



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

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 Lieutenant. 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will be posted permanently but may be revised from time to time to include new sources and/or delete sources that are out-of-date.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 30th 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 Lieutenant are as follows:

W	Reference
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1.) 10% Georgetown Police Polices (Only the following)

- a. 100 – Law Enforcement Authority
- b. 101 – Chief Executive Officer
- c. 102 – Oath of Office
- d. 103 – Policy Manual
- e. 104 – Maintaining Compliance with Texas Best Practices Recognition Program
- f. 105 – Standing Committees
- g. 200 – Organizational Structure and Responsibility
- h. 201 – Interim Directives
- i. 202 - Emergency Management and Special Events
- j. 203 – Training
- k. 205 – Administrative Communications
- l. 206 – Staffing Levels
- m. 300 - Use of Force
- n. 302 – Handcuffing and Restraints
- o. 303 – Taser
- p. 305 – Officer Involved Shootings and Deaths
- q. 307 – Vehicle Pursuits
- r. 308 – Foot Pursuits
- s. 309- Officer Response to Calls
- t. 311 – Family Violence
- u. 312 – Search and Seizure
- v. 313 – Child Abuse
- w. 314 – Adult Abuse

- x. 316 – Missing Persons
- y. 319 – Hate Crimes
- z. 320 – Standards of Conduct
- aa. 330 – Major Incident Notification
- bb. 331 – Death Investigations
- cc. 332 – Identity Theft
- dd. 335 – Communications With Persons With Disabilities
- ee. 344 – Responsibility to the Community
- ff. 401 – Bias Based Policing
- gg. 402 – Briefing Training
- hh. 407 – Hostage and Barricade Incidents
- ii. 408 – Response to Bomb Calls
- jj. 409 – Crisis Intervention Incidents
- kk. 413 – Rapid Response and Deployment
- ll. 421 – Watch Commanders
- mm. 422 – Mobile Audio Video Devices
- nn. 423 – Mobile Digital Computer Use
- oo. 425 – Public Recording of Law Enforcement Activity
- pp. 428 – Homeless Persons
- qq. 431 – First Amendment Assemblies
- rr. 435 – Small Unmanned Aircraft Systems
- ss. 437 – Active Attacks
- tt. 503 – Vehicle Towing
- uu. 506 – Disabled Vehicles
- vv. 601 – Sexual Assault Investigations
- ww. 604 – Eyewitness Identification
- xx. 805 – Criminal Justice Information
- yy. 820 – CTRS Activation
- zz. 901 – Temporary Custody of Juveniles
- aaa.1002 – Sworn Transfer and Promotion
- bbb. 1017 – Meal Periods and Breaks
- ccc.1019- Time Card Procedures
- ddd. 1023 – Personal Appearance Standards
- eee.1026 – Nepotism and Conflicting Relationships
- fff. Vision, Mission, and Core Values

2.) 10% Georgetown Code of Ordinances

- a. Title 7 Animals (All Chapters)
- b. Title 8 Health and Safety (All Chapters)
- c. Title 9 Public Peace, Morals, and Welfare (All Chapters)
- d. Title 10 Vehicles and Traffic (All Chapters)

3.) 10% City of Georgetown Personnel Policies & Procedures

- a. Section 300 Employee Benefits and Services (All Policies)
- b. Section 400 Standards of Conduct and Employee Discipline (All Policies)
- c. Section 500 Employee Communications (All Policies)
- d. Section 600 Training and Development (All Policies)

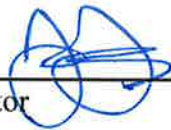
e. Section 700 Safety and Health (All Policies)

4.) 70% Textbooks & Reading Material

- a. **Police Administration: Structures, Processes, and Behavior 9th Edition.** Swanson, C., Territo, L., Taylor, R. [ISBN-10: 0133754057]. Pearson, September 2016.
- b. **The Outward Mindset: How to Change Lives and Transform Organizations.** The Arbinger Institute. [ISBN-10: 1523087307]. Berrett-Koehler Publishers; Expanded Edition. September 2019.
- c. **The Oz Principle: Getting Results Through Individual and Organizational Accountability.** Hickman, C., Smith, T., and Connors, R. [ISBN-10: 1591843480]. Portfolio Trade, Revised Updated Edition, May 2010.
- d. **How did that Happen?: Holding People Accountable for Results the Positive, Principled Way.** Connors, R., Smith, T. [ISBN-10: 1591844142]. Portfolio, July 2011.
- e. **Change the Culture, Change the Game: The Breakthrough Strategy for Energizing your Organization and Creating Accountability for Results.** Connors, R., Smith, T. [ISBN-10: 1591845394]. Portfolio, June 2012.
- f. **Lincoln on Leadership: Executive Strategies for Tough Times.** Phillips, D. [ISBN-10: 0446394599]. Warner Books, Inc. February 1993.

I certify that this Notice of Source Materials for promotional examinations for the position of Police Lieutenant 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