

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

**REVISED
NOTICE OF WRITTEN EXAMINATION & SOURCE MATERIALS LIST
FOR THE RANK OF
POLICE COMMANDER**

DATE: May 8, 2024

TIME: 9:00 AM

PLACE: Learning & Research Center
5202 E. Ben White Blvd. #500
Austin, Texas 78741

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 Lieutenant 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 can sign up for the examination electronically at:
<https://www.signupgenius.com/go/10C0F4EAFAD28A2FDC43-47354361-2024>

Registration must be made no later than 9:00 AM, May 1, 2024.

Once you register, 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 eligible applicants who have registered through the electronic process will be admitted into the examination.**

CONTENT OF EXAMINATION: Examination questions will be taken only from those source materials identified below. No questions will be taken directly from the material in the source that is a chart, graph, photograph or other graphics, unless such material is specifically identified below.

1. **Stratified Policing – An Organizational Model for Proactive Crime Reduction and Accountability**

ISBN: 9781538126561

Author(s): Robert Santos, Rachel Santos

Candidates are responsible for all chapters.

35% of the examination questions will come from this source.

2. **Leading at a Higher Level – Third Edition: from The Ken Blanchard Companies**

ISBN-13: 9780134857534

Author(s): Ken Blanchard

Candidates are responsible for all chapters.

35% of the examination questions will come from this source.

3. **Austin Police Department General Orders in effect on 1-11-2024**

Austin Police Department Philosophy

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

Austin Police Department Vision Statement

Austin Police Department Mission Statement

Austin Police Department General Orders

Chapter 1 – Department Organization and Administration

105 – Community Policing

110 - Organizational Structure and Responsibility

116 – Security and Release of Records and Information

117 – Critical Incident – Public Release

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 – R2R Audit Group

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 and Vehicle Camera Systems

304 – Livestreaming

306 – Search and Seizure

326 – News and Media Relations

328 – Racial or Bias-Based Profiling

362 – Outside Agency Assistance and Joint Task Forces

364 – Off-Duty Law Enforcement Actions

Chapter 4 – Incident Response, Investigation and Reporting Guidelines

- 407 – Emergency Management
- 408 – Mobile Field Force
- 412 - Hostage, Barricaded, and Suicidal Subject Incidents
- 414 – Bomb Threats, Explosive Devices, and Bombing/Explosion Incidents
- 415 - Utilization of Narcan
- 426 – Public Alerts
- 445 – Mental Health Response
- 455 – Social Media for Official Use

Chapter 6 – General Support Operations

- 616 – Public Safety Camera System
- 617 – Critical Incident Support Systems and Procedures
- 619 – Reserve Officer Unit

Chapter 8 - Equipment Policies

- 801 – Equipment and Uniform Regulations

Chapter 9 – Personnel Policies

- 900 - General Conduct and Responsibilities
- 901 - Special Investigations
- 902 - Administrative Investigations
- 903- Discipline Matrix
- 904 - Grievance Procedures
- 906 - Guidance Advisory Program
- 908 - Reporting of Employee Arrests and Police Involvement
- 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
- 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 and Administrative Duty
- 960 – Mother Friendly Workplace
- 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
- 1011- Purchasing
- 1013 - Budget

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

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

NOTE: Due to ongoing contract negotiations, there is a possibility the list will be in place for a time period less than 24 months but no less than 12 months.