

**POLICE CAPTAIN
STUDY GUIDE**

A written examination for the class of **POLICE CAPTAIN** to be administered in **PINEVILLE** on **JULY 28, 2016**, will consist of approximately **108** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>POLICE SERVICE MANAGEMENT</p> <p>Knowledge of the principles of effective police service management involving researching, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management; financial management; managing equipment, property, and supplies; and jail operations.</p>	27.8%
<p>RECORDS AND CORRESPONDENCE</p> <p>Knowledge of effective records-management practices, including preparation, content, and format; and knowledge of effective written communications practices, including the compilation, analysis, and organization of data into an effective written format for official correspondence.</p>	8.3%
<p>SUPERVISION</p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.</p>	25.0%
<p>PUBLIC/COMMUNITY RELATIONS</p> <p>Knowledge of effective public/community relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public to address specific community needs.</p>	8.3%
<p>LAW ENFORCEMENT</p> <p>Knowledge of law enforcement operations, including patrol, traffic control and traffic accident investigation, special tactical operations, and criminal investigation, and of legal procedures governing these activities.</p>	30.6%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Pearson Education, Upper Saddle River, NJ 07458, 8th ed., 2014.

O'HARA'S FUNDAMENTALS OF CRIMINAL INVESTIGATION, Woods, DeVere D., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 8th ed., 2013.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.

