

April 26, 2011

TO: ALL SHERIFF'S OFFICE DEPUTIES AND DETENTION OFFICERS
SUBJECT: 2012-2013 PROMOTIONAL EXAMINATION PROCESS
FROM: CIVIL SERVICE COMMISSION

Study material lists and Letter of Intent forms are being distributed today for the 2012-2013 promotional examinations that will be administered in September of this year. Each deputy is responsible for determining his or her eligibility (in accordance with Civil Service Rule 14 as it exists May 1, 2011) to participate in the promotional process. Each eligible deputy should review the study material list that corresponds to the promotional examination to be taken and then submit a Letter of Intent to the Civil Service Commission office immediately. Letter of Intent forms may be obtained from the Civil Service Commission website (www.co.harris.tx.us/civilserv). Letter of Intent forms may be faxed to the Civil Service Commission at 713-755-8990.

Each deputy is responsible for submitting current information on the Letter of Intent form. If your name or TCLEOSE certification level changes between now and December 31, 2011, you must inform the Civil Service Commission office. If you have previous employment and/or bridged time with the Sheriff's Department, you must supply the Civil Service Commission with documentation.

Should you have any questions about the 2012-2013 promotional process, please call the Civil Service Commission office.

PLEASE POST

2012-2013 WRITTEN EXAM STUDY MATERIAL

CAPTAIN:

POLICE ADMINISTRATION, Seventh Edition, Swanson-Territo-Taylor – ISBN 9780131589339

CRIMINOLOGY, Eleventh Edition 2011, Larry J. Siegel - ISBN 0495912468

LIEUTENANT:

POLICE ADMINISTRATION, Seventh Edition 2010, Gary W. Corder-Kathryn E. Scarborough
ISBN 9781422463246

MANAGEMENT AND SUPERVISION IN LAW ENFORCEMENT, Sixth Edition 2011, Christine H.
Orthmann-Karen M. Hess – ISBN 1-439056447

SERGEANT :

SUPERVISION OF POLICE PERSONNEL, Seventh Edition 2008, Nathan F. Iannone, Marvin Iannone
ISBN 10:0-13-113161-3

HARRIS COUNTY SHERIFF'S DEPARTMENT CIVIL SERVICE REGULATIONS as printed with
amendments, as it exists MAY 1, 2011

HARRIS COUNTY SHERIFF'S DEPARTMENT MANUAL As it exists May 1, 2011. Each deputy is
responsible for the updating of its contents.

DETENTION SERGEANT :

THE EFFECTIVE CORRECTIONS MANAGER – Second Edition 2005, Richard L. Phillips and Charles R.
McConnell – ISBN 13.978-0-7637-3311-7

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