



**February 25, 2021**  
**NOTICE OF SOURCE MATERIALS FOR**  
**PROMOTION IN THE**  
**GEORGETOWN POLICE DEPARTMENT**  
**TO POSTION OF: CAPTAIN**

In accordance with Local Government Code Section 143.029, all promotional examination questions must be taken from sources that are listed in a notice that is posted by the Civil Service Commission at least ninety (90) days before the date of the examination. This list includes all the sources that will be utilized for the promotional examination for the position of Police Captain. This list will be posted permanently but may be revised from time to time to include new sources and/or delete sources that are out-of-date.

Also in accordance with Local Government Code Section 143.029, before the 30<sup>th</sup> day that a promotional examination is held, the Commission shall post a notice which shows the position to be filled or for which the examination is to be held, and the date, time, and place of the examination.

Sources that will be utilized for the promotional examination for the position of Police Captain are as follows:

W	Reference
<b>1.) 15%</b>	<b>City of Georgetown Personnel Policies &amp; Procedures (All)</b>
<b>2. 10%</b>	<b>Georgetown Code of Ordinances</b> a. Title 7 Animals (All Chapters) b. Title 8 Health and Safety (All Chapters) c. Title 9 Public Peace, Morals, and Welfare (All Chapters)
<b>3.) 75%</b>	<b>Textbooks &amp; Reading Material</b> <b>a. Police Administration: Structures, Processes, and Behavior 9th Edition.</b> Swanson, C., Territo, L., Taylor, R. [ISBN-10: 0133754057]. Pearson, September 2016. <b>b. Leadership and Self Deception: Getting Out of the Box.</b> The Arbinger Institute. [ISBN-10: 1523097809] Berrett-Koehler Publishers; Expanded Edition. September 2018. <b>c. The Outward Mindset: How to Change Lives and Transform Organizations.</b> The Arbinger Institute. [ISBN-10: 1523087307]. Berrett-Koehler Publishers; Expanded Edition. September 2019. <b>d. The 4 Disciplines of Execution: Achieving Your Wildly Important Goals.</b> McChesney, C., Covey, S., Huling, J. [ISBN-10: 1451627068]. Free Press, April 2016. <b>e. Leading Change.</b> Kotter, J. [ISBN-10: 1422186431]. Harvard Business Review Press, November 2012. <b>f. Leadership Gold: Lessons I've Learned from a Lifetime of Leading.</b> Maxwell, J. [ISBN-10: 0785214119]. Thomas Nelson, March 2008.

I certify that this Notice of Source Materials for promotional examinations for the position of Police Captain for the Georgetown Police Department was posted on the bulletin boards at City Hall and the Police Department within such time as required by law.

Civil Service Director



Date

2/25/2021