

## **NOTICE OF CIVIL SERVICE EXAMINATION FOR POLICE SERGEANT (GRADE II)**

The Firefighters' and Police Officers' Civil Service Commission will hold an open, competitive examination for **Grade II Police Sergeant**. The written test will be conducted as the initial part of the alternate promotional system recently approved for this grade. The test will be conducted on **Thursday, November 17, 2016 at 9:00 a.m.** in Room #168 of the M.C.C. Emergency Services Education Center located at 7601 Steinbeck Bend Road, Waco, TX.

Candidates passing the written test with a minimum score of 70 will move on to the Assessment Center portion of the examination. The Assessment Center will be conducted by Steve Griffith Consulting on **December 9<sup>th</sup> and 10<sup>th</sup>, 2016** at the M.C.C. Emergency Services Education Center and will start at **8:00 a.m.**

Candidates will be placed on an eligibility list according to their total score, highest to lowest, derived from the combination of the following – Written Exam @ 60 points, Assessment Center @ 40 points, Seniority @ a maximum of 10 points, Military Service with Honorable Discharge or Associate's Degree @ 1 point, Bachelor's Degree or Master Peace Officer License @ 2 points and Master's Degree @ 3 points (total maximum score 113).

In order to take the examination, officers must have held a continuous position as a commissioned Police Officer (Grade I) for two (2) or more years in the City of Waco Police Department immediately prior to the date of the examination, and also have a minimum of five (5) years as a commissioned officer in the Waco Police Department prior to the date of the exam, or to officers hired who have five (5) years or more experience with the Texas Department of Public Safety as a State Trooper, a Texas County Sheriff's Office in a County with a population of 50,000 or more as a County Deputy, or a Texas City police department in a City with a population of 50,000 or more as a police officer, and who otherwise meet the qualifications for the Waco Police Department, and have held a continuous position as a commissioned Police Officer (Grade I) for two (2) or more years in the City of Waco Police Department immediately prior to the date of the examination.

Applications must be made in writing to the Director of Civil Service, stating the applicant's desire to take the examination, the total number of years of service with the City of Waco Police Department and appropriate mailing address, including Zip Code.

Applications for the exam must be received by no later than **4:30 p.m. on Friday, November 4, 2016**, and delivered in person to the Office of the Director of Civil Service at 3rd and Austin Avenue, City Hall, Waco, Texas.

Questions may be taken from the following sources:

Harry W. More and Larry S. Miller. **Effective Police Supervision**, 7<sup>th</sup> Edition. Anderson Publishing Co., 2015. ISBN 978-1-4557-7760. 571 pp. 800-545-2522 2035 Reading Road, Cincinnati, Ohio 45202.  
<http://www.elsevierdirect.com>

Darrell Ross. **Civil Liability in Criminal Justice** 6<sup>th</sup> Edition Anderson Publishing Co., 2012 ISBN 978-1-4557-3013-1. 512 pp. 800-545-2522 2035

Reading Road, Cincinnati, Ohio 45202.

<http://store.elsevier.com/product.jsp?isbn=9781455730131&pagename=search>

Edwin Delattre. **Character and Cops: Ethics in Police** 6<sup>th</sup> Edition American Enterprise Institute Press, 2011. ISBN 978-0-8447-7225-7. 598 pp. 800-462-6420. The AEI Press, c/o National Book Network, Attn: Order Department, 4501 Forbes Boulevard, Suite 200, Lanham, Md 20706.

[www.aei.org/books](http://www.aei.org/books)

**Waco Police Department General Orders**

- 10.01 Code of Conduct. Effective Date: 06/17/2011  
23.04 Outside Employment. Effective Date: 01/01/2011  
31.02 Officer's Response to Aggressive, Resistant, or Uncooperative Persons.  
Effective Date: 05/01/2010  
31.03 Emergency Driving. Effective Date: 09/01/2010  
45.01 Professional Standards and Conduct. Effective Date: 11/09/2011

**Texas Criminal and Traffic Law Manual with related statutes.** 2015 - 2016 Edition.

LexisNexis Publications (issued to all WPD Officers)

Note: Candidates are responsible only for those portions of the Penal Code, Code of Criminal Procedure, Family Code, Transportation Code, Alcoholic Beverage Code, and Health and Safety Code described below:

**Penal Code**

Chapter 6	6.01 - 6.04
Chapter 7	7.01 - 7.03
Chapter 8	8.06
Chapter 9	9.01 - 9.63
Chapter 12	12.21 - 12.35
Chapter 15	15.01 - 15.031
Chapter 19	19.01 - 19.06
Chapter 20	20.01 - 20.05
Chapter 20A	20A.01 - 20A.02
Chapter 21	21.01 - 21.16
Chapter 22	22.01 - 22.10
Chapter 25	25.01 - 25.10
Chapter 28	28.01 - 28.08
Chapter 29	29.01 - 29.03
Chapter 30	30.01 - 30.07
Chapter 31	31.01 - 31.04; 31.06 - 31.11; 31.15; 31.16
Chapter 32	32.21 - 32.41; 32.47; 32.51
Chapter 33	33.02 - 33.021
Chapter 34	34.01 - 34.02
Chapter 35	35.01 - 35.02
Chapter 36	36.01 - 36.10
Chapter 37	37.01 - 37.12
Chapter 38	38.01 - 38.18
Chapter 39	39.01 - 39.06
Chapter 42	42.01 - 42.14
Chapter 43	43.01 - 43.27
Chapter 46	46.01 - 46.15
Chapter 48	48.01 - 48.02
Chapter 49	49.01 - 49.08
Chapter 71	71.01 - 71.022

**Code of Criminal Procedure**

Chapter 2	2.12; 2.13 - 2.15
Chapter 5	5.01 - 5.08
Chapter 6	6.05 - 6.07
Chapter 12	12.01 - 12.02; 12.05
Chapter 14	14.01 - 14.06
Chapter 15	15.24 - 15.27
Chapter 17	17.291 - 17.292

Chapter 18 18.01 - 18.11; 18.16; 18.22  
Chapter 38 38.21; 38.22(only Sections 1 - 5); 38.23; 38.34  
Chapter 49 49.07; 49.22

**Family Code**

Chapter 51 51.01 - 51.031; 51.09; 51.095  
Chapter 52 52.01; 52.015; 52.025; 52.026  
Chapter 58 58.001 - 58.0022  
Chapter 71 71.001 - 71.007

**Transportation Code**

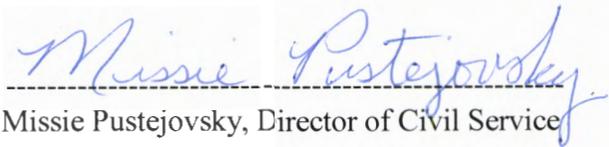
Driving While License Invalid 521.457  
Fleeing Police Officer 545.421  
Officer's Accident Report 550.062  
Accidents 550.021 - 550.062

**Alcoholic Beverage Code**

Chapter 106 106.01 - 106.09

**Health & Safety Code**

Chapter 481 481.121; 481.1245; 481.125; 481.134

  
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Missie Pustejovsky, Director of Civil Service