

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

Notice of Examination with Source Material List

DATE: Examination date, time and location will be announced in a subsequent posting following the exhaustion of the existing eligibility list for Sergeant. A registration link will be available in that posting.

TIME: TBD

PLACE: TBD

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.

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

Effective Police Supervision 9th Edition

ISBN: 978-0367207656

Author: Larry S. Miller, Harry W. More, Michael C. Braswell

Publisher: Routledge, *published 2021*

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

Book #2

Crucial Accountability – Tools for Resolving Violated Expectations, Broken Commitments and Bad Behavior, Updated Second Edition

ISBN: 978-0-07-182931-1

POSTED: September 3, 2021

TIME:

Author: Patterson, Greeny, Maxfield, McMillan, Switzler
Publisher: McGraw Hill Education, published 2013

15% of the examination questions will come from this source.

Book #3

Texas Criminal and Traffic Law Manual 2019-2020 Edition

ISBN: 978-1-64130-421-4

Author: Larry S. Miller, Harry W. More, Michael C. Braswell

Publisher: Blue360 Media

A. Texas Penal Code:

All Chapters

B. 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, 18.0215, 18.03, 18.04, 18.06,
18.07, 18.08, 18.09, 18.10, 18.11, 18.16

C. 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 (07/23/21)

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

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

- 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
- 330 – Interactions with Foreign Nationals
- 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 - Field Response, Investigation and Reporting Policies

- 400 – Officer Response to Calls
- 401 – Preliminary Field Investigations
- 402 – Incident Reporting and Documentation
- 403 – Follow-up Investigations
- 404 – Civil Disputes
- 405 – 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
- 418 – Family Violence
- 419 – Protective Orders
- 420 – Sexual Assault
- 422 – Elder Abuse
- 424 – Child Abuse
- 425 – Missing Persons
- 427 – Exigent Mobile Phone Ping Requests
- 428 – Medical Marijuana
- 434 – Death Investigations
- 435 – Abandoned, Stolen, and Unauthorized Use of a Motor Vehicle
- 437 – Criminal Trespass
- 438 – Hate Crimes
- 440 – Service Animals
- 445 – Mental Health Response

Chapter 5 – Field Support Operations

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

Chapter 6 - General Support Operations

- 601 – Victim Services
- 609 – Interpreter Services
- 617 – Critical Incident Support Systems and Procedures
- 618 – Property and Evidence Collection Procedures

Chapter 8 – Equipment Policies

- 800 – Property and Equipment Accountability
- 801 – Equipment and Uniform Regulations
- 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
- 950 – Overtime and Compensatory Time
- 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
- 1009 - Building Security

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

<G:\Public\Public Data Shared Outside APD\APD Policies & Procedures\APD General Orders>

35% 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.