

**POLICE LIEUTENANT
STUDY GUIDE**

A written examination for the class of POLICE LIEUTENANT to be administered in PLAQUEMINE on NOVEMBER 29, 2001, will consist of approximately 120 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 inspecting and evaluating departmental operations; providing information and assistance to community members; and maintaining departmental equipment.</p>	6.7%
<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>	11.7%
<p>PATROL/GENERAL LAW ENFORCEMENT</p> <p>Knowledge of general patrol practices and procedures, including methods of patrol, defensive tactics, responding to crimes in progress, field interviews, arrest procedures, including booking, the use of firearms, vehicle stop tactics, and laws governing these procedures.</p>	29.2%
<p>TRAFFIC CONTROL/TRAFFIC ACCIDENT INVESTIGATION</p> <p>Knowledge of accepted procedures for traffic control and traffic accident investigations, including enforcement of all applicable motor vehicle laws.</p>	12.5%
<p>CRIMINAL INVESTIGATION</p> <p>Knowledge of accepted procedures for investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; interview and interrogation; courtroom testimony; and applicable laws.</p>	24.2%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
SPECIAL TACTICAL OPERATIONS MANAGEMENT Knowledge of the procedures for conducting special tactical operations such as crowd control, raids, and bomb threats.	4.2%
JUVENILE OPERATIONS Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles including detention of juveniles, interview and interrogation of juveniles, and situations involving abuse of juveniles.	11.7%

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

FUNDAMENTALS OF CRIMINAL INVESTIGATION, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 6th ed., 1994.

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

THE LOUISIANA HANDBOOK OF STATUTORY CRIMINAL LAW AND PROCEDURE, West Publishing Company, is published annually and presents, in a single volume, the text of the following laws:

LOUISIANA CHILDREN'S CODE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2001.

CODE OF CRIMINAL PROCEDURE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this

information.), 2001.

LOUISIANA LAW ENFORCEMENT HANDBOOK, Louisiana District Attorneys Association, 1645 Nicholson Drive, Baton Rouge, LA 70802, Available to Law Enforcement Officers through your local District Attorney's Office, 7th ed., 1998.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, 2nd ed., 1990.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 5th ed., 1994.

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, International City Management Association (ICMA), 1120 G Street, N.W., Washington, DC 20005, 3rd ed., 1995. (NOTE: May also be obtained through LSU Firemen Training Program).

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 777 N. Capitol St., N.E., Suite 500, Washington, DC 20002-4201, 3rd ed., 1991.

CRIMINAL INVESTIGATION: BASIC PERSPECTIVE, Weston, Paul B., Prentice-Hall, 5th ed., 1990.

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.