

**NOTICE
FIREFIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION
CITY OF AUSTIN
WRITTEN EXAMINATION
POLICE LIEUTENANT**

Notice of Examination with Source Material List

DATE: February 21, 2012

TIME: 9:00 a.m.

PLACE: Austin Convention Center
3rd Level, Meeting Room 6
500 East Cesar Chavez, TX 78753

Parking:

Location of 2nd Street Parking Garage:

The 10-story, 1,000-space garage is located at 201 East 2nd Street, 2 blocks west of facility, between Cesar Chavez and 2nd Street. Entrances are on Brazos and San Jacinto streets. . ***Parking is complimentary only at this Second and Brazos Street garage.**

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 service in the rank of Police Sergeant 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 now signup for examinations electronically at <http://www.mysignup.com> . Registration must be made no later than 9:00 a.m. February 14th, 2012. . Exam registration and Letter of Intent signing instructions can be found at:

<http://cityspace-publish.ci.austin.tx.us/cityspace/departments/hrm/civil-service/apd/promotional-exam-source-materials-lists/Exam%20Sign%20Up%20MySignUp%20User%20Instructions.pdf/view>

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.**

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. **Multipliers: How the Best Leaders Make Everyone Smarter**

ISBN 978-0-06-196439-8

Author: Liz Wiseman & Greg McKeown

Publisher: Harper Collins Publishers

Candidates are responsible for all chapters, excluding the appendices.

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

2. **Police Administration 7th Edition**

ISBN 978-1-4224-6324-6

Authors: Gary W. Cordner and Kathryn E. Scarborough

Publisher: Matthew Bender & Company, Inc.

Candidates are responsible for all chapters.

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

3. **Intelligence-Led Policing**

ISBN 978-1-84392-339-8

Authors: Jerry H. Ratcliffe

Publisher: Willan Publishing

Candidates are responsible for all chapters.

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

4. **Austin Police Department Policy Manual.**

Candidates are responsible for the following sections.

Chapter 1-Department Organization and Administration

110-Organizational Structure and Responsibility

116-Security and Release of Records Information

124-Watch Lieutenant

Chapter 2-Response to Resistance and Pursuit Policies

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

216-Foot Pursuits

Chapter 3-Field Operation, Custody, and Traffic Enforcement Guidelines

301-Responsibility to the Community

303-VHS Mobile Audio Video Recording

304-Digital Mobile Audio Video Recording

326-News and Media Relations

328-Bias-Based Profiling

330-Foreign Officials Claiming Immunity

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
- 407-Emergency Disaster Operations
- 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
- 426-Missing Persons
- 427-Exigent Mobile Phone Ping Requests
- 434-Death Investigations

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-Discrimination and Harassment
- 916-Drug and Alcohol Free Workplace
- 917-Drug and Alcohol Abuse Treatment
- 918-Vacancy and Transfer Guidelines for Sworn Employees
- 924-Personal Appearance Standards
- 956-On-Duty Injury and Illness
- 957-Blood Exposure Response Protocol
- 958-Limited Duty, Extended Limited Duty, and Pregnancy
- 959-Restricted Duty
- 972-Employee Speech, Expression, and Social Networking

Chapter 10-General Policies

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

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

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

Assessment process related to this exam is planned for March 3rd, 2012. Assessment exercises, times, and locations will be announced in a subsequent posting.

POSTED: August 18, 2011

TIME: 10:00AM