

CITY OF IRVING

ENTRY-LEVEL POLICE OFFICER

WRITTEN TEST

STUDY GUIDE

The Entry-Level Police Officer Written Test is a 100-item multiple choice test comprised of four sections – Observation and Memory, Report Writing, Reading Comprehension and Ability to Apply Information, and Reasoning.

Candidates are given up to 2 hours, 22 minutes to complete the test.

This Study Guide is designed to familiarize candidates with the instructions for each of the sections of the test and to provide a few sample questions for each section, as well as some suggestions and hints for taking the examination.

SECTION ONE: OBSERVATION AND MEMORY

Police Officers are required to rely on their memory of persons and events. This section of the test is designed to measure how well you observe and remember.

At the beginning of the test, you will be given a booklet that contains seven “Wanted” posters, each containing a picture of an individual and some facts concerning that individual.

You will be given seven minutes to study these Wanted posters.

You will not be allowed to take any notes.

At the end of the seven-minute period, the booklet will be taken from you and you will not be allowed to refer back to the Wanted posters.

At the very end of the test (approximately two hours later), you will be given a series of 25 multiple-choice questions concerning these Wanted posters. You should allow up to 15 minutes to answer these 25 questions.

SAMPLE QUESTIONS

On the following pages are two sample Wanted posters. (Please note: The pictures on the posters are of volunteers and the information is fictitious.) Spend two minutes examining these posters. Then, give yourself approximately two hours before trying to answer the questions presented for these two posters.

When reviewing these sample Wanted posters, try to form associations between characteristics of the person and specific facts presented with the pictures. Also, try to form associations among some of the facts themselves.

WANTED

STEVEN LINEMAN

Fraud, Extortion



DESCRIPTION:

Sex: Male, Caucasian
Age: 46
Height: 6 feet, 1 inches
Weight: 220 pounds
Hair: Brown
Eyes: Blue
Aliases: Larry Stevens; Lynn Silk
Marks: None known

Suspect is sought in conjunction with a number of fraud and extortion crimes in the Chicago Area. Suspect frequents national trade shows, conventions and political fund-raisers.

WANTED

STEWART LYDELL

Embezzlement



DESCRIPTION:

Sex: Male, Caucasian
Age: 34
Height: 5 feet, 11 inches
Weight: 180 pounds
Hair: Brown
Eyes: Green
Aliases: Stanley Liston
Associates: James Gordon; Larry Elliot

This suspect is believed to be the head of a group known as the "Accountants." Suspect is sought in connection with computer crimes including electronic embezzlement of \$170,000 from Illinois Savings and \$250,000 from Dallas Federal. Suspect is believed to travel frequently between Cleveland, Dallas and Phoenix.

**Study the above two wanted posters for
two minutes.**

**Wait about two hours before trying to answer the questions
on the following two pages.**



1. This suspect is wanted for:
 - A. Fraud.
 - B. Extortion.
 - C. Identity Theft.
 - D. Embezzlement.

2. An associate of this suspect is:
 - A. Larry Elliot.
 - B. Larry Stevens.
 - C. Larry Lineman.
 - D. Larry Silk.

3. This suspect is approximately:
 - A. 26 years old.
 - B. 30 years old.
 - C. 34 years old.
 - D. 36 years old.



4. An alias that this suspect uses is:
- A. Steven Lindham.
 - B. Gary Silks.
 - C. Larry Stevens.
 - D. Gordon Lemmon.
5. This suspect weights approximately:
- A. 180 pounds.
 - B. 200 pounds.
 - C. 220 pounds.
 - D. 240 pounds.
6. This suspect has:
- A. Brown hair and blue eyes.
 - B. Blonde hair and blue eyes.
 - C. Brown hair and green eyes.
 - D. Red hair and blue eyes.

ANSWERS

The answers to the above questions are:

1. D
2. A
3. C
4. C
5. C
6. A

CAUTIONARY NOTE

Because this sample set consisted of only **two** Wanted posters, the amount of descriptive information presented was not extensive, and remembering the information from only two pictures may have been quite easy. However, on the actual test, there will be **seven** Wanted posters, more than three times the amount of descriptive information presented here. So, the chances that candidates will confuse facts from the different posters will increase.

SECTION TWO: REPORT WRITING

Police Officers are required to prepare written narrative reports based, in part, on notes that they have taken. This section of the test is designed to measure how well you can prepare written material clearly and accurately. There are two formats that questions can take. The first type uses a set of “notes.” The second type of questions does not use notes.

SAMPLE QUESTION - TYPE I - FROM NOTES

The following are taken from notes you have kept while following a suspect and observing his activities. In a “real” situation, part of your assignment would be to prepare a narrative report based on the notes.

NOTE SET

- Martin left his apartment at about 10:00 p.m.
- Martin met Wagner inside North Bowl Lanes
- Wagner threatened Martin
- Martin left the bowling alley quickly
- Martin went to Rick’s Bar

QUESTION

In the following set, select the one choice which is the most CLEAR and ACCURATE presentation of information from the notes (above). Considerations of grammar and style are important only when they affect clarity and accuracy.

- A. Martin met Wagner inside North Bowl Lanes, and he left the bowling alley quickly after Wagner threatened him.
- B. Martin met Wagner inside North Bowl Lanes, and he left the bowling alley quickly after he threatened him.
- C. Martin met Wagner inside North Bowl Lanes, he threatened him, and then he left the bowling alley quickly.
- D. Wagner threatened Martin when he met him inside North Bowl Lanes, and then he left the bowling alley quickly.

ANSWER TO SAMPLE - TYPE I - FROM NOTES

Choice B makes it unclear who did the threatening, and who left the bowling alley, but it leaves the impression that it was Martin who did the threatening.

Choice C is also unclear, and it implies even more strongly that Martin threatened Wagner.

Choice D is clear about Wagner doing the threatening, but it makes it seem that it was also Wagner who left the bowling alley quickly.

ONLY CHOICE A is a clear and accurate presentation of material from the notes. Choice A is, therefore, the best choice.

Note that the information from the first and last lines of the “NOTES” did not appear in any of the choices. That simply means that the information in the first and last lines of the notes was not relevant to this particular question.

SAMPLE QUESTION - TYPE II - NOT FROM NOTES

Some questions do **NOT** use any note sets. Each test question consists of four statements describing an event. You must decide which statement gives the ***clearest and most detailed description*** of the event. (You do not need to be concerned with selecting statements based on spelling, punctuation, and grammar.)

QUESTION

Which one of the following statements presents the clearest and most detailed description?

- A. The suspect was a female teenager and had blue eyes and walked with a pronounced limp.
- B. The suspect had blue eyes and walked with a pronounced limp and was obviously in her teens.
- C. The suspect was about 14 years old and had blue eyes and walked funny.
- D. The female suspect, who was about 14 years old, walked with a pronounced limp and had large blue eyes.

ANSWER TO SAMPLE - TYPE II - NOT FROM NOTES

Notice the four bits of information that could have been included in each statement: the suspect's age, the suspect's sex, the suspect's eye color; and the manner in which the suspect walked.

Relative to the suspect's age, Choices C and D are most specific, in that they both mention an age of about 14, rather than just stating that the suspect was a teenager or "in her teens."

Relative to the suspect's sex, Choices A and D mentioned that the suspect was a female and Choice B included the word "her." Choice C did not make reference to the suspect's sex.

Relative to the manner in which the suspect walked, Choices A, B and D mention that the suspect walked with a pronounced limp, while Choice C refers to the manner in which the suspect walked as "funny" (Funny how? Bowl-legged? Pigeon-toed? A pronounced limp? "Waddling?" Very slowly? Very quickly? Etc., etc.)

Relative to the suspect's eyes, Choices A, B, C, and D all mentioned that the eyes were blue, but only Choice D mentioned that the eyes were **large** and blue.

CHOICE D is the BEST answer. It included the most specific and detailed descriptions of the suspect's age, sex, manner in which the suspect walked, and eyes.

SECTION THREE: READING COMPREHENSION AND ABILITY TO APPLY WRITTEN INFORMATION

This section of the test is designed to measure your ability to read and understand written material and your ability to apply information to specific situations. There are three formats that questions can take. The first type uses a detailed regulation and asks questions concerning that regulation. The second type of question presents a reading passage and asks questions concerning that passage. The third type presents a reading passage and then presents a specific situation in which the information contained in the passage is to be applied.

In all types of questions you are cautioned to base your answers only on the material that is presented to you to read and **NOT** on any prior knowledge you may have in the topics addressed by the passage or regulation.

SAMPLE QUESTION - TYPE I - REGULATION-BASED

REGULATION ON ESCORTING VEHICLES

- (1) In an emergency situation, law enforcement officers will escort ambulances and other emergency vehicles under the following circumstances:
 - a. When an ambulance or fire apparatus operator is unfamiliar with the route to the destination; or
 - b. When emergency equipment or an ambulance or fire apparatus is inoperative.
- (2) Officers may escort privately-owned vehicles when such action is deemed necessary to prevent the loss of life and/or serious injury, and only when, in the officer's opinion, calling for an ambulance is impractical or the injured person cannot be transferred to the officer's vehicle without aggravating or worsening the patient's condition.
- (3) Emergency deliveries of blood, critically needed medication, or other items may be made only with the authorization of a field supervisor.
- (4) In all incidents involving emergency escorts or deliveries, the officer will notify the Communications Division upon commencing such duty.

QUESTION

1. While on patrol, you are dispatched to the scene of a large explosion. After several minutes of crowd-control duty, you are approached by the fire department's battalion chief. The battalion chief says that two of the ambulance drivers do not know the route to the hospital and asks you to escort them.

In view of the police Regulation on Escorting Vehicles, cited on the previous page, which one of the following actions should you take?

- A. Contact the Communications Division, then escort the ambulance drivers to the hospital.
- B. Ask the battalion chief to find a local citizen to ride along in one of the ambulances and show the ambulance drivers the way.
- C. Inform the battalion chief that you can assist only after your primary crowd-control duties have been completed.
- D. Inform the battalion chief that the police Regulation on Escorting Vehicles prohibit you from escorting capable emergency equipment.

ANSWER TO SAMPLE QUESTION - TYPE I - REGULATION-BASED

Choice B is not an action that is even suggested by the Regulation on Escorting Vehicles.

Choice C is not a provision that is cited in the Regulation on Escorting Vehicles.

Choice D ignores (1)a. of the Regulation on Escorting Vehicles.

ONLY CHOICE A flows directly from the Regulation on Escorting Vehicles. (1)a. specifically allows for the escort to take place because the ambulance drivers do not know the route to their destination and (4) states that the Communications Division will be notified by the officer upon commencing the duty.

SAMPLE QUESTION - TYPE II - READING PASSAGE

QUESTION

Police mobile radio communication is the basis for immediate and responsive police service. When the radio system fails to perform its function, police efficiency is diminished. Electrical and mechanical malfunctions are the most obvious reasons for a breakdown in communications, and are often beyond the control of the individual officer. However, there are other reasons for lost efficiency which are under the direct control of the individual officer. Basically, they are the disregard for the courtesies and considerations on which the FCC has based many of its operating requirements.

2. Based solely on the information above, which one of the following statements is correct?
- A. A breakdown in radio communications is the main reason there has been a lessening in immediate and responsive police service.
 - B. Disregard for courtesy in radio communications reduces police efficiency.
 - C. FCC operating requirements are designed to reduce electrical and mechanical malfunctions in radio equipment.
 - D. The causes of radio system efficiency failure are beyond the control of the individual officer.

ANSWER TO SAMPLE QUESTION - TYPE II - READING PASSAGE

Choice A is not correct because the passage does not state that there has been a lessening in immediate and responsive police service.

Choice C is not correct because the passage does not state that the FCC operating requirements are designed to reduce electrical and mechanical malfunctions in radio equipment. The passage states that many of the FCC's operating requirements are **based on** the courtesies and considerations that are under the direct control of the individual officers.

Choice D is not correct because the passage does not state that the causes of radio system failure are **beyond the control of the individual officer**. The passage states that electrical and mechanical malfunctions are the most **obvious** reasons for a breakdown in communications and that they are often beyond the control of the individual officer.

ONLY Choice B is correct because the passage does state that in addition to electrical and mechanical malfunctions (which are often beyond the control of the individual officer), a disregard for the courtesies and considerations is a reason for lost (or reduced or diminished) efficiency.

SAMPLE QUESTION - TYPE III - SITUATION

QUESTION

The Vehicle and Traffic Law authorizes the issuance of junior operator's licenses to persons between the ages of 16 and 18. It states: "The commissioner shall prescribe the form of application for the junior operator's license and each applicant shall submit, with his application, a duly acknowledged consent of the applicant's parent or guardian to the issuance of such license. Upon receipt of a withdrawal of consent, duly acknowledged by the parent or guardian who executed the consent on the basis of which a junior operator's license was issued, the commissioner shall, provided the licensee has not reached the age of 18 years, revoke such junior operator's license."

SITUATION: Six months ago, Richard's father signed the duly acknowledged consent as provided in this section for the issuance of a junior operator's license to Richard at the age of 16. Due to failing grades in school, it is decided that Richard's license should be taken away.

According to the above passage, which one of the following choices will have to sign a duly acknowledged withdrawal consent before the commissioner will revoke the license?

- A. Richard's mother
- B. Richard's school principal
- C. Richard's guidance counselor
- D. Richard's father

ANSWER TO SAMPLE QUESTION - TYPE III - SITUATION

CHOICE D is the only correct choice because the passage indicates that withdrawal of consent must be duly acknowledged by the parent or guardian **who executed the consent** on the basis of which a junior operator's license was issued. **Richard's father is that individual.**

SECTION FOUR: REASONING

This section of the test is designed to measure your reasoning. There are two formats these questions can take.

SAMPLE QUESTION - TYPE I - DRAWING CONCLUSIONS

Officers frequently must draw conclusions based on incomplete or conflicting information. In this type of question, a situation is described from the viewpoints of several different people and you are to draw conclusions from the different descriptions.

DESCRIPTION

A carjacking occurred at 1:00 p.m. on Broad Street and was witnessed by four persons. You get the following four descriptions of the person who did the carjacking:

- I. medium height; light complexion; light hair; slight build; light gray pants; denim patch hat.
- II. about 5 feet, 8 inches tall; light brown hair; sunglasses; 150 to 160 pounds; moustache; mid-30s in age; cap.
- III. about 5 feet, 6 inches tall; shoulder-length, dirty-blond hair; bushy moustache; about 35 years old; blue hat; smudges of grease on hands and clothing.
- IV. about 5 feet, 9 inches tall; long and very straight, light brown hair; faded blue jeans; denim jacket and cap; mid-30s in age; sunglasses; moustache; about 135 to 150 pounds.

QUESTION

1. Which description, because of the type of detail, was most likely given by the victim of the carjacking?
 - A. I.
 - B. II.
 - C. III.
 - D. IV.

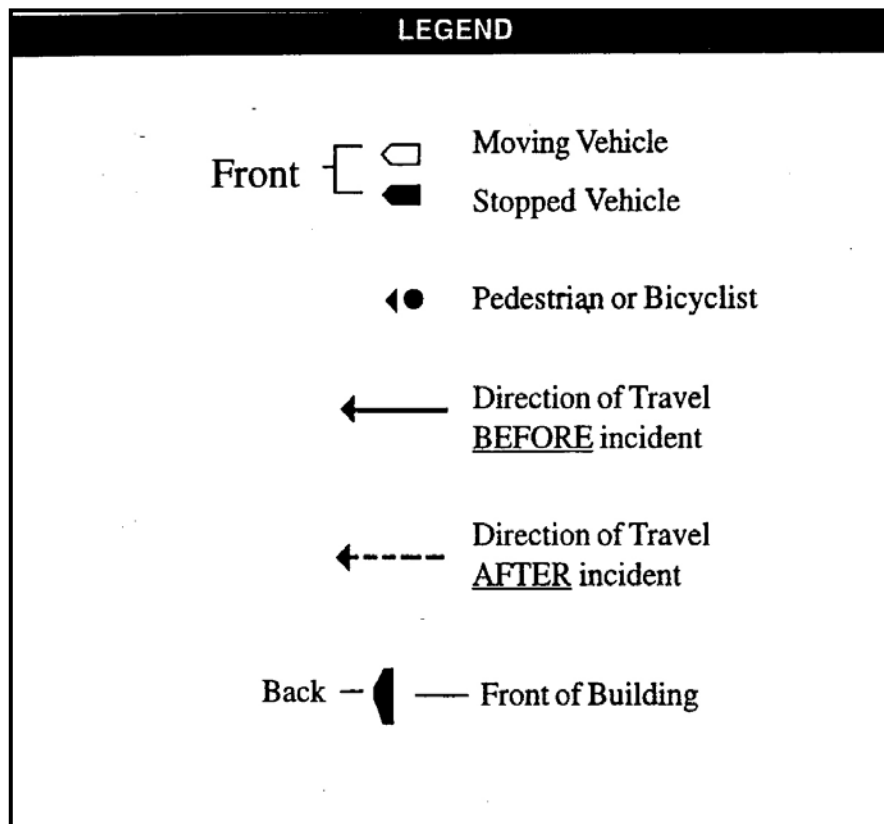
ANSWER TO SAMPLE QUESTION - TYPE I - DRAWING CONCLUSIONS

The key to the correct answer is the description of the grease smudges on hands and clothing which is included in Description III because this aspect was likely seen by the person who was physically the **closest** to the carjacker, namely the victim. Description I was likely given by the person who was farthest away.

Remember, when answering this type of question, the question asks which description was **most likely** given by a specific individual.

SAMPLE QUESTION - TYPE II - UNDERSTANDING EVENTS

Officers frequently receive information regarding an event in the form of a narrative statement. This type of question is designed to test your ability to understand a description of the events surrounding an accident or criminal activity. Each question presents you with a description of a particular accident or crime. You are to choose the illustration which best represents this description. The legend below contains symbols to represent buildings, vehicles, people and their movements. Some or all of these symbols may be contained in the illustrations.

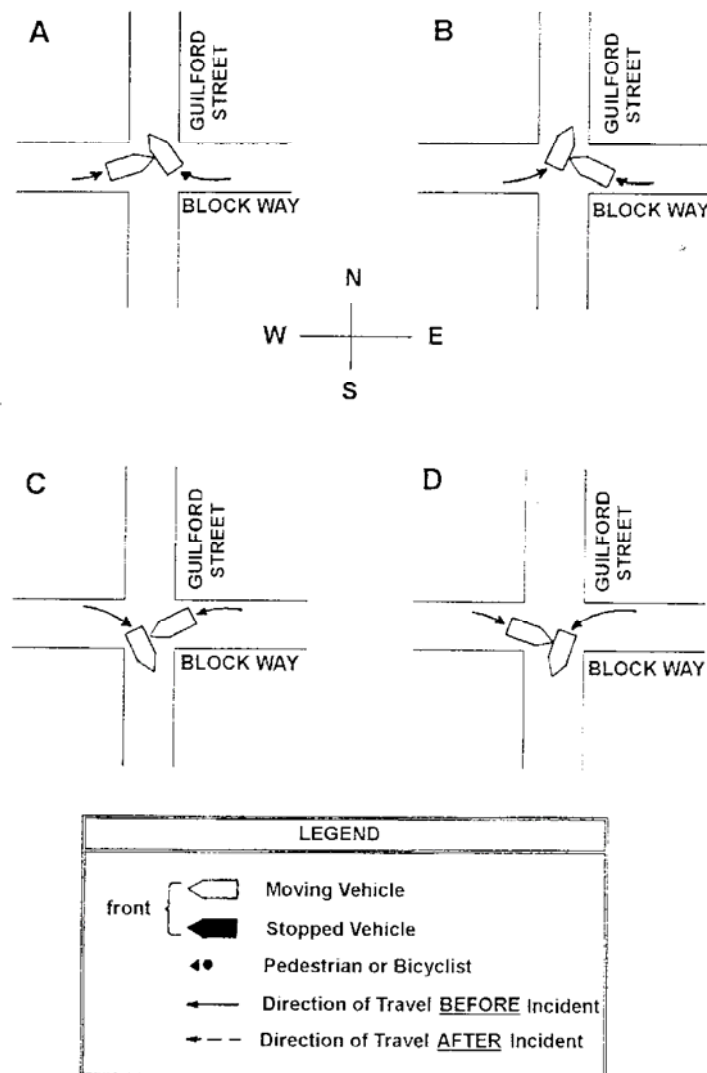


DESCRIPTION

A car traveling east on Block Way turns left onto Guilford Street. A second car traveling west on Block Way turns right onto Guilford Street, striking the first car on the passenger side.

QUESTION

2. Which diagram best illustrates the accident?



ANSWER TO SAMPLE QUESTION - TYPE II - UNDERSTANDING EVENTS

The key to answering the sample question correctly is to pay attention to the direction of the cars and the description.

Only Alternatives A and B show a car traveling east on Block Way and turning left onto Guilford Street.

In Alternative A, the car driving east on Block Way hits the other car that is turning right onto Guilford Street on the driver side of that car.

In Alternative B, the car driving east on Block Way and turning left onto Guilford Street is hit by the other car, striking the first car on the passenger side.

Therefore, only Alternative B depicts the events as described.