

Memorandum

TO: ALL DEPARTMENT PERSONNEL **FROM:** Edgardo Garcia
Chief of Police

SUBJECT: UPDATED POLICE LIEUTENANT PROMOTIONAL READING LIST **DATE:** April 17, 2020

Memo# 2020-015

The reading list for the Lieutenant's promotional examination has been finalized for the 2021 promotional list. The resources on this reading list have been chosen specifically to help prepare you for the rank of Lieutenant within the San Jose Police Department.

Please review the reading list carefully to make sure the materials you are studying are the same as documented on this reading list as these are the only required materials. All reading materials are available either in the Lt. Cecil Ayer Research Library located in the Research and Development Unit or online on the Department's intranet site. Any materials that can be electronically copied are retrievable from the Department's intranet website by going to the "Documents/Publications" tab and selecting "Promotional Reading Lists" from the drop-down menu. Any questions regarding any of the reading material should be directed to the Research and Development Unit.

San Jose Police Department Examination Reading List For the Lieutenant's 2021 Promotional List

1.0	<u>Historical and Legal Reference:</u>
1.1	<u>San Jose Police Department Duty Manual NOT Redacted 2019, Version 4 (09-19-19)</u> (SJPD Intranet)
1.2	<u>SJPD Memorandums and Orders</u> , April 15, 2018 through April 15, 2020 (SJPD Intranet)
1.3	<u>City Policy Manual</u> , City of San Jose, Sections: 1.1.2 (Transgender Policy), 1.1.4 (Non-retaliation Policy), 1.3.1 (Workplace Violence), 1.7.1 (Use of Email, Internet Services, and other Electronic Media), 1.7.4 (Cellular Telephone Policy). (SJPD Intranet)

2.0	<u>Labor Agreements and Codes:</u>
2.1	<u>Memorandum of Agreement between the City of San Jose and the San Jose Police Officer's Association</u> , January 1, 2017 – June 30, 2020 (SJPD Intranet)
2.2	<u>Pocket Guide to the Public Safety Officers' Procedural Bill of Rights Act</u> , Sections I and II only. California Public Employee Relations Program (CPER) 2019, 18 th edition. (SJPD library or online purchase)

3.0	<u>San Jose and Santa Clara County Protocols (Available on the SJPD Intranet):</u>
3.1	<u>Active Shooter Protocol</u> , Police Chiefs' Association of Santa Clara County, November 2015
3.2	<u>Officer-Involved Incident Guidelines</u> , Police Chiefs' Association of Santa Clara County, December 2016

4.0 Special Issues:

- 4.1 2018 Independent Police Auditor Year End Report, City of San Jose (SJPD Intranet)
- 4.2 Good to Great Policing: Application of Business Management Principles in the Public Sector, June 2007, Police Executive Research Forum (PERF) (SJPD Intranet)

**San Jose Police Department Examination Reading List
For the Lieutenant's 2021 Promotional List
(Pre-Oral Examination)**

In addition to knowledge of the Department's practices and operations, the resources below are being provided as preparation tools for the oral examination process. These resources have been specifically chosen to present current matters within law enforcement.

1.0 Special Issues:

- 1.1 Final Report of the President's Task Force on 21st Century Policing, (Pages 1-68 only), May 2015, US DOJ Office of Community Policing Services (SJPD Intranet)
- 1.2 Police Force Analysis System Summary Report: San Jose Police Department, March 2020, Police Strategies LLC (SJPD Intranet)
- 1.3 San Jose Police Department Traffic and Pedestrian Stop Study, January 2017, Center for Law and Human Behavior at the University of Texas at El Paso, (SJPD Intranet)


EDGARDO GARCIA
Chief of Police

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