

# SERGEANT



2023 PROMOTIONAL BRIEFING

# FBCSO

Sergeant Promotional Exam  
March 2023

**TABLE OF CONTENTS**

**Introduction.....3**

**Fort Bend County Sheriff’s Office Promotional Process .....4**

    Written Examination .....4

    Written Examination Challenges / Appeals .....4

    Candidate Qualification Score.....5

    Eligibility Term and Conditions.....5

**Written Examination Preparation .....6**

    Leadership in Law Enforcement .....6

    Servant Leadership .....6

    FBCSO General Orders.....6

**Written Examination Sample Questions .....8**

    Questions.....8

    Answers .....9



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## Introduction

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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 **Sergeant** is scheduled for **9:00 a.m., Monday, March 20, 2023**, at the Gus George Academy, Classroom 2: 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](http://www.fortbendcountytexas.gov)).

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



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## Fort Bend Sheriff's Office Promotional Process

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*Written Examination – Monday, March 20, 2023 – 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 3.1. Each question will be valued at one point and cover the following source material.

- ❑ ***Leadership in Law Enforcement*** by Steven M. Sheridan ISBN-13: 979-8839662308
- ❑ ***Servant Leadership: Discover the 10 Essential Skills to Unlock Your Team Performance and Become an Amazing Servant Leader*** by Robert Stewart ISBN-13: 979-8364479082
- ❑ ***FBCSO General Orders (January 13, 2023 version)*** provided by Fort Bend County Sheriff's Office:  
<https://www.fortbendcountytx.gov/government/departments/administration-of-justice/sheriff-s-office-civil-service-commission/promotional-testing>

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*

All candidates with passing scores of at least 70% will advance to the assessment center, to be administered by assessment center assessors. The qualifying candidates will be provided with the date and time of their assessment center in writing. A list of the qualifying candidates and their assessment center will be made available to all personnel through distribution or bulletin board posting.

The assessment center 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.

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## 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 policies 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.

[Leadership in Law Enforcement](#)  
**(40 questions)**

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

[Servant Leadership](#)  
**(30 questions)**

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

[FBCSO General Orders](#)  
**(30 questions)**

This document is available to all candidates from the Civil Service Commission via the following link.

<https://www.fortbendcountytx.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](#)  
**(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

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- \_\_\_\_\_ 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 General Order Answers

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