

**POLICE LIEUTENANT
STUDY GUIDE**

A written examination for the class of **POLICE LIEUTENANT** to be administered in **GONZALES** on **MAY 15, 2019**, will consist of **106** multiple-choice questions.

The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	% OF EXAM
<p>POLICE SERVICE MANAGEMENT Knowledge of the principles of effective police service management, involving management theory and organizational behavior; planning, organizing, directing, and inspecting departmental operations; personnel management; financial records keeping; and the general care and maintenance of departmental equipment and property.</p>	15.1%
<p>RECORDS & CORRESPONDENCE Knowledge of effective records-keeping practices, including preparation, content, and format; and knowledge of effective procedures sufficient to compile, analyze, and organize data into an effective written format for official correspondence.</p>	7.5%
<p>SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.</p>	17.9%
<p>PUBLIC RELATIONS/COMMUNITY RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public; and knowledge of the components of an effective community relations program to meet identified community needs.</p>	7.5%
<p>PATROL/GENERAL LAW ENFORCEMENT Knowledge of general patrol practices and procedures including methods of patrol, defensive tactics, responding to crimes in progress, arrest procedures, the use of firearms, and laws governing these procedures.</p>	12.3%
<p>TRAFFIC CONTROL/TRAFFIC ACCIDENT INVESTIGATION Knowledge of accepted procedures for traffic control, vehicle stop situations, and traffic accident investigations, including enforcement of all applicable motor vehicle laws.</p>	12.3%
<p>CRIMINAL INVESTIGATION Knowledge of accepted procedures for investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; crime victims and witnesses interviews; and applicable laws.</p>	17.9%
<p>SPECIAL TACTICAL OPERATIONS Knowledge of the procedures for conducting special tactical operations such as crowd control situations, bomb threats, and operations during natural disasters or catastrophic events.</p>	4.7%

JUVENILE OPERATIONS Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles including detention of juveniles, and situations involving abuse of juveniles.	4.7%
--	-------------

REFERENCE MATERIAL

While the entire list of reference materials will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from these references listed below.

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, International City/County Management Association (ICMA), 777 North Capitol Street, N.E., Suite 500, Washington, D.C., 20002, 5th ed., 2013.

O’HARA’S FUNDAMENTALS OF CRIMINAL INVESTIGATION, Woods, DeVere D., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 8th ed., 2013.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Pearson Education, Upper Saddle River, NJ 07458, 8th ed., 2014.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 8th ed., 2014.

TRAFFIC COLLISION INVESTIGATION , Northwestern University, Center for Public Safety, Evanston, IL 60204, 9th ed., 2001.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, this study guide has been provided as a service to assist applicants in preparing for an examination. The State Examiner's Office has no control over the local availability of reference material nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination may vary with each administration of an examination to reflect any updated job analysis information.