

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

The Firefighters' and Police Officers' Civil Service Commission will hold an open, competitive examination (exam) for **Grade II Police Sergeant**. The written test will be conducted as the initial part of the alternate promotional system approved for this grade. The exam will be conducted on **July 26, 2024, at 9:00 a.m.** in Room #148 of the M.C.C. Emergency Services Education Center located at 7601 Steinbeck Bend Road, Waco, TX.

Candidates passing the written exam with a minimum score of 70 will move on to the Assessment Center. The Assessment Center will be conducted by Steve Griffith Consulting on **August 16, 2024**, 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 exam, 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 exam, 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 exam.

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

Applications for the exam must be received by no later than **4:30 p.m. on July 17, 2024**, 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:

John Maxwell. **The 5 Levels of Leadership**, Center Street, 2011. ISBN-13: 978-1599953656.

Nathan Iannone, Marvin Iannone, and Jeff Bernstein. **Supervision of Police Personnel** 9th Edition, Pearson Education, 2020. ISBN-13: 978-0135186237.

**Waco Police Department General Orders**

**10.01 Code of Conduct.** Effective Date: 11/16/2022

**23.04 Outside Employment.** Effective Date: 11/16/2022

**31.02 Officer's Response to Aggressive, Resistant, or Uncooperative Persons.**

Effective Date: 08/02/2022

**31.03 Emergency Vehicle Operations.** Effective Date: 10/24/2019

**45.01 Professional Standards.** Effective Date: 08/01/2022

**Texas Criminal and Traffic Law Manual with related statutes.** 2023-2024 Edition. Blue 360 Media (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
- Chapter20 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
- Chapter42 42.01 - 42.14
- Chapter 43 43.01 - 43.27
- Chapter 46 46.01 - 46.15
- Chapter48 48.01 - 48.02
- Chapter 49 49.01 - 49.08
- Chapter 71 71.01 - 71.022

**Code of Criminal Procedure**

Chapter2 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

**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*

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Missie Pustejovsky, Director of Civil Service

This notice has been posted at waco City Hall and on the City of waco official website on the 6th day of May 2024 at 5:00 PM.