

**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:** July 26, 2018

**TIME:** 9:00 a.m.

**PLACE:** Public Safety Training Academy  
4800 Shaw Lane  
Building J  
Austin, TX 78744

**ELIGIBILITY REQUIREMENT:** This written examination shall be held in accordance 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 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 <http://signup.com/go/XHwFrSx>

Registration must be made no later than 9:00 a.m. July 19, 2018. Exam registration and Letter of Intent signing instructions can be found at: <http://cityspace.ci.austin.tx.us/departments/hrm/civil-service/apd/mysignup.com-user-instructions>

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.)

**Book #1**

Police Administration (Ninth Edition 2017)

ISBN-13: 978-0-13-375405-6

Author: Swanson, Territo and Taylor

Publisher: Pearson Publishing

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

**Book #2**

The First 90 Days in Government

ISBN-13: 978-1-59139-955-1

Authors: Daly and Watkins with Reavis

Publisher: Harvard Business School Press

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

**Austin Police Department Policy Manual**

**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

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

215 – Foot Pursuits

**Chapter 3 – Field Operation, Custody, and Traffic Enforcement Guidelines**

301 - Responsibility to the Community

302 – Public Recording of Official Acts

303 – Body Worn Camera Systems

304 – Digital Mobile Audio Video Recording

326 – News and Media Relations

328 – Racial or 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 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
- 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
- 918 - Vacancy and Transfer 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 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\2018 Lieutenant Promotional Exam Material>

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

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

POSTED: January 26, 2018

TIME: 10:00AM