

Examination Preparation Guide

for the Entry Level Police Officer Examination

Purpose of this guide

This guide was developed to assist you in doing your best on the Entry Level Police Officer exam. It will provide some advice and tips for preparing yourself to take the test and discuss strategy for taking the test effectively. While this guide may be applied to other written tests, it was specifically produced to provide guidance for this particular exam.

Preparing for the test

Tests are given to assure selection of the most qualified persons while providing all candidates a chance to compete fairly. Knowing the rationale for this test and having a realistic idea of the job can improve your chance to demonstrate your job potential.

This test is designed to assess:

- ▶ how well you observe things and how well you remember what you observed
- ▶ your basic writing skills
- ▶ your basic reading skills
- ▶ the similarity between your work preferences and experiences and those of persons who have been successful in a policing organization

So in the days and weeks before the exam, these suggestions can be offered:

1. Make sure you understand each step in the process to show your very best at each stage. Get a feel for what the job of a new officer or deputy is really like and what it will be like to be a police professional.
2. Make sure that you accurately complete any forms or requirements prior to the exam.
3. Try to take some time every day to improve your reading and writing skills. These skills are important for effective performance as a new officer or deputy and will be assessed by the test. Of course, these skills are also important in many other lines of work including those that would represent police promotions.
4. Try to get some practice taking other tests. This can reduce testing anxiety and improve your test taking strategies.
5. Organize your schedule so you can perform your best on the day of the test.

Getting ready the day of the test

1. Stick to your normal routine as much as possible. Some of the following suggestions may not be in your normal routine, but they usually allow most persons to perform at their best.
2. Get adequate sleep. Most adults do best with 7-8 hours. Try to adopt this pattern at least several days before the exam.
3. Get up early enough to have plenty of time to have a light, balanced breakfast.
4. Minimize the use of outside influences (food, caffeine, nicotine, entertainment, etc.) that might over or under stimulate you. The main thing is to not do anything too radical - and not too different than what is normal for you.
5. Arrive at the test early enough to cope with traffic, weather, parking, etc.

Taking the test effectively

1. Listen to instructions and directions from the test administrators. Make sure that you understand the instructions. Ask questions at the designated time before the test begins if you are unsure of any aspect of what you should do during the test.
2. Use your time carefully, especially on the first part of the test which is brief and closely timed. After that period, you should have enough time to cover the entire test if you move through it steadily and do not spend too much time on any one question.
3. Read the questions and alternatives carefully. Do not jump to an answer before you have completely read all of the alternatives.
4. Answer all of the questions. Use your informed judgment to make a choice between alternatives. This may feel like an "educated guess" but to the extent that it is informed, you are demonstrating a degree of knowledge and not just blindly guessing.
5. Don't worry about trick questions. None of the questions in this test is designed to be a trick question. The test is really intended to allow you to show your best on what it is assessing. Avoid reading too much into a question.
6. Take care of your answer sheet. Follow the test administrator's instructions on filling in your name and other information. Make sure that you fill in the bubbles, not making too light or small a mark - or one that goes out of the bubble. Make sure that the number of the space on the answer sheet you are marking actually corresponds to the question you are answering. Do not make stray marks or smudges on the answer sheet. If you change a response, make sure that you completely erase your first choice.

SAMPLE TEST

Entry Level Police Officer Examination

This booklet must be returned to the test administrator at the close of the examination. The test administrator will announce when you are to start and when you are to stop working on the examination.

Work on each examination part according to the instructions provided. Do not answer any question until you have read it carefully. To receive credit, you must mark your answers on the Answer Sheet. **Do not make any marks in this booklet.**

Any examinee who talks with or attempts to talk with another or who copies or aids another in copying during the course of the examination will be disqualified.

Content of the Examination

Accuracy of Observation	40 questions
Written Communication Skills	40 questions
Reading with Understanding	35 questions
Biodata	54 questions
<hr/>	
Total	169 questions

Do not turn this page until told to do so.

Booklet Number _____

General Instructions

The following instructions are to be followed in answering the questions in this examination.

To mark your answers on the answer sheet, you are to blacken the space for one, and only one, of the letters to indicate your answer to each question. Before you answer each question, be sure that the number of the answer space you mark is the same as the number of the question you are answering.

If you mark an answer and then wish to change it, **be sure you completely erase your first choice** before you mark your new choice. Use only a soft lead pencil to record your answers.

Multiple-Choice Instructions: When you are given a multiple-choice question, select the ONE BEST ANSWER of the choices given. Then blacken the space for the correct letter on the answer sheet.

Multiple-Choice Example:

1. The capital of the United States is:
- A. Washington, D.C.
 - B. Los Angeles.
 - C. New York.
 - D. Chicago.

Sample Answer Sheet

	(T)	(F)			
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scoring Formula

All questions in this booklet will be scored on the basis of the number of correct answers. It is to your advantage to use your best judgment and attempt to answer all of the questions.

Time Limit

You will have two (2) hours to respond to the 169 questions in this examination. If you use your time effectively, you should be able to answer all of the questions.

Do not turn the page until told to do so.

ACCURACY OF OBSERVATION

(40 questions)

Instructions

This part of the examination consists of a picture and forty questions to test your observation and memory abilities. When the test administrator tells you to begin, you will turn the page and have TWO (2) minutes to study the picture. You are not allowed to take notes.

When time is called, you must turn the page and stop studying the picture. Under no circumstances are you to ever look at the picture again.

The questions in this part of the examination will refer to the picture. Read each statement about the picture carefully and decide which alternative answer is the best choice. Then record your answer on the answer sheet.

Do not turn the page until told to do so.



ACCURACY OF OBSERVATION

(40 questions)

Read each of the following statements about the picture carefully and decide whether it is true or false. Then use the key below to record your answer on the answer sheet.

Key

A = The statement is **true**.

B = The statement is **false**.

1. The time of the accident was approximately 10:00 o'clock.
2. There is a stop sign on the corner nearest the accident.
3. There were passengers on the bus.
4. Both the bus driver and the policeman wore moustaches.
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Turn the page and continue working.

Use the following special instructions to answer questions 26 through 40. Each of these questions is an object or person that may or may not have been shown in the picture that you just studied. Use the key below to indicate whether or not the numbered item was in the picture. If only part of the object was shown, you are to consider it as being present in the picture.

Key

A = Yes, it was in the picture.

B = No, it was not in the picture.

26. Doctor's office

27. Fire hydrant

28. Drug store

29. Telephone booth

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Turn the page and continue working.

WRITTEN COMMUNICATION SKILLS

(40 questions)

Instructions

This part of the test consists of written sentences. Some of these sentences are grammatically correct and others are incorrect. You are to read each sentence and decide whether it is correct or incorrect. Then use the answer key below to record your answer on the answer sheet.

KEY

A = The sentence is grammatically correct.

B = The sentence is grammatically incorrect.

The kinds of errors that you will find include incomplete sentences, incorrect word usage, and subject/verb disagreements. There are no intentional errors in spelling, punctuation, or capitalization. However, word usage errors that you should be alert to may include the use of the incorrect form of a word that has more than one form or spelling. For example, a sentence may include the word "to" when the word should have been "two".

Look at the sample sentences below to see some of the kinds of errors that you should be looking for and note how the response to each numbered sentence is marked on the Sample Answer Sheet.

Sample Sentences

1. The accident in the busy intersection required to officers to direct traffic.
2. Is a favorite spot for homeless persons to spend the night.
3. The smaller boys plays in the fenced yard.
4. Shop owners expect officers to handle incidents in the mall.

Sample Answer Sheet

	(T)	(F)			
1	<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
2	<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
3	<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
4	<input checked="" type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
5	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
6	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E

The first sample sentence is incorrect because it has the word "to" where the word "two" should have been used. Therefore, the letter "B" has been marked on the Sample Answer Sheet for question number 1 to indicate that sentence number 1 is incorrect.

The second sample sentence is incorrect because it is an incomplete sentence. It does not tell us what it is that is a favorite spot for homeless persons. Therefore, the letter "B" has been marked on the Sample Answer Sheet for question number 2 to indicate that sentence number 2 is incorrect.

The third sample sentence is incorrect because it has a subject/verb disagreement. The plural subject "boys" should be used with the verb "play", not the verb "plays". Therefore, the letter "B" has been marked on the Sample Answer Sheet for question number 3 to indicate that sentence number 3 is incorrect.

The fourth sample sentence is correct. Therefore, the letter "A" has been marked on the Sample Answer Sheet for question number 4 to indicate that sentence number 4 is correct.

The key that you will use to answer these questions will be reproduced on each page so that you will not have to come back to these instructions to use the key.

Turn the page and continue working.

KEY

A = The sentence is grammatically correct.

B = The sentence is grammatically incorrect.

41. The problem started when the man in the blue hat through a beer can at a man in the crosswalk.
42. The first officer on the scene found the store clerk on the floor behind the counter.
43. The frightened child runned to the corner store to get help.
44. Since it was a holiday weekend and the traffic was congested.
45. The dead trees that fell during the storm was a serious hazard.
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Turn the page and continue working.

READING WITH UNDERSTANDING

(35 questions)

Instructions

This part of the test contains a set of policies or procedures labeled General Orders. You are to read each General Order and answer the questions that follow. This is not a memory test. **You may refer back to the written information as often as you wish.** You should not assume anything that is not stated in the text, nor apply any knowledge you may have of law enforcement policies and procedures.

Turn the page and continue working.

Any City, USA
Police Department

General Order #106

Subject: Special Event Crowd Control

Policy

This policy is intended to ensure the safe operation of the recreational facilities contained within the City during special events where large numbers of people are involved.

Procedure

- A. The closing of City facilities will be determined prior to the event by city officials and event coordinators. When an officer is preparing to close a park facility, he/she will announce the following script on the public address system of the squad car:
1. "The City Park is now closed. Please leave the area."
 - a. The above script will be the only words used on the public address system when officers go through an area on the first and second sweeps, announcing that the area is closed.

Special Circumstances

- A. When the safe flow of traffic is prevented by overcrowding in a park facility, these recommendations should be followed:
1. Closure of an area at 15 minute intervals to allow patrons to leave an area prior to allowing additional patrons into the area.
 - a. The time intervals are at the discretion of the supervisor on the scene.
 - b. In these situations officers are reminded that the public is entitled to know why the area is closed and approximately when they will be allowed into the area.
 - c. The safety of the public shall be the primary concern.
 - d. Officers involved in the control of traffic in these situations will wear their traffic vests and pay close attention to ensure the safety of everyone involved.
 - e. When vehicles are used to assist in the control of traffic, they will be strategically placed where they do not impede the flow of other traffic. The emergency lights of the vehicles should be turned on for safety purposes and to reduce confusion for the public.

This order supersedes all written and unwritten policies and directives of the City Police Department on this subject.

By order of the Chief of Police.

81. According to General Order #106, when an officer is preparing to close a park facility, the second sweep through the area is used to:
- A. repeat the closing announcement.
 - B. complete a case report about the area.
 - C. inspect for unsafe or hazardous situations.
 - D. identify areas for attention by the custodial crew.
82. According to General Order #106, when overcrowding occurs in a park facility, the officer's first consideration should be:
- A. the safety of patrons.
 - B. the safe flow of traffic.
 - C. allowing patrons to leave an area prior to allowing additional patrons into the area.
 - D. keeping the public informed of approximately when they will be allowed into the area.
83. When officers are controlling traffic they will:
- A. wear their traffic vests.
 - B. complete a case report.
 - C. use the public address system of the squad car.
 - D. notify Headquarters desk personnel via telephone.

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Turn the page and continue working.

BIODATA

(54 questions)

General Information

The questions included in this Biodata Section ask for information about you and your background. These kinds of questions are often asked during an oral interview. For years, employers have been using interviews to relate personal history, preferences, and attitude to job success. This Biodata Section attempts to do the same.

An interview often fails because the wrong questions are asked or different questions are asked of each candidate. The Biodata Section includes questions that have been shown to be related to job success. It has been found that successful employees tend to select some answers more often than other answers, while less successful employees tend to select different answers.

The usual employment test includes questions which have one "correct" or "best" answer and credit is only given for that answer choice. In the scoring of the questions in the Biodata Section, some credit is given for every answer choice. Therefore it is important that you answer every question, because no credit is given for questions that you do not answer. Also, no credit is given if you mark more than one answer to a question.

You should answer the following questions using the instructions for multiple choice questions provided previously. You may only mark **one** answer to each question. It is possible that none of the answers applies well to you. However, one of the answers will surely be more true (or less inaccurate) for you than the others. In such a case, mark that answer.

Answer each question honestly. The credit that is assigned to each answer choice is based on how successful employees describe themselves when honestly responding to these questions.

Turn the page and continue working.

116. When you were a student, how would you compare yourself with others if you had done the very best you could?
- A. would have been at the top of the class.
 - B. would have been in the top 10 percent of the class.
 - C. would have been above average.
 - D. would have been average.
 - E. would have been below average.
117. How often do you like to be told how well you are doing in your job?
- A. About once a week.
 - B. About once a month.
 - C. About once a quarter.
 - D. Only during standard performance periods.
 - E. Only when a major project has been completed.
118. Do you feel that the grades you received in high school were as good as your capabilities?
- A. Yes, they were about as good as I could do.
 - B. No, they were poorer than what I could do.
119. In what area did you have your most outstanding negative experience on your first job?
- A. Relationships with management or supervisors.
 - B. Relationships with my fellow workers.
 - C. Relationships with clients or the public.
 - D. Lack of enjoyment of the work itself.
 - E. None of the above.
120. What do you feel has been your major accomplishment outside of work?
- A. Family activities.
 - B. Development of self.
 - C. Community activities.
 - D. Development of social activities.
 - E. Something else.