

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**

**AUSTIN POLICE DEPARTMENT
SERGEANT**

DATE: July 19, 2024
TIME: 9:00 a.m.
PLACE: Austin Convention Center
500 E. Cesar Chavez Street
Austin, Texas 78701

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://www.signupgenius.com/go/10C0F4EAFAD28A2FDC43-48394354-2024>

Registration must be made no later than 9:00 a.m. July 12, 2024.

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.**

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

[Increasing Resilience in Police and Emergency Personnel- Strengthening Your Mental Armor, 1st Edition](#)

Author: Stephanie M. Conn

ISBN: 978-1-138-64368-0

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

Book #2

[Texas Criminal and Traffic Law Manual - 2023-2024 Edition](#)

Publisher: Blue360 Media

ISBN: 978-1-63729-953-1

A. Texas Penal Code:

Titles 5, 6, 7, and 9

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, 15.25

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

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

#3 - General Orders

[Austin Police Department General Orders \(3-29-2024\)](#)

***Note- Link is only accessible on the APD internal network**

POSTED: March 29, 2024

REVISION: Added Policy- March 30, 2024

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 (All except 212)

- 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 (All except 307, 324, 342, 343, 362)

- 301 - Responsibility to the Community
- 302 – Public Recording of Official Acts
- 303 – Body Worn and Vehicle Camera Systems
- 304 – Livestreaming
- 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 & 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
- 344 – Automatic License Plate Reader
- 346 - Crash Investigation and Reporting
- 348 - Disabled Vehicles and Stranded Motorists
- 350 - Vehicle Towing and Impound
- 355 - DWI Enforcement
- 364 – Off-Duty Law Enforcement Actions

Chapter 4 – Field Response, Investigations and Reporting Policies (All accept 416, 427, 428, 436, 450, 455)

- 400 - Officer Response to Calls
- 401 - Preliminary Field Investigations
- 402 - Incident Reporting and Documentation
- 403 - Follow-Up Investigations
- 404 - Civil Disputes

POSTED: March 29, 2024

REVISION: Added Policy- March 30, 2024

- 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
- 415 - Utilization of Narcan
- 418 - Family Violence
- 419 - Protective Orders
- 420 - Sexual Assault
- 422 - Elder Abuse
- 424 - Child Abuse
- 425 - Missing Persons
- 426 – Public Alerts
- 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
- 611 - Interpreter Services
- 617 - Critical Incident Support Systems and Procedures
- 618 - Property and Evidence Collection Procedures
- 619 – Reserve Officer Unit

Chapter 8 – Equipment Policies

- 800 - Property and Equipment Accountability
- 801 - Equipment and Uniform Regulations
- 804 - Department Vehicles

Chapter 9 – Personnel Policies (All except 903, 904, 910, 919, 946, 951, 953, 954)

- 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

POSTED: March 29, 2024

REVISION: Added Policy- March 30, 2024

- 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
- 960 - Mother Friendly Workplac
- 972 - Employee Speech, Expression, and Social Networking

Chapter 10 – General Policies

- 1000 - Department Technology Use
- 1001- Telework Policy and Procedure
- 1002 - Electronic Mail (Email) Communications
- 1004 - Department Owned Cell Phones
- 1009 - Building Security

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

ADMINISTRATION OF EXAMINATION:

2.5 hours will be allowed for answering the questions.