

DCC RECEIVED AT
NOV 22 '21 AM 8:33

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

REVISED
NOTICE OF WRITTEN EXAMINATION AND SOURCE MATERIALS LIST
FOR THE RANK OF POLICE SERGEANT

DATE: March 2, 2022

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 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 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/xPTvAei>

Registration must be made no later than 9:00 a.m. February 23, 2022. Exam registration instructions can be found at:

https://cityspace.austintexas.gov/files/assets/workspace/hrd/civil-service/police/2022-sergeant_signup-instructions.pdf

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.**

POSTED: November 22, 2021

REVISION: added date, time and location of exam

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.)

1. **Effective Police Supervision** 9th Edition

Publisher: Routledge, *published 2021* Author: Larry S. Miller, Harry W. More, Michael C. Braswell

ISBN: 978-0367207656

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

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

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

ISBN: 978-0-07-182931-1

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

3. **Texas Criminal and Traffic Law Manual** 2019-2020 Edition

Publisher: Blue360 Media Author: Larry S. Miller, Harry W. More, Michael C. Braswell
ISBN: 978-1-64130-421-4

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.

4. **Austin Police Department General Orders** (07/23/21)

Austin Police Department Values: I.C.A.R.E.

Austin Police Department Vision Statement

POSTED: November 22, 2021

REVISION: added date, time and location of exam

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

POSTED: November 22, 2021

REVISION: added date, time and location of exam

- 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 for March 26, 2022. Assessment time and location will be announced in a subsequent posting.