICE CORPORAL/DETECTIVE EXAM**  
**REVISED**

**Notice of Examination with Source Material List**

**DATE:** January 9, 2020

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

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

**Parking:** Parking is complimentary.

**ELIGIBILITY REQUIREMENT:** This written examination shall be held in accordance with the Agreement between the City of Austin and the Austin Police Association and with Civil Service law and rules, and shall be open to all sworn personnel who have completed four (4) continuous years of service in the rank of Police Officer immediately before the date of the written examination from the date of initial commission with APD.

**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 <https://signup.com/go/hppgNVA> Registration must be made no later than 9:00 a.m. January 2, 2020. 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>

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 up through the electronic process will be admitted to the examination.**

**CONTENT OF EXAMINATION:** Examination questions will be taken only from those source materials specified in the examination notice as required by Chapter 143, section 143.029(a). No questions will be taken from material in the source that is assigned a label, e.g. figure, table, exhibit, box, Scan, etc., unless such material is specifically identified in the examination notice.

**Book #1**

Essentials of the Reid Technique: Criminal Interrogation and Confessions 2<sup>nd</sup> Edition

ISBN 13: 978-1449691103

Author: Fred E. Inbau, John E. Reid, Joseph P. Buckley, Brian C. Jayne

Publisher: Jones and Bartlett Learning

Candidates are responsible for all chapters, excluding tables and case studies.

**20%** of the examination questions will come from this source.

**Book #2**

Leaders Eat Last

ISBN 978-1591848011

Author: Simon Sinek

Publisher: Portfolio/Penguin

Candidates are responsible for all chapters including appendix.

**10%** of the examination questions will come from this source.

**Book #3**

Agreement between the City of Austin and the Austin Police Association,

Term of contract begins November 15, 2018 and ends November 15, 2022

Candidates are responsible for all Articles

No material will be taken from the appendixes (pay scales)

**10%** of the examination questions will come from this source.

**Book #4**

Texas Criminal and Traffic Law Manual 2017-2018 Edition (breakdown below)

ISBN 978-1-947146-94-5

Publisher: Blue360 Media

**25%** of the examination questions will come from this source.

**Texas Penal Code:**

All Chapters

**Texas Code of Criminal Procedure:**

- Chapter 5 – Family Violence Prevention
  - Art. 5.01 Legislative Statement
  - Art. 5.02 Definitions
  - Art. 5.03 Family or Household Relationship Does Not Create an Exception to Official Duties
  - Art. 5.04 Duties of Peace Officers

POSTED: July 8, 2019

Revised to correct Policy Manual Article 216 to 215

TIME: 3:00 pm

- Art. 5.045 Standby Assistance; Liability
  - Art. 5.05 Reports and Records
- Chapter 8 – Suppression of Riots and Other Disturbances
  - Art 8.04 Dispersing Riot
  - Art 8.06 Means Adopted to Suppress
  - Art. 8.07 Unlawful Assembly
- Chapter 14 – Arrest Without Warrant
- Chapter 15 – Arrest Under Warrant
  - Art. 15.01 Warrant of Arrest
  - Art. 15.02 Requisites of Warrant
  - Art 15.03 Magistrate May Issue Warrant or Summons
  - Art. 15.04 Complaint
  - Art. 15.05 Requisites of Complaint
  - Art. 15.051 Requiring Polygraph Examination of Complainant Prohibited
  - Art. 15.06 Warrant Extends to Every Part of the State
  - Art. 15.07 Warrant Issued by Other Magistrate
  - Art. 15.16 How Warrant is Executed
  - Art. 15.17 Duties of Arresting Officer and Magistrate
  - Art. 15.18 Arrest for Out of County Offense
  - Art. 15.22 When a Person is Arrested
  - Art. 15.23 Time of Arrest
  - Art. 15.24 What Force May Be Used
  - Art. 15.25 May Break Door
  - Art. 15.26 Authority to Arrest Must Be Made Known
  - Art. 15.27 Notification to Schools Required
- Chapter 18 – Search Warrants
  - Art. 18.01 Search Warrant
  - Art. 18.02 Grounds for Issuance [Effective January 1, 2019]
  - Art. 18.021 Issuance of Search Warrant to Photograph Injured Child
  - Art. 18.03 Search Warrant May Order Arrest
  - Art. 18.04 Contents of Warrant [Effective January 1, 2019]
  - Art. 18.06 Execution of Warrants [Effective January 1, 2019]
  - Art. 18.07 Days allowed for Warrant to Run [Effective January 1, 2019]
  - Art. 18.08 Power of Officer Executing Warrant
  - Art. 18.09 Shall Seize Accused and Property
  - Art. 18.10 How Return Made
  - Art. 18.11 Custody of Property Found
  - Art. 18.16 Preventing Consequences of Theft

### **Family Code**

- Title 3 Chapter 58 Subchapter A
    - Sec. 58.002 Photographs and Fingerprints of Children
    - Sec. 58.0021 Fingerprints or Photographs for Comparison in Investigation
    - Sec. 58.0022 Fingerprints or Photographs to Identify Runaways
  - Title 4 Protective Orders and Family Violence
    - Subtitle A General Provisions
- Chapter 71

- Subtitle B Protective Orders
  - Chapter 83 Temporary Ex Parte Orders
  - Chapter 85 Issuance of Protective Order
    - Subchapter A Findings and Orders
    - Subchapter B Contents of Protective Order
  - Chapter 86 Law Enforcement Duties Relating to Protective Orders
  - Chapter 87 Modification of Protective Orders
  - Chapter 88 Uniform Interstate Enforcement of Domestic-Violence Protection Orders Act
- Subtitle C Family Violence Reporting and Services
  - Chapter 91 Reporting Family Violence
  - Chapter 92 Immunity

### **Source #5**

Austin Police Department Policy Manual Effective 6-20-19

**35%** of the examination questions will come from this source.

**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**

- 105 – Community Policing
- 110 – Organizational Structure and Responsibility
- 116 – Security and Release of Records and Information
- 118 – Criminal History Record Information

### **Chapter 2 – Response to Resistance and Pursuit**

- 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
- 214 – Vehicle Pursuits
- 215 – Foot Pursuits

### **Chapter 3 – Field Operations and Custody**

- 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
- 305 – Radio and Mobile Data Computer Use
- 306 – Search and Seizure
- 308 – Misdemeanor Citations
- 309 – Handling Publicly Intoxicated Persons

POSTED: July 8, 2019

Revised to correct Policy Manual Article 216 to 215

TIME: 3:00 pm

- 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
- 330 – Foreign Officials Claiming Immunity
- 342 – Traffic Enforcement
- 346 – Crash Investigation and Reporting
- 348 – Disabled Vehicles and Stranded Motorists
- 350 – Vehicle Towing and Impound
- 355 – DWI Enforcement
- 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
- 407 – Emergency Management
- 408 – Mobile Field Force
- 409 – Swift Water and Flooding Incidents
- 410 – Hazardous Material Response
- 412 – Hostage, Barricaded, and Suicidal Subject Incidents
- 413 – Clandestine Lab
- 414 – Bomb Threats, Explosive Devices, and Bombing/Explosion Incidents
- 416 – Aircraft Crashes
- 418 – Family Violence
- 419 – Protective Orders
- 420 – Sexual Assault
- 422 – Elder Abuse
- 424 – Child Abuse
- 426 – Missing Persons
- 428 – Medical Marijuana
- 434 – Death Investigations
- 435 – Abandoned, Stolen, and Unauthorized Use of A Motor Vehicle
- 436 – Identity Theft
- 437 – Criminal Trespass
- 438 – Hate Crimes
- 440 – Service Animals

- 445 – Mental Health Response
- 455 - Social Media for Official Use

**Chapter 5 – Field Support Operations**

- 503 – Canine Unit
- 504 – Air Operations and Air Support

**Chapter 6 – General Support Operations**

- 609 – Interpreter Services

**Chapter 8 – Equipment Policies**

- 800 – Property and Equipment Accountability
- 803 – Duty Firearms
- 804 – Department Vehicles

**Chapter 9 – Personnel Policies**

- 900 – General Conduct and Responsibilities
- 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
- 951 – Pay Differential
- 955 – Attendance and Leave
- 956 – On-Duty Injury and Illness
- 957 – Communicable Disease Exposures and Response Protocols
- 972 – Employee Speech, Expression, and Social Networking

**Chapter 10 – General Policies**

- 1000 – Department Technology Use
- 1002 – Electronic Mail (Email) Communications
- 1003 – Telephone and Mail Protocol

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