



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

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will be posted permanently but may be revised from time to time to include new sources and/or delete sources that are out-of-date.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

W	Reference
1.) 15%	Georgetown Police Policies (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 – Control Devices
	p. 304-Controlled Energy Weapon (CEW)
	q. 305 – Officer Involved Shootings and Deaths
	r. 307 – Vehicle Pursuits
	s. 308 – Foot Pursuits
	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. 437 – Active Attacks
ss. 503 – Vehicle Towing
tt. 506 – Disabled Vehicles
uu. 601-Sexual Assault Investigations
vv. 604 – Eyewitness Identification
ww. 606-Small Unmanned Aircraftxx. 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.1040 – Time Card Procedures
ddd. 1023 – Personal Appearance Standards
eee.1026 – Nepotism and Conflicting Relationships
fff. Vision, Mission, and Core Values

2.) 10%**Texas Criminal and Traffic Law (As enacted by 84(R) – 2015)**

a. Code of Criminal Procedure (Selected Chapters and Sections)
i. Chapter 2 General Duties of Officers (Selected Articles Only)
1. Articles: 2.09, 2.10, 2.11, 2.12, 2.121, 2.123, 2.124, 2.125, 2.13, 2.131'
2.132, 2.133, 2.134, 2.135, 2.14, 2.15, 2.18, 2.19, 2.20, 2.211' 2.27, 2.28,
2.29, 2.30
ii. Chapter 5 Family Violence Prevention
iii. Chapter 7a Protective Order for Victim of Sexual Assault
iv. Chapter 8 Suppression of Riots and other Disturbances
v. Chapter 13 Venue
vi. Chapter 14 Arrest Without Warrant
vii. Chapter 15 Arrest Under Warrant

- viii. Chapter 18 Search Warrant
- ix. Chapter 24 Subpoena and Attachment
- x. Chapter 24A Responding to Subpoenas and Certain Other Court Orders; Preserving Certain Information
- xi. Chapter 56 Rights of Crime Victims (Selected Articles Only)
 - 1. 56.01, 56.02, 56.04, 56.045, 56.06, 56.07, 56.11, 56.12, 56.15, 56.311, 56.32, 56.34, 56.35, 56.36, 56.37, 56.42, 56.46, 56.542,
- xii. Chapter 57 Confidentiality of Identifying Information of Sex Offense Victims
- xiii. Chapter 57B Confidentiality of Identifying Information of Family Violence Victims
- xiv. Chapter 59 Forfeiture of Contraband
- xv. Chapter 62 Sex Offender Registration Program
- xvi. Chapter 63 Missing Children
- b. Family Code (Selected Chapters and Sections)
 - i. Chapter 52 Proceedings Before and Including Referral to Juvenile Court
 - ii. Title 4 Protective Orders and Family Violence (All Chapters)
 - iii. Chapter 261 Investigation of Report of Child Abuse or Neglect (Selected Sections Only)
 - 1. 261.001,261.101,261.102,261.103,261.104,261.105,261.106, 261.107,261.108,261.109,261.110,261.201,261.301,261.3023, 261.3024
 - c. Penal Code (Selected Chapters and Sections)
 - i. Chapter 2 Burden of Proof
 - ii. Chapter 9 Justification Excluding Criminal Responsibility
 - iii. Title 2. General Principles of Criminal Responsibility (All Chapters)
 - iv. Chapter 15 Preparatory Offenses
 - v. Title 5. Offenses Against The Person (All Chapters)
 - vi. Chapter 25 Offenses Against The Family
 - vii. Chapter 28 Arson, Criminal Mischief, and Other Property Damage or Destruction
 - viii. Chapter 29 Robbery
 - ix. Chapter 30 Burglary and Criminal Trespass
 - x. Chapter 31 Theft
 - xi. Chapter 32 Fraud
 - xii. Chapter 37 Perjury and Other Falsification
 - xiii. Chapter 39 Abuse of Office
 - xiv. Title 9. Offenses Against Public Order and Decency (All Chapters)
 - xv. Chapter 46 Weapons
 - xvi. Chapter 49 Intoxication and Alcoholic Beverage Offenses

3.) 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)

4.) 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)

5.) 55% Textbooks & Reading Material

The Outward Mindset: How to Change Lives and Transform Organizations.
The Arbinger Institute. [ISBN-10: 1523087307]. Berrett-Koehler Publishers;
Expanded
Edition. September 2019.

b. Emotional Survival for Law Enforcement: A Guide for Officers and their Families.

Gilmartin, K. [ISBN-10: 0971725403]. E-S Press, 2002.

c. The Oz Principle: Getting Results Through Individual and Organizational Accountability. Hickman, C., Smith, T., and Connors, R. [ISBN-10: 1591840244].

Portfolio Trade, Revised Updated Edition, April 2004.

d. It's Your Ship: Management Techniques from the Best Damn Ship in the Navy.

Abrashoff, D. [ASIN: B003LKAZ4W]. Business Plus, June 2002.

e. Arresting Communication: Essential Interaction Skills for Law Enforcement. Glennon, J. [ASIN: B007N7315W]. LifeLine Training, March 2012

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

2/25/2021

Date