

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: **October 7, 2021**

TIME: 9:00 am

PLACE: Learning & Research Center
5202 E. Ben White Blvd., #500
Austin, Texas 78741

ELIGIBILITY REQUIREMENT: This written examination shall be held in accordance with Civil Service Law, Chapter 143 of the Texas Local Government Code, and Rule 7 – Classified Service Promotions - of the Local Rules of the Firefighters', Police Officers' and Emergency Medical Services Personnel's Civil Service Commission, 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: <https://signup.com/go/qKJhbkC>

Registration must be made no later than 9:00 a.m. 09/30/2021. Exam registration and Letter of Intent signing instructions can be found at:

https://cityspace.austintexas.gov/files/assets/workspace/hrd/civil-service/police/2021-lieutenant_sign-up-instructions.pdf

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.**

POSTED: April 7, 2021

TIME:

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

The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations, 6th Edition

ISBN: 978-1119278962

Author: James M. Kouzes, Barry Z. Posner
Publisher: Wiley (877) 762-2974

www.wiley.com/en-us/

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

Book #2

Police Leadership and Administration, A 21st – Century Strategic Approach, 1st Edition

ISBN: 978-0815373018

Author: William F. Walsh, Gennaro F. Vito
Publisher: Routledge (800) 634-7064

www.routledge.com/

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

Austin Police Department General Orders in effect on 3-17-2021

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

- 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

- 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 Citations
- 309 - Handling Publicly Intoxicated Persons
- 318 - Detentions, Field Interviews & Field Photographs
- 326 - News and Media Relations
- 328 - Racial or Bias-Based Profiling
- 330 - Interactions with Foreign Nationals
- 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
- 425 - 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 - 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
- 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 and Administrative Duty
- 972 - Employee Speech, Expression, and Social Networking

Chapter 10 - General Policies

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

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

<G:\Public\Public Data Shared Outside APD\Promotional Materials\2021 Lieutenant Promotional Exam Materials>

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

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.