

**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: October 28, 2020

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 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 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: <https://signup.com/go/SpjLzkt>

Registration must be made no later than 9:00 a.m. October 21, 2020. Exam registration instructions can be found at:

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

Once you register, you will receive a confirmation email. Civil Service will have the master list of those who have signed up. **Only those applicants who have registered 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.)

Please note there is availability of a digital version of each source listed.

Supervision of Police Personnel (9th edition)

ISBN 0-13-518623-4

Digital Version ISBN-13: 9780135209288

Author: Iannone, Iannone and Bernstein

Publisher: Pearson www.pearson.com

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

Agreement between the City of Austin and the Austin Police Association

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

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

Texas Criminal and Traffic Law Manual 2019-2020 Edition

ISBN 978-1-64130-421-4

Digital Version ISBN: 9781641304207

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

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

Austin Police Department General Orders (Issued 06/1/20)

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

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 Operations and Custody

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

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 – Field Response, Investigation and Reporting Policies

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
- 425 – 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 – Equal Employment Opportunity and Non-Discrimination
 - 916 - Drug and Alcohol Free Workplace
 - 917 - Drug and Alcohol Abuse and Treatment
 - 918 – Promotion, Transfer, and Vacancy Guidelines for Sworn Employees
 - 922 – Awards and Commendations
 - 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 and Administrative Duty
 - 972 - Employee Speech, Expression, and Social Networking
- Chapter 10 – General Policies**
 - 1002 - Electronic Mail (Email) Communications
 - 1004 – Department Owned Cell Phones
 - 1011 - Purchasing

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\2020 Sergeants Promotional Exam Materials>

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

An assessment process related to this exam is planned. Assessment time and location will be announced in a subsequent posting.

POSTED: June 4, 2020

TIME: