

**ASSISTANT POLICE CHIEF
STUDY GUIDE**

A written examination for the class of **ASSISTANT POLICE CHIEF** to be administered in **GONZALES** on **MAY 16, 2019**, will consist of **108** multiple-choice questions.

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

SUBJECT AREA/KNOWLEDGE	% OF EXAM
POLICE SERVICE MANAGEMENT Knowledge of the principles of effective police service management involving management theory and organizational behavior; researching, planning, organizing, inspecting, and evaluating departmental operations; personnel management, including applicable provisions of civil service law; financial management; and manages equipment and property .	28.0%
RECORDS AND REPORTS Knowledge of effective records-keeping practices, including content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports.	10.0%
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.	28.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies and the public.	6.0%
LAW ENFORCEMENT MANAGEMENT Knowledge of law enforcement operations, including patrol, special tactical operations, and criminal investigation, and of legal procedures governing these activities, sufficient to train and supervise subordinate employees; and court testimony.	28.0%

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.

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

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.

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

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.