

LIEUTENANT EXAM
LETTER OF INTENT
2024

You must use only this form any alterations/ modifications to this form will not be accepted.
Please email Letter of Intent to: Civilservicecommission@fortbendcountytexas.gov

Exam Date: April 8, 2024 at 1:00 pm doors open at 12:30 pm doors close at 1:00 pm
DEADLINE: April 1, 2024 at 12 Noon

APPLICANT: _____
LAST NAME/ FIRST NAME CELL PHONE EMAIL

TCOLE PID #: _____ Division: _____

Date of Hire without a break in service: _____

Minimum Job Requirements: A Bachelor's Degree or High School Diploma/ GED and Advanced TCOLE Certification, 5 years' experience in law enforcement with 2 years supervisory experience. You are not required to have the Enforcement Flying Armed Certification.

You may only earn TCOLE or College points, NOT BOTH.

TCOLE Proficiency Certificate:

COLLEGE: ___ Advanced/ H.S. or GED ___ Master
 ___ Bachelors ___ Masters ___ Ph.D

By my signature below, I hereby certify that in accordance with The Fort Bend County Sheriff's Office Civil Service Rules and Regulations and the Sheriff's Office Minimum Job Requirements, I meet the requirements for the rank of **Lieutenant**. **I confirm that I am not currently on placement/ disciplinary probation five working days prior to the date on which the examination is administered.** I understand that the SO HR department will confirm my eligibility to participate in the CSC promotional process. I also certify that all information provided on this form is correct and I understand that failure to follow instructions may result in a rejection of the application. Upon receipt of your application, you will receive an email from the Civil Service Coordinator verifying receipt of your letter of intent. **If you decide to withdraw your letter you must do so five (5) days prior to the deadline date April 1, 2024.**

Signature Date

If you are requesting an exception to participate in the promotional process, you must submit your request through your chain of command. The approval for the exemption must be forwarded to the CSC by the Chief Deputy or Sheriff, there will be no exceptions.

Lieutenant Exam Announcement 2024

The Lieutenant Written Exam is scheduled for April 8, 2024, location Gus George Academy, classroom # 1, doors open at 12:30 pm and will be closed for testing at 1:00 pm, no late entry will be accepted. Please find the below recommended study materials as chosen by the Sheriff's Office. It is recommended that you purchase/ rent and/ or borrow both books to prepare for the written exam. If you intend to participate in the promotional process it is recommended that you start your preparation as soon as possible.

RECOMMENDED STUDY MATERIALS

1. Welcome to Management: How to Grow from Top Performer to Excellent Leader, 2020; Ryan Hawk, General Stanley McChrystal (Forward); McGraw-Hill Education; 240 pages, (\$14.34 Kindle; \$27.00 hardcover; \$27.29 audio; \$18.49 ebook)

<https://www.barnesandnoble.com/w/welcome-to-management-ryan-hawk/1132190183>

2. Police Ethics: The Corruption of the Noble Cause, 4th ed., 2018, Michael Caldero, Jeffrey Dailey, Brian Withrow; Routledge, 366 pages; (eText \$38.48-\$55.96; \$192.45 hardcover; \$36.50-\$55.96 paperback). ISBN-10 1138061174; ISBN-13 978-1138061170

<https://www.routledge.com/Police-Ethics-The-Corruption-of-Noble-Cause/Caldero-Dailey-Withrow/p/book/9781138061170>

3. General Orders effective 1-31-24: **General Order 09-13 is excluded and will NOT be on the exam**