

Circular

Houston Police Department



NO.

SUBJECT: **2018 SERGEANT'S PROMOTIONAL EXAM**

This Circular supplements HPD Circular #18-0607-080 "2018 Sergeant's Written Exam Date Notification" and serves as the announcement of the 45-50 calendar day study period for the Sergeant of Police written examination, per the 2015 Meet & Confer Agreement (Article 19, Section 2). **The eligibility list will be good for two years from the date of the written exam.**

SOURCE MATERIAL

The source material for the 2018 Sergeant's Promotional written exam will be based solely on the following book list. These particular promotional books (Items 1 and 2) can be found on the respective publisher's website, as well as other website locations like Amazon (www.amazon.com), Barnes & Noble (www.barnesandnoble.com) and Ecampus (www.ecampus.com). An alternative way to locate it is to Google the ISBN number.

Note: Some sites may offer the same book title with more than one ISBN number. Be sure to select the proper book. *Few textbooks companies have large stockpiles of printed materials on hand and rely on "print to order" books (which may have a several week delay).*

1. **Community Policing: Partnerships for Problem Solving, 8th Edition**, by Linda S. Miller, Karen M. Hess and Christine H. Orthmann, (Cengage Learning Publishing), Copyright 2018. **ISBN-13: 978-1305960817 (Hardcover Edition) or ISBN-10: 1305960815.**
2. **The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You (10th Edition)**, by John C. Maxwell, (Thomas Nelson Publishing), Copyright 2007. **ISBN-13: 978-0785288374 (Hardcover Edition) or ISBN-10: 0785288374.**
3. **Houston Police Department General Orders, as of June 5, 2018, (excluding Table of Contents and Subject Index).** Eligible applicants may pick up an individual version and sign for the official copy of the General Orders on July 20, 2018, from 8 a.m. – 4 p.m. and from July 23 – July 26, 2018, from 8 a.m. – 4 p.m., at 1200 Travis, 14th Floor, Inspections Division.

EXAM ORIENTATION

Industrial/Organizational Solutions (IOS) will conduct two pre-recorded orientation sessions at HPD's Training Academy gymnasium located at 17000 Aldine Westfield on Tuesday, August 14, 2018, starting at 1:00 p.m., and Wednesday, August 15, 2018, starting at 9:00 a.m. An IOS

representative will be available for questions following each session. Each session is anticipated to be approximately 3 - 4 hours covering information on both the written exam and the assessment process. Attendance for either orientation is voluntary and must be done off-duty. The first session will be recorded and can be viewed at a later time. Viewings may be arranged by contacting Sergeant Jeanette Perales in the Organizational Development Command to schedule an appointment time at 713-308-1877 or by email at Promotional-Exams@HoustonPolice.Org.

REGISTERING FOR THE EXAM

Registration is accomplished through NEOGOV at www.houstontx.gov/

- On the left side under *Popular City Pages*, click the link titled: *City of Houston Careers*. On the right side under *Career Links*, click “*Promotional Jobs*.” This action will display the promotional job posting listed in alphabetical order. When the job for which you are applying is posted (listed), click it.
- On the top right of the screen, click “*Apply*.”
- If you have previously registered with NEOGOV, log on; otherwise, click “*Create an Account*.”
- Once logged on, click “*Create Application*” and follow the instructions to completion.

After having completed the application process, it is recommended that you return and “*Check Status*” of your application. Accordingly, this action will ensure that an application was completed successfully and that you are on the “Registered List.” **Only those persons on the Registered List will be allowed to take the written promotional exam. The final sign up date for submitting the on-line application is 5 p.m. on Saturday, August 18, 2018. ****Applicants should ensure the accuracy of their personal data (e.g. correct email address) in their on-line application.******

TEST DATE, LOCATION, AND TIME

The written test for the rank of Sergeant of Police will be administered:

- Date: Wednesday, September 12, 2018
- Location: NRG Center, 8600 Kirby Drive, Houston, TX 77054
Hall A1 (level 1)
- Check-in: Doors open at 8:00 a.m. - Doors close at 9:00 a.m.
- HPD Identification Card is required for admittance to the testing area.
 - **Any candidate arriving after the 9:00 a.m. deadline will be denied admittance.**
 - No cell phones, electronic equipment or written material can be brought into the testing area. Anyone in possession of these items after “last call” will be immediately disqualified and removed from the test.
- Parking: - Parking is \$12.00 per car at Gate 10 entrance located at the corner of Kirby and McNee.
- Time: - **The examination will begin at 9:00 a.m.**

Questions regarding this circular should be directed to the Organizational Development Command (Assistant Chief P. Lopez, Jr. or Sergeant Jeanette Perales, 713-308-1870 or by email at Promotional-Exams@HoustonPolice.Org).

Art Acevedo
Chief of Police

aa:pl:jmp

Originating Party:
P. Lopez, Jr., Assistant Chief
Organizational Development Command

COP #

TO BE READ AT ALL ROLL CALLS FOR 5 DAYS