

2021 PROMOTIONAL BRIEFING

LIEUTENANT



FBCSO

Lieutenant Promotional Exam
October 2021

Introduction.....3

Fort Bend County Sheriff's Office Promotional Process4

 Written Examination4

 Written Examination Challenges / Appeals4

 Candidate Qualification Score.....5

 Eligibility Term and Conditions.....5

Written Examination Preparation6

 Effective Police Supervision, 9th Edition.....6

 Jail Procedures.....6

 FBCSO General Orders6

 Texas Penal Code and Traffic Law Manuel7

Written Examination Sample Questions8

 Questions.....8

 Answers.....9



Introduction

The law enforcement community has long relied upon written, multiple choice exams for the assessment, ranking, and promotion of personnel into supervisory positions. The written exam can measure a candidate's ability to read, comprehend, and apply theoretical concepts which may be encountered by a supervisor with the Fort Bend County Sheriff's Office.

The Fort Bend County Sheriff's Office Civil Service Commission (the Commission) administers the competitive promotional process for the positions of sergeant, lieutenant, and captain. As authorized under §158.035 of the Texas Local Government Code, the Commission has adopted and published eligibility criteria and promotion process rules for the competitive written examination of candidates seeking promotion into one of the noted supervisory positions (reference Chapter 2 of the Civil Service Regulations, version 9.1).

The Commission remains the governing authority over the entire competitive promotion process. P3 Risk Innovations, LLC, is an authorized vendor supplying competitive promotion exams and assessment material to law enforcement agencies since 1992. All source materials, exam security, promotion process protocols, policies, and procedures are the responsibility of the Commission.

Following the scheduled briefing (which may be recorded), contact between candidates for promotion and the vendor will be restricted. All questions pertaining to the written exam, its administration, and/or the published source materials must be directed to the Commission or its designee.

The written examination for the position of *Lieutenant* is scheduled for **9:00 a.m., Thursday, October 7, 2021**, at the Gus George Academy in Patton Hall: 1521 Eugene Heimann Circle, Richmond, Texas 77469. Doors will open for registration at 8:30 a.m. and close at 9 a.m.

Late arrivals will not be admitted to the testing facility after 9:00 a.m.

You will have three (3) hours for the exam. Please bring your photo ID. To ensure that you are properly prepared for the exam, please review the rules of the test environment on the Civil Service webpage (www.fortbendcountytexas.gov).

We wish all of the candidates well as they prepare for this competitive selection process.



Fort Bend Sheriff's Office Promotional Process

Written Examination – Thursday, October 7, 2021 – 09:00 AM

The written exam will consist of a 100 question, multiple-choice examination to be administered according to the Commission Rules and Regulations, version 9.1. Each question will be valued at one point and cover the following source material.

- ❑ ***Effective Police Supervision, 9th Edition***, by Larry S. Miller, Harry W. Moore and Michael C. Braswell: ISBN-10: 0367207656 / ISBN-13: 978-0367207656 Available on Amazon and other vendors (Chapters 16-16 are excluded)
- ❑ ***Texas Penal Code and Texas Criminal and Traffic Law Manual***: 2019-2020 edition
- ❑ ***Jail Procedures Manual*** provided by Fort Bend County Sheriff's Office: <https://www.fortbendcountytexas.gov/government/departments/administration-of-justice/sheriff-s-office-civil-service-commission/promotional-testing>
- ❑ ***Fort Bend County Sheriff's Office General Orders*** provided by Fort Bend County Sheriff's Office: <https://www.fortbendcountytexas.gov/government/departments/administration-of-justice/sheriff-s-office-civil-service-commission/promotional-testing>
- ❑ ***Fort Bend County Civil Service Commission Rules and Regulations***, version 9.1

The noted source material was posted and made available to the candidates and testing consultants. The listed materials will be the only documents used in the preparation and evaluation of the exam. The candidates are to select the best answer from the list of four possible choices provided. The correct answer will be extracted exclusively from the source material. The chapter and relevant page(s) from which the question and answer were taken will be provided to the candidate to ensure clarity.



Written Examination Challenges / Appeals

A candidate may file an appeal regarding any question on the exam. To do so, he or she must first answer the question. Upon completion of the exam the candidate must submit his or her appeal to the Civil Service Commission Coordinator in writing. The applicant appealing the test question will remain anonymous to the Test Review Committee members. Such questions will then be reviewed by any Test Review Committee members(s) after the exam, but before the test scores are posted. Should a change be approved, it will be made for all those testing.

Candidate Qualification for Oral Board Review

The ten (10) candidates with the highest passing scores and any other candidate scoring at least 70% and within ten (10) points of the highest preliminary score will be initially processed for advancement to the oral examination, to be administered by an Oral Review Board. The qualifying candidates will be provided with the date and time of their oral examination in writing. A list of the qualifying candidates and their Oral Review Board will be made available to all personnel through distribution or bulletin board posting.

The Oral Review Board requires a minimum score of 70% in order for the candidate to continue in the selection process and be placed upon the eligibility list.

Eligibility Term and Conditions

The eligibility lists established from the above process will be in effect for one year following the date it is certified and posted. The Civil Service Commission will certify and post said list with those eligible for a promotion ranked in descending numerically scored order.

The Fort Bend County Sheriff's Department retains all rights and privileges associated with the selection, disqualification, promotion, retention, and/or dismissal of any candidate(s) participating in the written examination and promotional processes.



Written Examination Preparation

As a sergeant, deputies under your command will look to you for advice, assistance, and guidance in the performance of their law enforcement activities. Because a sergeant may be called upon to fill any first-line supervision position within the department, the Fort Bend County Sheriff's Department recognizes the importance of knowing and applying the laws of the state and established supervision principles. The source material for this examination will provide a firm foundation for the many important decisions that you will need to make upon promotion.

As a guide for your study of the source material, the following sections should be stressed in your preparation. Please note that all material contained within the source material may appear on the exam; however, the following sections are of major importance to your new position and should be reviewed extensively.

The Fort Bend County Sheriff's Department Civil Service Commission remains the governing authority over the testing process and matters pertaining to the ranking of candidates for promotion.

[Effective Police Supervision, 9th Edition](#)
(55 questions)

The entire text is testable material with the exclusion of chapters 15 and 16. Work to understand the concepts and principles expressed by the author, especially those associated with employee and first-line supervisory issues.

[Jail Procedures Manual](#)
(6 questions)

The entire text is testable material. Work to understand the concepts and principles expressed by the author.

[Fort Bend County Sheriff's Office General Orders](#)
(25 Questions)

All material contained within the Fort Bend County Sheriff's Office General Orders is testable material. Special emphasis should be placed on employee and first-line supervisory issues.



Texas Penal Code and Code of Criminal Procedure
(Penal Code - 7 Questions / CCP – 7 Questions)

Texas Penal Code Sections			
8.01	Insanity	20.04	Agg. Kidnapping (a), (b)
8.02	Mistake of Fact	21.11	Indecency w/ a Child (a) (1-2)
8.03	Mistake of Law	22.02	Agg. Assault (a) (1-2)
8.04	Intoxication	25.071	Violation of Protective Order (a)(1-3)
8.05	Duress	30.05	Criminal Trespass (a) (1) (2)
8.06	Entrapment	31.03	Theft (e) (1-5)
8.07	Age Affecting Criminal Responsibility	32.21	Forgery (a)(1)(A-C), (a)(2)(A-B)
Texas Code of Criminal Procedure Sections			
2.12	Who are Peace Officers	14.03	Authority of Peace Officers (a)(1-3)
2.132	Law Enforcement / Racial Profiling	18.07	Days for Warrant to Run (a)(1-3)
5.04	Duties of Peace Officers (a)(a-1)(b)(c)	49.18	Death in Custody (a)(b)

Fort Bend County Civil Service Commission Rules and Regulations, version 9.1
(No Questions)

Although no questions from this source will appear on the exam, all candidates are encouraged to read and become familiar with the administration of employee and department rights, privileges, processes, and procedures as adopted and published by the commission.

Sample General Order Questions

- _____ 1. As set out in General Order 02-03, **Sexual Harassment and Discrimination**, harassment protected by state or federal law and discrimination is a violation of this policy. The policy specifically prohibits harassment based on all of the following: **EXCEPT**: _____.
- age
 - disability
 - criminal history
 - genetic information
- _____ 2. General Order 02-01, **Incompetence**, requires employees to obtain, maintain, and exhibit sufficient job knowledge to properly perform their duties and exercise their job responsibilities. Which of the following was specifically cited as a form of incompetence?
- Failure to successfully complete training required for a position
 - Failure to maintain updated contact information
 - Failure to properly maintain equipment in good working order
 - Failure to make arrests

Sample Texas Penal Code Question

- _____ 3. Penal Code Section 21.17, **Voyeurism**, is classified as a State Jail Felony under which of the following circumstances?
- If it is shown at trial of the offense that the actor has previously been convicted two or more times of an offense under this section
 - If it is shown at trial of the offense that the actor was a registered sex offender
 - If the victim was a child younger than 14 years of age at the time of the offense
 - If the victim was a child younger than 18 years of age at the time of the offense

Sample Texas Code of Criminal Procedure Question

- _____ 4. According to Article 2.12 of the Code of Criminal Procedure, **Who are Peace Officers**, which of the following is **NOT** a Texas peace officer?
- Reserve sheriff deputies who hold a permanent peace officer license
 - Agents with the Federal Bureau of Investigations
 - Law enforcement officers commissioned by the Parks and Wildlife Commission
 - Law enforcement agents of the Texas Alcoholic Beverage Commission

Sample General Order Answers

- _____ 1. As set out in General Order 02-03, **Sexual Harassment and Discrimination**, harassment protected by state or federal law and discrimination is a violation of this policy. The policy specifically prohibits harassment based on all of the following: **EXCEPT**: _____.
- a. age
 - b. disability
 - c. criminal history
 - d. genetic information
- _____ 2. General Order 02-01, **Incompetence**, requires employees to obtain, maintain, and exhibit sufficient job knowledge to properly perform their duties and exercise their job responsibilities. Which of the following was specifically cited as a form of incompetence?
- a. Failure to successfully complete training required for a position
 - b. Failure to maintain updated contact information
 - c. Failure to properly maintain equipment in good working order
 - d. Failure to make arrests

Sample Texas Penal Code Answer

- _____ 3. Penal Code Section 21.17, **Voyeurism**, is classified as a State Jail Felony under which of the following circumstances?
- a. If it is shown at trial of the offense that the actor has previously been convicted two or more times of an offense under this section
 - b. If it is shown at trial of the offense that the actor was a registered sex offender
 - c. If the victim was a child younger than 14 years of age at the time of the offense
 - d. If the victim was a child younger than 18 years of age at the time of the offense

Sample Texas Code of Criminal Procedure Answer

- _____ 4. According to Article 2.12 of the Code of Criminal Procedure, **Who are Peace Officers**, which of the following is **NOT** a Texas peace officer?
- a. Reserve sheriff deputies who hold a permanent peace officer license
 - b. Agents with the Federal Bureau of Investigations
 - c. Law enforcement officers commissioned by the Parks and Wildlife Commission
 - d. Law enforcement agents of the Texas Alcoholic Beverage Commission