

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

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

**POLICE COMMANDER**

**DATE:** April 26, 2023

**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.

It is the responsibility of the Officer seeking education or certification points to ensure that the Training Academy has the necessary supporting documentation for education and certification points. The documentation must be received by the Training Academy no later than 5:00 PM, April 19, 2023. No education or certification points will be counted unless proper documentation is timely received by the Training Academy.

**ELECTRONIC REGISTRATION FOR WRITTEN EXAMINATION:** As required by Civil service Commission Rule 7.06, all eligible candidates who intend to take the examination **MUST** register.

Candidates will now signup for examinations electronically at <https://signup.com/go/AAxfytp>.

**Registration must be made no later than 9:00 AM, April 19, 2023.** Exam registration instructions can be found at: <https://cityspace.austintexas.gov/Departments/Departments/Human-Resources/Divisions/Civil-Service-Office>.

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 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. Police Leadership and Administration: A 21st-Century Strategic Approach, 1st Edition**

ISBN-13: 978-0815373018

Author(s): William F. Walsh, Gennaro F. Vito

Candidates are responsible for all chapters.

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

**2. Coaching in Organizations: Best Coaching Practices from The Ken Blanchard Companies**

ISBN-13: 978-1484801666

Author(s): Madeleine Homan Blanchard, MCC &  
Linda J. Miller, MCC

Candidates are responsible for all chapters.

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

**3. Austin Police Department General Orders in effect on 9-14-2022**

**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

**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 Camera Systems

304 – Digital Mobile Audio Video Recording

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
- 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

**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
- 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
- 1009 - Building Security
- 1011- Purchasing

**40% of the examination questions will come from this source.**

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

An assessment process related to this exam is planned and the time and location will be announced in a subsequent posting.

**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.