



CIVIL SERVICE COMMISSION
CITY OF FORT WORTH, TEXAS
ANNOUNCEMENT AND STUDY LIST
FOR PROMOTIONAL EXAMINATION
FOR POLICE CAPTAIN

PLACE: Bob Bolen Public Safety Complex, 505 West Felix Street, Fort Worth, TX
Multi-Purpose Room #1101
DATE: Thursday, May 2, 2024
TIME: 9:00 A.M. [Time allowed for answering questions is two (2) hours.]

ELIGIBILITY REQUIREMENTS: The promotional examination for Police Captain shall be held in accordance with Texas Local Government Code Chapter 143, the Fort Worth Firefighters' and Police Officers' Civil Service Commission Rules, and the Meet and Confer Labor Agreement between City of Fort Worth, Texas and Fort Worth Police Officers Association (Expires September 30, 2024) and shall be open to all eligible applicants provided that they have served in the Fort Worth Police Department as a Lieutenant or a higher rank specified by the Civil Service Commission for at least three (3) continuous years immediately before the date the promotional eligibility examination is held. Applicants shall be required, as an additional eligibility requirement for promotion, to satisfactorily complete a management training course of study before an applicant may take the promotional eligibility examination. Further, only those promotional eligibility examination applicants who qualify for and complete a Captain Assessment Center exercise as required in the Meet and Confer Labor Agreement, Article 15, Section 7, will be included in the final eligibility list.

APPLICANTS: Registration of all eligible persons desiring to take the examination must be made electronically on the City of Fort Worth's website no later than 9:00 A.M., Thursday, April 18, 2024. Eligible promotional candidates must click on the link in the body of the email sent to zz_CPD on January 31, 2024 or type in the link below to apply:

https://app3.greenhouse.io/internal_job_board/applications/5877871003

EXAMINATION SECTIONS: The final score will consist of two factors as follows:

- a. Written Examination - 100 Points Maximum
- b. Captain Assessment Center- 100 Points Maximum
- c. Up to 13 additional points for education and/or years in rank will be awarded.

CONTENTS OF WRITTEN EXAMINATION: Examination questions will be taken from the following materials as approved by the Civil Service Director pursuant to authority granted by the Civil Service Commission.

Note: Books may be ordered from many online bookstores or the publishers at the phone numbers and internet sites provided below.

Questions

- 25 A Budgeting Guide for Local Government (Fourth Edition). Robert L. Bland and Michael R. Overton: ICMA Press, 2019
Order: 202-962-3680 or www.icma.org ISBN-13: 978-0873264358
- 15 Creating Mindful Leaders: How to Power Down, Power Up, and Power Forward. Joe Burton: Wiley, 2018.
Order: 877-762-2974 or www.wiley.com ISBN-13: 978-1119484783
- 25 Leader Shift: The 11 Essential Changes Every Leader Must Embrace. John C. Maxwell: HarperCollins Leadership, 2019
Order: www.amazon.com ISBN-13: 978-0718098506

- 15 Team Emotional Intelligence 2.0: The Four Essential Skills of High Performing Teams. Dr. Jean Greaves and Evan Watkins; Talent Smart, 2022.
Order: 888-728-7677 or www.amazon.com. ISBN-13: 978-0974719344
- 20 Fort Worth Police Department General Orders as issued and revised 90 days prior to the examination date. This source can be downloaded from the Police Enterprise Portal at <http://fwpd/portal/> and may be found under Forms and Documents/Operational.
- 200 Series (203, 207, 210, 211, 212, 215, 224 and 225 ONLY)
 - 300 Series
 - 400 Series
 - 700 Series

The Director may use such charts, maps or pictures as he, in his exercise of discretion, may deem reasonable, necessary and useful as additional aids.

ELIGIBILITY LIST: The Written Examination Eligibility List will be formulated after the written examination by utilizing the written examination scores (which include appeal points, if any). Candidates must obtain a passing score on the written examination (without any service or education points added) in order to proceed to the assessment center portion of the promotional process. Only eligible applicants as described in Article 15, Section 7, of the Meet and Confer Labor Agreement will proceed from the written examination to the assessment center. The final promotional eligibility score will be comprised of the written examination score, the assessment center score, and any applicable points for service time and education as described in the Meet and Confer Labor Agreement, Article 15, Section 7. The Final Eligibility List will be posted in the same manner and in the same places as the posting notices for applicants and will expire twelve (12) months from the date that the list is posted or when exhausted, whichever occurs first.

SPECIAL NOTES: Applicants must make arrangements to be present at this examination regardless of vacation leave or days off. Exceptions to this rule may be made for those deployed for military service as dictated by the Uniformed Services Employment and Reemployment Rights Act, the Fort Worth Firefighters' and Police Officers' Civil Service Commission Rules, and the Meet and Confer Labor Agreement.

Promotional Examination Accommodations

If a promotional exam candidate requires accommodations, it is the candidate's responsibility to notify Human Resources / Civil Service Testing Division at Comp-ClassCivilSvc@fortworthtexas.gov no later than Tuesday, April 2, 2024 (Close of Business).

ALL APPLICANTS WILL BE REQUIRED TO PRESENT PROPER IDENTIFICATION BEFORE BEING ADMITTED TO THE WRITTEN EXAMINATION.

APPLICANTS ARE NOT PERMITTED TO WEAR BODY CAMERAS OR ELECTRONIC SURVEILLANCE EQUIPMENT OR BRING RECORDING DEVICES INSIDE THE WRITTEN EXAMINATION ROOM.

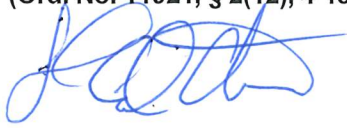
No member of the Fort Worth Police Department will be allowed in the examination room at the time of the examination, except qualified applicants.

UNLAWFUL ACTS PROHIBITED: City of Fort Worth Municipal Code, Section 2-187, Unlawful Acts. No person shall make any false statement, certificate, mark, rating or report with regard to any test, certification or appointment made under any provision of this Article or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this Article and policies under this Article.

No person shall, directly or indirectly, give, render, pay, offer, solicit or accept any money, service or other valuable consideration for any appointment, proposed appointment, promotion or proposed promotion to, or any advantage in, a position in the City service.

No employee of the Human Resources Department, examiner or other person shall deceive or obstruct persons in their right to examination, eligibility, certification or appointment under this Article or furnish to any person any special or secret information for the purpose of affecting the rights or prospects of any person with respect to employment in the City service.

(Ord. No. 11921, § 2(12), 4-18-95)



Dianna Giordano
CIVIL SERVICE DIRECTOR

Posted: January 31, 2024