

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
Original Entry and/or Promotional Examination for
POLICE SERGEANT EXAM REFERENCE LIST

INFORMATION TO APPLICANTS/EMPLOYEES

(Police Sergeant Examination)

Applicants and employees should review the reference list at least two (2) weeks prior to taking the Knowledge Test for Police Sergeant classification. Employers may have these materials available for applicants to review in the Human Resources Office or on reserve in the campus library.

It is suggested that in order to achieve a passing score for the Knowledge Test portion of the Police Sergeant examination, the chapters in the books on the reference list for the examination should be read and studied carefully. Some of the examination questions may not require any preparation at all, while others are based on material included in the reference list.

Section I: Police Supervision/Management

Iannone, N. F., Iannone, M. P., and Bernstein, J. (2008). *Supervision of Police Personnel*. (7th Ed.) Prentice-Hall Inc.

| Chapter | Chapter Title |
|---------|---|
| 1 | The Supervisor's Role |
| 2 | The Supervisor's Function in Organization, Administration, & Management |
| 3 | Leadership, Supervision, and Command Presence |
| 6 | Interpersonal Communications |
| 8 | Some Psychological Aspects of Supervision |
| 10 | Employee Dissatisfaction and Grievances |
| 11 | Discipline: Principles, Policies, and Practices |
| 12 | Personnel Complaint Investigation Procedures and Techniques |
| 13 | Personnel Evaluation Systems |
| 14 | Performance Rating Standards and Methods |
| 16 | Tactical Deployment of Field Forces |

Section 2: Police Administration

Swanson, C., Territo, L., and Taylor, R. (2007). *Police Administration: Structures, Processes, and Behavior*. (7th Ed.) Prentice-Hall Inc.

| Chapter | Chapter Title |
|---------|--|
| 2 | Policing Today |
| 6 | Organizational Design |
| 7 | Leadership |
| 8 | Planning and Decision Making |
| 10 | Human Resource Management |
| 11 | Labor Relations |
| 13 | Stress and Police Personnel |
| 14 | Legal Aspects of Police Administration |

Section 3: Criminal Investigation

Adams, T., Caddell, A., and Krutsinger, J. (2003). *Crime Scene Investigation*. (2nd Ed.) Prentice-Hall Inc.

| Chapter | Chapter Title |
|---------|---|
| 3 | The Initial Response |
| 4 | The Crime Scene Search |
| 5 | Evidence Collection |
| 6 | Evidence by the Type of Crime |
| 9 | Documenting the Crime: Reports, Photographs, Videos, and Sketches |
| 11 | Going to Court |

Section 4: Field Operations

Adams, T. (2007). *Police Field Operations*. (7th Ed.) Prentice-Hall Inc.

| Chapter | Chapter Title |
|---------|---|
| 1 | Introduction to Patrol Operations |
| 2 | Community Policing |
| 5 | Basic Patrol Procedures |
| 6 | Frequently Handled Assignments |
| 7 | Traffic Direction and Enforcement |
| 9 | Crimes in Progress |
| 11 | Interviews and Interrogations |
| 12 | Arrest, Search, Custody, and Use of Force |
| 13 | Reporting and Records |

Section 5: Constitutional Law

Walker, J., and Hemmens, C. (2008). *Legal Guide for Police*.
(8th Ed.) Anderson Publishing.

| Chapter | Chapter Title |
|---------|---|
| 1 | Results of Failure to Comply with Constitutional Mandates |
| 2 | Police Power and Limitations |
| 3 | Police Authority to Detain |
| 4 | Law of Arrest |
| 5 | Search and Seizure with a Warrant |
| 6 | Search and Seizure without a Warrant |
| 7 | Questioning Suspects |
| 8 | Pretrial Identification Procedures |