

CITY OF HOUSTON

INTER OFFICE CORRESPONDENCE

TO: Fire Fighters' and Police Officers'
Civil Service Commission

FROM: C. A. Vazquez, Assistant Chief
Professional Development Command

DATE: June 2, 2016

SUBJECT: **2016 Captain Written Exam Source
List Circular**

Attached for your review is the Source List Announcement for the Houston Police Department, **Captain** promotional written exam, date of announcement June 2, 2016.

Action Request: Please approve this Source List Announcement for this promotional examination.



C. A. Vazquez, Assistant Chief
Professional Development Command

cav:cav

Attachment

cc: Vincent Bejarano, Human Resources, Classified Testing Supervisor
Patrick McNiel, Human Resources, Administration Manager

Circular

Houston Police Department



NO.

SUBJECT: **2016 CAPTAIN'S PROMOTIONAL EXAM**

This Circular supplements HPD Circular #16-0415-085 "2016 Captain's Written Exam Date Notification" and serves as the announcement of the 45-50 calendar day study period for the Captain 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 2016 Captain's Promotional written exam will be based solely on the following list. Item #1 listed below can be found on the respective publisher's Web site, as well as other Web site locations like Amazon (www.amazon.com) and Barnes & Noble (www.barnesandnoble.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.

1. **The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations, Fifth Edition**, by James Kouzes and Barry Posner, (Wiley Publishing), Copyright 2012. **ISBN-13: 978-0-470-65172-8 (Hardcover Edition).**
2. **Houston Police Department 2014 Corrective Action Manual.** The Houston Police Department 2014 Corrective Action Manual is located on the HPD Intranet Portal. From June 3, 2016, through July 8, 2016, from 8 a.m. to 4 p.m., Monday through Friday, an individual copy may be picked up (and signed for) at 1200 Travis, 18th floor, Professional Development Command.
3. **Houston Police Department Emergency Response Plan, Annexes A-G, and Annexes I-M.** (Excluding "Continuation of Operation Plan," "Emergency Management Plan Record of Changes," and "Organizational Work Chart.") The Emergency Response Plan is located on the HPD Intranet Portal under "Documents in General." From June 3, 2016, through July 8, 2016, from 8 a.m. to 4 p.m., Monday through Friday, an individual copy may be picked up (and signed for) at 1200 Travis, 18th floor, Professional Development Command.

EXAM ORIENTATION

Industrial/Organizational Solutions will conduct two orientation sessions at 1200 Travis in the 7th floor conference room on June 29, 2016, starting at 8:30 a.m., and June 30, 2016, starting at 1 p.m. Each session is anticipated to be approximately 3 hours covering information on both the written exam and the assessment process. Attendance for either orientation is voluntary. The first session will be recorded and can be viewed at a later time. Viewings may be arranged by contacting Sergeant Janet Rowe in the Professional Development Command to schedule an appointment time.

REGISTERING FOR THE EXAM

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

- Near the top left of the displayed page, click on the drop down box that says “*I Want To,*” then click “*Job Applications.*”
- On the right side under EMPLOYMENT, 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 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, July 2, 2016. ****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 Captain of Police will be administered:

Date: Thursday, July 21, 2016
Location: NRG Center, One NRG Park, **Meeting Room 200-203** (Mezzanine Level).
Check-in: Doors open at 8:30 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.

Time: **The examination will begin at 9 a.m.**

Questions regarding this Circular should be directed to the Professional Development Command (Assistant Chief C. A. Vazquez or Sergeant J. C. Rowe, 713-308-1870).

Martha I. Montalvo
Acting Chief of Police

mim:cav

Originating Party:
Charles A. Vazquez, Assistant Chief
Professional Development Command

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TO BE READ AT ALL ROLL CALLS FOR 5 DAYS