

**POLICE CAPTAIN
STUDY GUIDE**

A written examination for the class of **POLICE CAPTAIN** to be administered in **GONZALES** on **MAY 16, 2019**, will consist of **110** 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, including planning, inspecting, and evaluating departmental operations; personnel management; financial management; and managing equipment, property, and supplies.	20.0%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, and control; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	7.3%
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.	17.3%
PUBLIC RELATIONS /CRIME PREVENTION Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public; and of the procedures for conducting a crime prevention program to address specific community needs.	4.5%
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	4.5%
PATROL/GENERAL LAW ENFORCEMENT Knowledge of general patrol practices and procedures including methods of patrol, defensive tactics, responding to crimes in progress, field interviews, arrest procedures, the use of firearms, vehicle stop tactics, and laws governing these procedures.	20.0%
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; interview and interrogation; and applicable laws.	14.5%
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.	7.3%
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, interrogation of juveniles, and situations involving abuse of juveniles.	4.5%

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.

WEST'S LOUISIANA STATUTORY CRIMINAL LAW AND PROCEDURE 2015, Constitution of the State of Louisiana, West Publishing Company, 2015, pages 1-6.

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

LOUISIANA LAW ENFORCEMENT HANDBOOK, Louisiana District Attorneys Association, 1645 Nicholson Drive, Baton Rouge, LA 70802, Available to Law Enforcement Officers through your local District Attorney's Office, 12th ed., 2014.

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.