

# Memorandum

**TO:** ALL DEPARTMENT PERSONNEL      **FROM:** Anthony Mata  
Chief of Police

**SUBJECT:** LIEUTENANT PROMOTIONAL EXAMINATION READING LIST      **DATE:** May 25, 2022

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APPROVED

Memo# 2022-022

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The reading list for the Lieutenant's promotional examination has been finalized for the 2023 promotional list. The resources on this reading list have been chosen specifically to help prepare you for the rank of Lieutenant within the San José 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. Most reading materials are available online, via the Internet or the Department's Intranet site. Any questions regarding any of the reading material should be directed to the Research and Development Unit.

The Department's Intranet site may be accessed via Department computer at [REDACTED]

The Department will have a limited number of copies of the books available for checkout. Please contact [REDACTED] to reserve your copy of the books on this list.

## **San José Police Department Lieutenant Promotional Examination Reading List**

### **A. Historical and Legal Reference**

1. Duty Manual, version "DM 2022 V1 040522, not redacted." (Intranet)
2. Memorandums and Orders, May 25, 2020 through May 25, 2022. (Intranet)
3. [California Peace Officers Legal Sourcebook \(link\)](#), through revision "215."
  - i. Chapters 2-8, 11, 13-17 only.
4. [City Policy Manual \(link\)](#).
  - i. 1.1.1 – Discrimination and Harassment
  - ii. 1.1.2 – Transgender Policy
  - iii. 1.1.4 – Non-Retaliation Policy
  - iv. 1.3.1 – Workplace Violence

- v. 1.4.2 – Substance Abuse Program & Policy
  - vi. 1.7.1 – Use of Email, Internet Services, & Other Electronic Media
  - vii. 1.7.4 – Mobile Communications and Devices Policy
  - viii. 2.1.3 – Discipline Policy
5. Selected California Codes:
- i. Penal Code, Vehicle Code, Health & Safety Code, Welfare & Institutions Code, Business & Professions Code, and Evidence Code.
  - ii. These codes are to be used as an additional clarifying source of information when referenced in the Legal Sourcebook and in Department issued memos and policies; they are not books, in and of themselves, needing to be read in their entirety.

## **B. Labor Agreements and Codes**

1. [San José Police Officers' Association \(POA\) MOA \(link\)](#), July 1, 2021 – June 30, 2022.
2. [Promotional Memorandum of Agreement \(link\)](#), July 1, 2021 – June 30, 2022.
3. [Sergeants' Transfer Policy \(link\)](#), November 28, 2016.
4. [Side Letter Agreement: Officers' Transfer Policy \(link\)](#), February 7, 2022.
5. [Pocket Guide to the Public Safety Officers Procedural Bill of Rights Act \(18th ed., 2019\) \(link\)](#), sections I and II only. Note, the link directs to the publisher's website. The book may be purchased anywhere.

## **C. Protocols**

1. Active Shooter / Criminal Mass Casualty Protocol, 2015. (Intranet)
2. Child Abuse Protocol, 2019. (Intranet)
3. Domestic Violence Protocol, 2022. (Intranet)
4. Elder and Dependent Adult Abuse Protocol, 2017. (Intranet)
5. Hate Crimes Investigation Policy, 2018. (Intranet)
6. Human Trafficking Protocol, 2020. (Intranet)
7. Officer-Involved Incident Guidelines, 2021. (Intranet)
8. Mutual Aid Protocol, 2009. (Intranet)

## **D. Special Issues**

1. [2020 IPA Year End Report \(link\)](#).
2. [Final Report of the President's Task force on 21<sup>st</sup> Century Policing \(link\)](#), 2015.
3. [Police Force Analysis System Fifth Summary Report \(link\)](#), 2021.
4. [Police Department Preliminary After Action Report for the Public Protests, Civil Unrest, and Law Enforcement Response from May 29<sup>th</sup> – June 7<sup>th</sup>, 2020 \(link\)](#), 2020.
5. [Independent After Action Regarding the Events of May 29 – June 7, 2020 \(link\)](#), 2021.

**E. Personal Development**

1. [Emotional Survival for Law Enforcement: A Guide for Officers and their Families, Revised Edition \(link\)](#), Dr. Kevin Gilmartin, 2021. Note, the link directs to the author's website. The book may be purchased anywhere.
2. [Resolving Conflicts at Work: Ten Strategies for Everyone on the Job, 3<sup>rd</sup> edition \(link\)](#), Kenneth Cloke and Joan Goldsmith, 2011. Note, the link directs to the Amazon website. The book may be purchased anywhere.
  - i. Chapters 1, 2, and 5-7 only.
3. [The Founding Fathers on Leadership: Classic Teamwork in Changing Times \(link\)](#), Donald Phillips, 1998. Note, the link directs to the Amazon website. The book may be purchased anywhere.



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