



## HARRIS COUNTY, TEXAS

SHERIFF'S CIVIL SERVICE  
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March 24, 2015

TO: ALL SHERIFF'S OFFICE DEPUTIES AND DETENTION OFFICERS

SUBJECT: 2016-2017 PROMOTIONAL EXAMINATION PROCESS

FROM: CIVIL SERVICE COMMISSION

Study material lists and Letter of Intent forms are being distributed today for the 2016-2017 promotional examinations that will be administered in September of this year. Each deputy/detention officer is responsible for determining his or her eligibility (in accordance with Civil Service Rule 14 as it exists April, 2013) to participate in the promotional process. Each eligible deputy/detention officer 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](http://www.co.harris.tx.us/civilserv)). Letter of Intent forms may be faxed to the Civil Service Commission at 713-755-8990, or emailed to [jerri.miller@hctx.net](mailto:jerri.miller@hctx.net).

Each deputy/detention officer is responsible for submitting current information on the Letter of Intent form. If your name or TCOLE certification level changes between now and December 31, 2015, you must inform the Civil Service Commission office and make sure an affidavit has been filled out and returned to the Civil Service Commission. 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 2016-2017 promotional process, please call the Civil Service Commission office.

# PLEASE POST

**2016-2017**

## WRITTEN EXAM STUDY MATERIAL

### CAPTAIN:

POLICE ADMINISTRATION A Leadership Approach, First Edition, P.J. Ortmeier - Joseph Davis – ISBN 3380008

ORGANIZATIONAL BEHAVIOR AND MANAGEMENT IN LAW ENFORCEMENT, Third Edition, Harry W. More - Gennaro E. Vito - William F. Walsh - ISBN 0135071526

### LIEUTENANT:

EFFECTIVE POLICE LEADERSHIP, Third Edition, Thomas E. Baker ISBN 608850204

THE POLICE MANAGER, Seventh Edition, E.K. Green - P.G. Lynch - S.R. Lynch – ISBN 455730476

### SERGEANT :

EFFECTIVE POLICE SUPERVISION, Seventh Edition, Harry W. More – Larry S. Miller ISBN 14355777609

HARRIS COUNTY SHERIFF'S DEPARTMENT CIVIL SERVICE REGULATIONS as printed with amendments, as it exists APRIL, 2013

HARRIS COUNTY SHERIFF'S DEPARTMENT MANUAL As it exists March 24, 2015. Each deputy is responsible for the updating of its contents.

### DETENTION SERGEANT :

THE EFFECTIVE CORRECTIONS MANAGER – Third Edition, Bridget P. Gladwin and Charles R. McConnell – ISBN 449645465

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### DETENTION LIEUTENANT :

CORRECTIONAL ADMINISTRATION AND CHANGE MANAGEMENT – First Edition, Martha Henderson Hurley and Dena Hanley – ISBN 978-1439803929

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