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Dear Applicant,

Congratulations on your desire to become a peace officer. The law enforcement field is one in which individuals, such as yourself, are required to use a variety of skills and abilities. The great responsibility placed upon peace officers in the exercise of their duties cannot be overstated, as they are the community's first line of defense against crime and disorder. The large number of skills and abilities necessary to be a productive officer cannot be fully measured by any written test, but must be assessed in a number of ways, such as through background inquiries and oral interview procedures. The test you will be taking is designed, however, to measure certain skills which may be accurately assessed through such paper and pencil tests.

Great care has been taken in the development of this test to ensure that the ethnicity of a person is not a factor in test results by following test development guidelines set forth by the Equal Employment Opportunity Commission. Each test item has been carefully constructed to assess your skills at, or near, the high school senior level.

We wish you the very best in your efforts.

Sincerely,

**Fredda Bannon**

Partner

**Kathleen Bannon-Hampton**

Partner

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This test preparation manual is designed to assist you in preparing for the Law Enforcement Validated Entry Level Test (L.E.V.E.L. Test). Within this manual you will be given examples of most typed of questions and problems contained in the test. You are encouraged to study the examples, all instructions, and explanations for each portion of the test. The last page of the manual presents some helpful tips which, if followed, may assist you in achieving your best score.

The test is comprised of seven sections consisting of Differential Decision Making, Grammar and Syntax, Punctuation, Spelling, Vocabulary, Reading Comprehension, and Arithmetic. Following the examples for each section, the correct answers are given for the examples, and, if necessary, the reasons why the answers are correct. In the Arithmetic section, each sample problem is solved for you. All questions and problems in the test are multiple choice.

You should read through the instructions and explanations for a section, and then answer the sample problems prior to looking at the correct answers. In doing so you will determine the areas to which you need to devote more time.

IF THIS PREPARATION MANUAL WAS ISSUED TO YOU BY THE AGENCY, YOU MUST NOT MAKE ANY MARKS IN THE MANUAL, AND IT MUST BE RETURNED TO THE AGENCY WHEN YOU ARRIVE TO TAKE THE TEST. USE A SEPARATE PIECE OF PAPER TO RECORD YOUR ANSWERS TO THE SAMPLE PROBLEMS.

If you purchased the manual, you may use it in any manner you choose. The manual is Copyrighted, however, so no copies of the manual may be made. BANNON & ASSOCIATES reserves all rights to the material included in this manual.

Now, let's examine samples of the test items:

### **DIFFERENTIAL DECISION MAKING**

Don't let the name of this section frighten you. It is a term we use for deciding between what is a fact and what is an inference. A fact is something we come to know because we received it through one of the five senses of touch, taste, sight, smell or hearing. It may also come from information received from a credible person, such as an eye-witness. An inference, on the other hand, is something that may or may not be true under the circumstances. Fact is something we know with certainty to be true, whereas an inference may be true, but not with certainty. For example, if someone were to say to you: "I saw John Doe smash the window", then it is a fact that John Doe smashed the window. You might wonder, what if that person was not telling the truth. Be assured that no such attempts to mislead you in that way are contained in the test. If a credible person makes a statement of something they know to be fact, you may assume it is a fact. Going back to our example of John Doe, if that same person said to you: "I heard a window break, and when I turned around and looked I saw John Doe running from in front of the

house where the window was smashed”, this becomes an inference. The circumstances would **infer** that John Doe smashed the window, but it could not be said with certainty.

In law enforcement work officers continually make decisions about what is fact and what is inference. Although inference may provide reasons for more investigation, it is facts that are needed to successfully prosecute cases in court. Officers frequently act on the basis of inferences in carrying out inquiries and questioning suspects, but only facts warrant an arrest and prosecution.

In examining the examples below, you will determine what is fact and what is inference. There are no attempts to mislead you neither in the examples nor in the test itself. Do not, however, read anything into the story, but base your decisions solely upon the content.

### Example #1

Officer Ron Paul was dispatched to a reported burglary of a residence. When he arrived he noticed a window where the screen had been cut and the glass broken out in the front of the house. Officer Paul was greeted by a Mr. John Duke who stated that he and his wife were the owners of the house. Mr. Duke said that he and Mrs. Duke left their home at 6:00 p.m. to have dinner and attend a movie. When they returned at 10:00 p.m. they discovered the broken window and cut screen. Mr. Duke said that a video camcorder was missing along with his 12 gauge Winchester shotgun. Mr. Duke also said that other items were probably missing, but he would not know precisely what until he and his wife had an opportunity to go through their belongings. Mr. Duke said he was sure the boy who lived next door committed the burglary as he was a trouble maker who had been caught stealing before. He said the boy’s name was Gene Smith, and that he was about eighteen years old. Officer Paul knows Gene Smith as he arrested and charged him with burglary about two months ago. He knows that Smith is out of jail on bond awaiting trial on that burglary charge.

1. Mr. and Mrs. Duke are the owners of the residence.  
A. Fact      B. Inference
2. A VCR camcorder and a Winchester shotgun were stolen.  
A. Fact      B. Inference
3. Other items were also stolen.  
A. Fact      B. Inference
4. The burglary occurred between 6:00 and 10:00 p.m.

A. Fact      B. Inference

5. Gene Smith committed the burglary.

A. Fact      B. Inference

6. Gene Smith lives next door to the Dukes.

A. Fact      B. Inference

7. Gene Smith has probably committed other burglaries in the past two or three weeks.

A. Fact      B. Inference

8. Gene Smith cut the screen and broke the glass.

A. Fact      B. Inference

9. Gene Smith is eighteen years old.

A. Fact      B. Inference

10. Gene Smith is awaiting trial for burglary.

A. Fact      B. Inference

#### Example #2

The police dispatcher received a call from a citizen who stated that a white, short bed pickup truck was driving south on the interstate highway through the city. This caller said the truck was being driven at a high rate of speed and was swerving from one side of the road to the other. The caller said the truck had run off the roadway into the grass on two occasions. The citizen did not know the license plate number of the truck, but said it was all white, had damage to the left front fender, and that only one headlight was shining. The caller said he could not tell the race or age of the occupants, but they were two males and were probably intoxicated. The dispatcher alerted all patrol officers by radio. Shortly after the radio broadcast concerning the truck, Officer Julie Ward observed a white, short bed pickup truck stopped for a traffic light four blocks from the interstate heading in a direction away from the highway. The truck was damaged on its left front, and was occupied by two males who appeared to be teenagers. Officer Ward directed the driver to the curb. As both persons got out of the pickup truck, Officer Ward could smell alcohol on the driver's breath.

1. The truck stopped by Officer Ward is the truck that was speeding and weaving on the freeway.

A. Fact      B. Inference

2. The occupants of the truck had been consuming alcoholic beverages.

A. Fact      B. Inference

3. The driver of the pickup truck was intoxicated.

A. Fact      B. Inference

4. There is damage to the left front of the pickup stopped by Officer Ward.

A. Fact      B. Inference

5. The occupants of the pickup were teenagers.

A. Fact      B. Inference

6. The pickup truck spotted by Officer Ward was topped at a traffic light.

A. Fact      B. Inference

7. The driver of the pickup truck stopped by Officer Ward had been driving in an erratic manner.

A. Fact      B. Inference

The correct answers for the two examples are set forth below.

Example #1

1. Fact
2. Fact
3. Inference
4. Fact
5. Inference
6. Fact
7. Inference
8. Inference
9. Inference
10. Fact

Example #2

1. Inference
2. Inference
3. Inference
4. Fact
5. Inference
6. Fact
7. Inference

Let's examine why the above answers in Example #1 are correct.

Statement #1	Fact	Mr. Duke informed the officer that he and his wife were the owners of the residence.
Statement #2	Fact	Those precise items were reported stolen by Mr. Duke.
Statement #3	Inference	Mr. Duke stated that other items were <i>probably</i> missing but he did not know for sure.
Statement #4	Fact	Based upon the time Mr. Duke reported that he and his wife left and returned to their residence, consequently the burglary must have occurred between those two times.
Statement #5	Inference	Although Smith is a very likely suspect, there is no evidence to conclude that he committed the burglary.
Statement #6	Fact	Mr. Duke said that Smith lived next door to his home.
Statement #7	Inference	The fact that Smith has committed a burglary in the past does not assure that he committed the burglary of Mr. Duke's residence.
Statement #8	Inference	The same reason as Statement #7.
Statement #9	Inference	Mr. Duke said Smith was about eighteen years old. His actual age is unknown.
Statement #10	Fact	The officer is aware of this fact due to his having charged Smith with a previous burglary.

Let's now examine why the answers in Example #2 are correct.

Statement #1	Inference	Even though the truck appears to be the same as that observed on the freeway, there are no facts to assure that this is true.
Statement #2	Inference	Officer Ward detected the odor of alcohol on the breath of the driver; however no information is given regarding the other occupant of the pickup truck.
Statement #3	Inference	Though the driver of the pickup may well have been drinking alcoholic beverages there are no facts to conclude that he was intoxicated.

Statement #4	Fact	Damage to the left front of the truck was observed by the officer.
Statement #5	Inference	No information is given which reveals the ages of the truck's occupants.
Statement #6	Fact	It is plainly stated that the officer observed the truck stopped at a traffic light.
Statement #7	Inference	Though highly likely, there is no factual information given which assures that this driver and the driver of the pickup on the freeway are one and the same.

In considering the Fact/Inference situations on the test, you are encouraged to resist the temptation to second-guess the information in the given story. Again, no attempt is made to mislead you. Statements made by credible persons are accepted as fact. For example, in the first scenario regarding the burglary, you may be tempted to think that the Dukes may not actually own the residence, but may only be renting it. Resist this tendency to second-guess as such subtleties are excluded from the test. You are encouraged to review Examples #1 and #2 until you are comfortable with your ability to discern between fact and inference.

### **GRAMMAR AND SYNTAX**

It is extremely important in law enforcement work that reports are written in a manner which accurately communicates the events in an investigation or accident. Reports prepared by patrol officers are used by investigators to plan and execute follow-up investigations, and must be accurate in their communication. Frequently, reports written by patrol officers concerning investigations and arrests of suspects are sent directly to the prosecuting attorney. Such reports must accurately portray the events of an investigation and its finding, and the circumstances surrounding the arrest of suspects. Inaccuracies within such reports, or miscommunication, may easily result in the misinterpretation of facts and possible reluctance on the part of a prosecutor to proceed with a case. Also, the credibility of officers in court is dependent, to a significant degree, upon their ability to provide oral testimony which is clear and unambiguous. The testimony of an officer carries greater credibility when such testimony is presented in a manner which is grammatically and syntactically correct. Although the use of poor grammar and syntax do not necessarily indicate low intelligence, it is often perceived as such by juries and grand juries.

A brief explanation is probably in order. Grammar involves the selection of appropriate words within a sentence, while syntax pertains to the placement or arrangement of the words within the sentence.

Let's deal first with grammar. Set forth below are items as they will appear in the test. You are provided four alternatives to select from, however only one of the alternatives is correct. Make your selection of the alternative in each item which you think is grammatically correct. After you have done this a discussion will follow about the correct answers.

Example #1

- A. Officer Adams caught the crooks.
- B. Officer Adams caught the crooks.
- C. Officer Adams done caught the crooks.
- D. Officer Adams done caught the crooks.

Example #2

- A. Officer Longoria wrecked the patrol car.
- B. Officer Longoria tore up the patrol car.
- C. Officer Longoria wrecked out the patrol car.
- D. Officer Longoria done wrecked the patrol car.

Example #3

- A. The officer testified that he seen the man steal the radio.
- B. The officer testified he saw the man stole the radio.
- C. The officer testified he seen the man stealing the radio.
- D. The officer testified he saw the man steal the radio.

Example #4

- A. When the Sergeant called, Deputy Booth's wife said he had already left for the station.
- B. When the Sergeant called. Deputy Booth's wife said he have already left for the station.
- C. When the Sergeant called, Deputy Booth's wife said he done gone to the station.
- D. When the Sergeant called, Deputy Booth's wife said he had already gone for the station.

	Correct Answer	Explanation
Example #1	B	A and D are incorrect because “caught” is not a word. The past tense of catch is caught. C and D are incorrect because of the use of the word “done”. Done is a word meaning completion, or a state of being completed, over, or finished.
Example #2	A	B cannot be correct as the use of the term “tore up” would indicate that the officer himself tore, or ripped, the patrol car. C is incorrect because the patrol car cannot be wrecked “out” (or “in”, for that matter). D is incorrect for the same reason cited in example #1 regarding the use of the word “done”.
Example #3	D	A & C are not correct because of the manner in which the word “seen” is used. “Seen” would have to be preceded by the words “has” or “had” in order to be correct. B is incorrect because of the word “stole”. If one were speaking of it themselves it would be appropriate to say “I stole the radio”, if speaking of another, “He stole the radio”. In the sample “steal” is appropriate.
Example #4	A	B is incorrect because of improper use of the word “have”. C is incorrect again because of the use of the word “done” as cited in the two previous examples. D is also incorrect by saying “gone for the station”. We may go “to” or “from” the station, but not “for” the station.

Let’s now examine some examples of syntax. Remember that syntax has to do with the arrangement of words within a sentence. You may remember from your school days the fundamental English principle that the action word (verb) must relate to the person or thing taking the action (noun).

#### Example #1

- A. After a long, hard fight, the officers arrested the subject.
- B. After a long, hard fight, the subject was arrested by the officers.
- C. After a long, hard fight with the officers, the subject was arrested.
- D. The officers arrested the subject after a long, hard fight.

Example #2

- A. After receiving the call to the scene the officer went to it.
- B. The officer went to it after receiving the call to the scene.
- C. To the scene was where the officer went after receiving the call.
- D. After receiving the call the officer went to the scene.

Example #3

- A. Over at the county jail is where Deputy Forbes placed the suspect.
- B. At the county jail is where Deputy Forbes placed the suspect at.
- C. Deputy Forbes placed the suspect in the county jail.
- D. The suspect was placed by Deputy Forbes in the county jail.

Example #4

- A. Officer Brooks contacted his supervisor after firing his shotgun at the fleeing armed robber.
- B. The armed robber, after being fired at by Officer Brooks with his shotgun, contacted his supervisor.
- C. The supervisor, after Officer Brooks fired his shotgun, was contacted about the fleeing armed robber.
- D. After firing his shotgun, the supervisor was contacted by Officer Brooks about the fleeing armed robber.

Let's take a look at the correct answers, and why the wrong answers are incorrect.

	Correct answer	Explanation
Example #1	C	A is incorrect because the sentence is saying that the officers were fighting one another, after which they arrested the subject. B indicates that the subject was involved in a long, hard fight, but not necessarily with the officers. D again implies that the officers were the ones involved in the long, hard fight, but is unclear with whom they were fighting.
Example #2	D	A and B are incorrect because the word "it" does not necessarily relate to the word "scene". In other words, in saying that the officer went to "it" leaves the question as to what "it" is. "It" could be the police station, coffee shop, or any other place. C is inappropriate because it does not connect the word "scene" with the word "call".

Example #3	C	A is incorrect because of the use of the term “over at”. Over means above, across, finished, or completed. Consequently we cannot be “over at” anyplace. B is incorrect because it ends in the preposition “at”. With few exceptions, sentences should never end in a preposition. D is incorrect because the continuity is broken by inserting the term “by Deputy Forbes” in the middle of the sentence. This sentence could be rearranged and made correct by stating “The suspect was placed in the county jail by Deputy Forbes”.
Example #4	A	B is incorrect because it states that the armed robber contacted his supervisor, obviously not what was intended. C is incorrect because it fails to link the armed robber with the firing of the shotgun, a critical point in such an instance. It would appear that after Officer Brooks fired his shotgun, he then told his supervisor about some armed robber. The two events appear unrelated. D is obviously incorrect because it states that the supervisor was the one firing the shotgun.

### PUNCTUATION

The next portion of the test deals with punctuation. Punctuation is very important in written communications to ensure the correctness of the information being given. It is equally important in making written communication understandable.

A story has often been told of a German officer during the closing days of World War II that had been ordered to execute a group of prisoners. He sent an appeal to his commanders in Berlin asking for a delay in carrying out the order. His commander’s reply was sent by telegraph and read:

“DELAY IMPOSSIBLE, EXECUTE IMMEDIATELY.”

The reply was received by a young German telegraph operator who typed the message as follows:

“DELAY, IMPOSSIBLE EXECUTE IMMEDIATELY.”

By the simple change of a comma a number of lives were spared.

The results of our punctuation rarely have such grave impact; however it serves to illustrate the point that entire meanings may be changed through punctuation. Consider the following sentence punctuated in two different ways.

The Queen conceived an idea, astonishing everyone.

The Queen conceived, an idea astonishing everyone.

Same words but radically different meanings!

It is not possible to set forth examples of the punctuation problems as used in the test because to attempt to relate why the correct answers were correct and the incorrect answers incorrect would require a complete textbook treatment of punctuation. This obviously is beyond the scope of this manual. It can be said that the punctuation problems in the test are multiple choice just as are all other items. You are encouraged to seek out a Basic English text from your local library and review the rules pertinent to punctuation. Be assured, however, that the punctuation problems within the test deal with the more common types such as commas, semi colons, quotation marks, and periods. Punctuation that is more infrequently used, such as hyphens, apostrophes, parentheses, umlauts, and ampersands are not tested. In those instances wherein apostrophes are used in the punctuation portion of the test, they are used correctly.

### **SPELLING**

In the spelling portion of the test words are presented spelled in three ways, one of which is correct. You are required to select the correctly spelled version of the word. Each item will appear as it does in the following example:

- A. Forcibal                      B. Forceble                      C. Forcible

In the above example C is the correct answer. All of the spelling words common to law enforcement. A word list is given on the next page. The spelling problems in the test will use words taken from this list of words. Each of the words on the list is correctly spelled. You are encouraged to study these words until you are comfortable with your ability to spell each of them correctly. As stated, the actual words on the test are taken from this list.

Judicial	Amphetamine	Burglary
Arraignment	Narcotic	Writ
Forfeiture	Syringe	Offense
Revocation	Separate	Omission
Justifiable	Dispatcher	Subpoena
Interdiction	Communication	Incarceration
Suicide	Waiver	Habitation
License	Prosecutor	Informer
Criminality	Mileage	Witness
Supplementary	Attorney	Specimen
Affirmative	Examination	Complainant
Statute	Precaution	Inducement
Intervene	Authority	Indictment
Amendment	Document	Laboratory
Confiscate	Substantial	Investigation
Emergency	Clearance	Apprehend
Assault	Interstate	Defendant
Intoxication	Penitentiary	Municipal
Drunkenness	Misdemeanor	Plaintiff
Photograph	Constitutional	Approximate
Automatic	Assignment	Development
Identification	Probation	Allegation

### **VOCABULARY**

The next portion of the test deals with vocabulary, or the meaning of words. Within each vocabulary problem a statement is made. Within the statement one word is underlined. You are then presented four alternatives as to the meaning of the underlined word. Some examples are set forth below:

#### Example #1

1. To say that dishonesty is intrinsic in being a thief means:
  - A. is associated with
  - B. is inherent in
  - C. is a common attribute in
  - D. is sometimes associated with

Example #2

2. In saying that the Sergeant was bellicose in giving out the assignments means:

- A. was belligerent
- B. was jolly
- C. was forgetful
- D. was late

Example #3

3. To say that the drug raids were carried out synchronously means:

- A. at different times
- B. one after the other
- C. at the same time
- D. at given time intervals

Example #4

4. To say that the officer gave a synopsis of the drug problem means:

- A. gave a summary
- B. gave a detailed report
- C. gave the causes of
- D. gave a prediction regarding

The correct answers to Examples #1 through #4 are :B, A, C, A. The alternative choices are simply wrong. On the test you will receive similar items using words selected from the following group of words. You are encouraged to use a dictionary and become familiar with the meaning of each word in the list.

Circumspect	Remonstrate	Imminent
Inhibit	Facilitate	Catastrophe
Differentiate	Preponderance	Symbolic
Ameliorate	Susceptible	Altercation
Onerous	Prevalent	Exonerate
Honoraria	Pertain	Expedient
Illegible	Initiate	Propensity
Melee	Tabulate	Prosperity
Affray	Originate	Traditional
Sanctuary	Preconceive	Artifice
Immunity	Malefactor	Conspiracy
Castigate	Miscreant	Intervene
Detriment	Parity	Capitulate
Precipitate	Predominate	Restitution
Adverse	Secondary	Resilient

### **READING COMPREHENSION**

This section of the test deals with your reading comprehension ability; the ability to interpret what you read and draw conclusions from the content. Each written passage that you are required to read has been written at the same level of difficulty as material required to be read in the basic police academy. Although each reading passage deals with a law enforcement topic, all information required for selecting the correct answer is contained within the passage. You are cautioned not to read anything into the passage, but to base your answer solely upon the content of the passage. If you have previous experience or training as a peace officer do not let such training or experience influence your selection of the answer. Again, select your answer based solely on the information given in the reading passage.

#### Sample Reading Passage #1

During the investigation of any major crime scene it is imperative that items of evidence, or potential evidence, be handled very discreetly. Items of evidence may include fingerprints, bullets, and weapons, pry marks, blood, clothing, or any other item which may have some bearing on the crime. Following a general overview of the crime scene, evidence should be pictorially recorded in its original position and condition. Following this, each individual item must be measured and noted upon a sketch of the crime scene. There are essentially three methods of obtaining measurements of evidence at a crime scene. The method which best facilitates such measuring is called triangulation wherein the distance that items of evidence lay from two points along the same plane are measured. For example, a knife lying on the floor may be measured from the corner of a wall and the edge of a door facing along the same wall.

A second method of measurement, used infrequently, is called straight line measurement. It is generally used to situate items along a given surface. For example, straight line measurement may be used to locate a sofa sitting adjacent to a wall where measurements are made from each end of the sofa to opposite ends of the wall. Straight line measurement is limited, however, in that all measurements are along the same plane. In other words, if situating a sofa by a wall, such measurement would indicate where along the wall the sofa was sitting, but would not indicate how far from the wall the sofa was sitting. A third, and frequently used, method of measurement is called rectangular coordinates. In this method of measurement the distance of each item of evidence is measured to two perpendicular planes at right angles. This method works very well on an indoor crime scene. It is only through such meticulous recording of evidence that success may be realized through judicial acceptance during trial.

1. The main theme of this passage is:
  - A. steps in crime scene investigation
  - B. duties of investigators at crime scenes
  - C. the fragile nature of evidence
  - D. methods of measuring evidence at crime scenes
  
2. Two things which should precede the measuring of evidence at a crime scene are:
  - A. an artistic drawing and an overview
  - B. an overview and photographs
  - C. an overview and an examination of the evidence
  - D. photographs and collection of all weapons at the scene
  
3. In taking measurements of an outdoor crime scene, the best method would be:
  - A. triangulation
  - B. straight line
  - C. rectangular coordinates
  - D. transverse radials
  
4. Failure to accurately measure and record evidence at crime scenes could result in:
  - A. loss of potential evidence
  - B. overlooking evidence
  - C. contamination of evidence
  - D. refusal of the trial court to accept the evidence

## Reading Passage #2

Some persons, upon deciding to seek appointment as a peace officer, are not cognizant of the time consuming process upon which they are embarking when making application. Successful passing of an entry examination is generally but the first step in a process which may take weeks or months to complete. Many states require, and Texas is no exception, that an extensive background investigation be conducted to determine the suitability of the person for law enforcement work. Such an investigation may require several weeks to complete. Following this investigation, interviews are usually conducted after which an employment decision is made. If an applicant is successful in being selected he or she is still a far step from becoming a full fledged officer. The person must then complete a lengthy course of instruction dealing with criminal and traffic laws, investigative procedure, ordinances, firearms proficiency, and a host of other topics. It is helpful that during this phase the person is usually in the employ of the agency and receiving a stipend of sorts, although some agencies require applicants to complete training on their own time and at their own expense. This course of study requires a full time effort with much home study at night. Training standards are set very high and the student must diligently apply himself or herself in order to achieve an acceptable passing grade. Following the completion of the basic academy, the person is usually commissioned as an officer, but is placed in a probationary status for a period of six months to one year. During this probationary time, the officer is closely monitored and constantly tested to assure proficiency in all areas. A large amount of additional material is given the probationary officer for study during this time. Monthly ratings are given by trained Field Training Officers, and passable ratings are required each month. Only after successful completion of this probationary period is an officer regarded as fully capable, and restrictions upon duties fully removed.

1. To say that some persons are not cognizant of the time consuming selection process means:

- A. they are unprepared for it
- B. they are not aware of it
- C. they are not committed to it
- D. they are not pleased with it

2. The employment interview is usually conducted:

- A. after the entry test and background investigation
- B. after the entry test but before the background investigation
- C. before the entry test and background investigation
- D. before the entry test but after the background investigation

3. In regards to the police training academy:

- A. most cities require a person to acquire training on their own time and at their own expense.
- B. most cities require a person to acquire the training on their own time, but pay a modest salary.
- C. most cities provide the training, but do not pay a person during this time
- D. most cities provide the training and pay a modest salary to a person

4. Removal of restrictions on duties generally comes:

- A. upon successful completion of probation
- B. upon successful completion of the academy
- C. upon entry into the academy
- D. six months to one year after completion of probation

Let's examine the correct answers for Reading Passage #1 and determine why they are correct.

	Correct Answer	Explanation
#1	D	Although the other alternatives are mentioned in the passage, the bulk of the passage is devoted to a discussion of various methods of measuring evidence at a crime scene.
#2	B	In the first portion of the passage it states that prior to evidence being handled a general overview of the crime scene is made followed by a pictorial record. These must be photographs as the sketch mentioned in the next line is completed along with the measurements.
#3	A	Rectangular Coordinates would not be correct as they are measurements made to perpendicular planes. Such perpendicular planes usually do not exist outside structures. Straight line would be inappropriate as it is only used to position items along the same plane.
#4	D	This is specifically stated in the last sentence of the passage.

Now let's take a look at Reading Passage #2.

Correct Answer

Explanation

	Correct Answer	Explanation
#1	B	"Cognizant" means "aware of. The other alternatives are simply not correct.
#2	A	The passage clearly states that the entry test is usually the first step, followed by the background investigation which, in turn, is followed by the interview.
#3	D	The passage states that while in the academy the person is usually in the employ of the agency and receiving a stipend, which means a small payment.
#4	A	The passage clearly states that is "after successful completion of the probationary period" that restrictions of duty are removed.

If you failed to select a correct answer for either passage, you should re-read the passage several times until you clearly understand why the correct answers are indeed correct.

### **ARITHMETIC**

The final portion of the test deals with simple mathematics. Several situational problems are presented which require your use of the basic math skills of addition, subtraction, multiplication, and division. More advanced levels of mathematics such as algebra and geometry are not used in the problems, so don't concern yourself with other areas of math.

The problems are straightforward, but some require you to solve smaller problems in order to arrive at the final correct answer. Approach each problem in a logical manner and solve them one step at a time.

Here are some sample problems for you to work. Once you have completed them check your work against the answers on the following page where each problem is solved for you.

### Sample Problem #1

When Donald Ray went to work for Metro Police Department, the agency provided his uniform, Sam Browne belt, and revolver. Ray had to purchase other items to complete his gear. He purchased the following items: Handcuffs @ \$54.99, two cartridge holders @ \$2.75 each, handcuff case @ \$6.75, four belt keepers @ \$2.50 each, and a flashlight @ \$29.95. Ray also paid a sales tax on the purchase of 8.75%. Ray wrote a check for the exact amount of the purchase including sales tax. What was the amount of the check he wrote?

- A. \$113.85
- B. \$115.23
- C. \$116.57
- D. \$121.09

### Sample Problem #2

A man was tried in municipal court, found guilty of being drunk and disorderly, and ordered to pay a fine of \$337.50 including court costs. He was unable to pay the fine and has been brought to the city jail to serve his fine. Prisoners in the city jail are credited with \$7.50 for each day in jail. Prisoners may earn credit at 1 ½ days per day for good conduct. You are the jailer on duty and are booking the man into jail. The man asks you how long he will have to serve until his fine is fully paid. What is the longest length of time the man could be required to serve, and what could be the shortest length of time he would serve if his conduct was good throughout his stay in jail?

- A. 48 days, 33 days
- B. 42 days, 28 days
- C. 46 days, 31 days
- D. 45 days, 30 days

### Sample Problem #3

Deputy Sawyer is chasing a fleeing subject at a high rate of speed on a highway leading out of the city. The deputy's speedometer suddenly ceases to function. He passes a road sign which says that it is 18 miles to the next town's city limit. Deputy Sawyer reaches that city's limit in 10 minutes. What was the average mile per hour of Sawyer's patrol car between the time he passed the sign and the time he reached the town's city limit?

- A. 108 miles per hour
- B. 98 miles per hour
- C. 89 miles per hour
- D. 104 miles per hour

#### Sample Problem #4

The police department has just received its new fleet of patrol cars. It is important to know the fuel consumption of these new cars. Department policy requires that patrol cars refuel when they have expended  $\frac{3}{4}$  of their fuel. Since fuel gauges are notoriously inaccurate, officers have been instructed to calculate the fuel consumption of their new cars. Officer Peavy gasses his vehicle after having driven 162.4 miles on patrol. He began patrol with a full tank of gas and it takes 14.6 gallons to fill the tank. How many miles per gallon is Peavy's new patrol car getting? These new cars are equipped with 22 gallon gas tanks. It has been determined that they will actually hold 22.6 gallons. At the same rate of consumption, how many miles could Peavy drive before reaching the mandatory refueling point?

- A. 11.1 m.p.g. and 188.2 miles
- B. 11.6 m.p.g. and 191.4 miles
- C. 10.8 m.p.g. and 178.6 miles
- D. 12.7 m.p.g. and 248.5 miles

#### Solution – Problem #1

Step 1 – Total amount of the items purchased:

Handcuffs	\$	54.99
Cartridge Holders 2 @ \$2.75 each		5.50
Handcuff Case		6.75
Belt Keepers 4 @ \$2.50 each		10.00
Flashlight		<u>29.95</u>
	\$	107.19

Step 2 – Convert the sales tax to a decimal and multiply times the amount.

\$	107.19
	x <u>.0875</u>
\$	9.38

Step 3 – Add the item amount and the sales tax.

\$	107.19
	+ <u>9.38</u>
\$	116.57

Answer: C

Solution – Problem #2

Step 1 – Divide the fine by the amount earned in one day:

$$\$337.50 \div \$7.50 = 45 \text{ days}$$

Step 2 – Divide the fine by the amount earned in 1 ½ days:

$$\$337.50 \div \$11.25 = 30 \text{ days}$$

Answer: D

Solution – Problem #3

Step 1 – Divide the miles driven by the time:

$$18 \text{ miles} \div 10 \text{ minutes} = 1.8 \text{ miles per minute}$$

Step 2 – Multiply the miles per minute by 60 minutes (1 hour):

$$1.8 \text{ miles per minute} \times 60 \text{ minutes} = 108 \text{ miles per hour}$$

Answer: A

Solution – Problem #4

Step 1 – Divide the miles driven by the number of gallons used:

$$162.4 \div 14.6 = 11.1 \text{ miles per gallon}$$

Step 2 – Multiply the tank capacity by the miles per gallon:

$$22.6 \times 11.1 = 250.9 \text{ miles per tank}$$

Step 3 – Multiply the miles per tank by three fourths (.75):

$$250.9 \times .75 = 188.2 \text{ miles to refuel}$$

Answer: A

## **HELPFUL TIPS**

Following the suggestions below may help you achieve your best score on the test.

1. Begin your study with this manual as soon as it is received. Do not wait until the last few days or hours and attempt to absorb all of the information at once. Go through the manual until you are comfortable with your understanding of each portion.
2. Try to get a full, restful night's sleep the night before the test.
3. Do not consume alcoholic beverages the evening before the test. Your body requires approximately one hour or more to process and eliminate one ounce of alcohol. Although one or two drinks the evening before may allow enough time for this process, you will probably find that you are much more alert if you forego them.
4. On the morning of the test, arise in sufficient time to get to the testing site prior to the time of the test, allowing enough time in the event you have a car problem or your transportation is late. (Many agencies will not permit you to take the test if you are late).
5. Eat a good breakfast the morning of the test. If the test is being administered in the afternoon or at night, eat a good meal at lunch or dinner as you will be at the test site for nearly three hours. Select foods which are not excessively spicy to decrease your chances of having to deal with heart burn or indigestion. In addition, choose foods low in fat content. Foods high in fat content increase drowsiness.
6. Do not overindulge in coffee or other caffeine laden drinks prior to the test as these will tend to make you more tense.
7. Dress comfortably for the test. Casual attire is usually quite acceptable.
8. Know precisely where the test is being given. If you are unsure of the location, take time to locate it a day or two before the test date. This will prevent your becoming tense because of uncertainty about the location of the test.
9. If you are to bring documents or other materials to the test site, collect them and set them aside before you go to bed the evening before. If the agency provided this test preparation manual to you, and you are to return it, be sure to put it in a place where it will not be overlooked.

10. Carry your drivers' license with you. Many agencies require that you have identification bearing your picture in order to enter the test site. This is to prevent someone from taking the test for another person.
11. If you need to conduct other business the day of the test, leave other papers and such materials in your car as you will normally not be allowed to bring them into the test room.
12. If you must arrange transportation with others you should allow a minimum of three hours for the test. The test itself will not take the full three hours, but the agency with which you have applied may have other papers and forms which you will need to complete, or they may have additional instructions to give you regarding other steps in the selection process.
13. Many agencies require completion of a physical agility test as part of the selection process. Some may schedule this test the same day as the written test. Usually the agency will have informed you if you are to take an agility test, and when it is to be administered. If you are scheduled to take both tests the same day, be sure you have adequate time to secure the appropriate clothing for the agility test. If you live a considerable distance away you may wish to place such clothing in your vehicle.
14. If you are required to pass a physical agility test, whenever it is administered, be sure that you do not eat heavily immediately prior to the test as you will probably be required to participate in considerable running, jumping, climbing and etc.

**GOOD LUCK!**