

**ASSISTANT CHIEF OF POLICE  
STUDY GUIDE**

A written examination for the class of **ASSITANT CHIEF OF POLICE** to be administered in **HOUMA** on **DECEMBER 6, 2018**, will consist of **110** multiple-choice questions.

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

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>% OF EXAM</b>
<p><b>POLICE ADMINISTRATION</b> Knowledge of the principles of effective police service administration, involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management, including applicable provisions of civil service law; and managing equipment, property, and supplies.</p>	<b>18.2%</b>
<p><b>FINANCIAL MANAGEMENT</b> Knowledge of the financial management and planning processes of a public agency, including budget preparation, bookkeeping procedures, and overseeing the expenditure of budgeted funds.</p>	<b>6.4%</b>
<p><b>RECORDS AND REPORTS</b> Knowledge of effective records-management practices, including preparation, 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.</p>	<b>6.4%</b>
<p><b>SUPERVISION</b> 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>	<b>18.2%</b>
<p><b>PUBLIC RELATIONS</b> Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.</p>	<b>9.1%</b>
<p><b>TRAINING</b> 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.</p>	<b>9.1%</b>
<p><b>LAW ENFORCEMENT MANAGEMENT</b> Knowledge of the procedures for managing and developing policy for the various law enforcement operations of the department, including patrol, special tactical operations, criminal investigation, and juvenile functions.</p>	<b>32.7%</b>

## 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, 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.

**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.

**MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE**, International City Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C. 20002-4201, 6th ed., 2013.

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.