



# PROMOTIONAL EXAMINATIONS SOURCE MATERIAL

## Source Material List for the Position of Police Captain

1. City of Georgetown Personnel Policies & Procedures (All)
2. Georgetown Code of Ordinances
  - Title 7 Animals (All Chapters)
  - Title 8 Health and Safety (All Chapters)
  - Title 9 Public Peace, Morals, and Welfare (All Chapters)
  - Title 10 Vehicles and Traffic (All Chapters)
3. Textbooks & Reading Material
  - ***The 17 Indisputable Laws of Teamwork.*** John C. Maxwell. [ISBN-10: 0785274340]. Thomas Nelson, July 2001.
  - ***Police Administration: Structures, Processes, and Behavior 7<sup>th</sup> Edition.*** Swanson, C., Territo, L., Taylor, R. [ISBN-10: 0131589334]. Prentice Hall, October 2007.
  - ***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.
  - ***Communication Excellence: Change Your Words, Change Your World.*** Polansky, B. [ISBN-10: 0976342561]. Arrow Ridge Publishing, 2005.
  - ***Sound Doctrine: A Tactical Primer.*** Heal, C. [ISBN-10: 1930051115]. Lantern Books, June 2000.

How exam will be weighted:

- 15% City Personnel Policies and Procedures
- 10% Code of Ordinances
- 75% Textbooks

## Source Material List for the Position of Police Lieutenant

1. Georgetown Police Administrative Directives and Standard Operating Procedures
2. Georgetown Code of Ordinances
  - Title 7 Animals (All Chapters)
  - Title 8 Health and Safety (All Chapters)
  - Title 9 Public Peace, Morals, and Welfare (All Chapters)
  - Title 10 Vehicles and Traffic (All Chapters)
3. City of Georgetown Personnel Policies & Procedures
  - Section 300 Employee Benefits and Services (All Policies)
  - Section 400 Standards of Conduct and Employee Discipline (All Policies)
  - Section 500 Employee Communications (All Policies)
  - Section 600 Training and Development (All Policies)
  - Section 700 Safety and Health (All Policies)
4. Textbooks & Reading Material
  - ***The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You.*** John C. Maxwell. [ISBN-10: 0785288376]. Thomas Nelson, 10 Revised Updated Edition, September 18, 2007.
  - ***Police Administration: Structures, Processes, and Behavior 7<sup>th</sup> Edition.*** Swanson, C., Territo, L., Taylor, R. [ISBN-10: 0131589334]. Prentice Hall, October 2007.
  - ***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.
  - ***Leadership and Training for the Fight.*** Howe, P. [ISBN-10: 1420889508]. AuthorHouse, October 2005.

How exam will be weighted:

20%	Administrative Directives and SOPs
10%	Code of Ordinances
10%	City Personnel Policies and Procedures
60%	Textbooks

## Source Material List for the Position of Police Sergeant

1. Georgetown Police Administrative Directives and Standard Operating Procedures
2. ***Texas Criminal and Traffic Law Manual, 2009-2010 Edition, Gould Publications*** [ISBN-978: 1-4224-7202-6].
  - A. Code of Criminal Procedure (Selected Chapters and Sections)
    - Chapter 2 General Duties of Officers (Selected Articles Only)
      - o 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
    - Chapter 5 Family Violence Prevention
    - Chapter 7a Protective Order for Victim of Sexual Assault
    - Chapter 8 Suppression of Riots and other Disturbances
    - Chapter 13 Venue
    - Chapter 14 Arrest Without Warrant
    - Chapter 15 Arrest Under Warrant
    - Chapter 18 Search Warrant
    - Chapter 24 Subpoena and Attachment
    - Chapter 24A Responding to Subpoenas and Certain Other Court Orders; Preserving Certain Information
    - Chapter 56 Rights of Crime Victims (Selected Articles Only)
      - o 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,
    - Chapter 57 Confidentiality of Identifying Information of Sex Offense Victims
    - Chapter 57B Confidentiality of Identifying Information of Family Violence Victims
    - Chapter 59 Forfeiture of Contraband
    - Chapter 62 Sex Offender Registration Program
    - Chapter 63 Missing Children
  - B. Family Code (Selected Chapters and Sections)
    - Chapter 52 Proceedings Before and Including Referral to Juvenile Court
    - Title 4 Protective Orders and Family Violence (All Chapters)
    - Chapter 261 Investigation of Report of Child Abuse or Neglect (Selected Sections Only)
      - o 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)
    - Chapter 2 Burden of Proof
    - Chapter 9 Justification Excluding Criminal Responsibility
    - Title 2. General Principles of Criminal Responsibility (All Chapters)
    - Chapter 15 Preparatory Offenses

- Title 5. Offenses Against The Person (All Chapters)
  - Chapter 25 Offenses Against The Family
  - Chapter 28 Arson, Criminal Mischief, and Other Property Damage or Destruction
  - Chapter 29 Robbery
  - Chapter 30 Burglary and Criminal Trespass
  - Chapter 31 Theft
  - Chapter 32 Fraud
  - Chapter 37 Perjury and Other Falsification
  - Chapter 39 Abuse of Office
  - Title 9. Offenses Against Public Order and Decency (All Chapters)
  - Chapter 46 Weapons
  - Chapter 49 Intoxication and Alcoholic Beverage Offenses
3. Georgetown Code of Ordinances
- Title 7 Animals (All Chapters)
  - Title 8 Health and Safety (All Chapters)
  - Title 9 Public Peace, Morals, and Welfare (All Chapters)
  - Title 10 Vehicles and Traffic (All Chapters)
4. City of Georgetown Personnel Policies & Procedures
- Section 300 Employee Benefits and Services (All Policies)
  - Section 400 Standards of Conduct and Employee Discipline (All Policies)
  - Section 500 Employee Communications (All Policies)
  - Section 600 Training and Development (All Policies)
  - Section 700 Safety and Health (All Policies)
5. Textbooks & Reading Material
- ***The 21 Indispensable Qualities of a Leader: Becoming the Person Others Will Want to Follow.*** John C. Maxwell. [ISBN-10: 0785274405]. Thomas Nelson, June 1999.
  - ***Police Supervision and Management, Third Edition.*** Peak, K., Gaines, L., and Glensor, R. [ISBN-10: 0135154669]. Prentice Hall, 2010.
  - ***Leadership and Training for the Fight.*** Howe, P. [ISBN-10: 1420889508]. AuthorHouse, October 2005.

How exam will be weighted:

- 15% Administrative Directives and SOPs
- 30% CCP, Family Code, and Penal Code
- 10% Code of Ordinances
- 10% City Personnel Policies and Procedures
- 35% Textbooks