

POLICE OFFICER ENTRANCE EXAM STUDY GUIDE

The Entrance Exam for police officers measures the basic skills necessary to perform successfully as a police officer. The test covers four areas: (1) math skills, (2) reading comprehension skills, (3) language skills, and (4) writing skills.

Each test section is timed (between 15 and 25 minutes each), and contains between 10 and 25 questions. The tests will be graded based on how many questions are answered correctly and the minimum passing score is 75% on all four sections combined. Specifically, the math portion of the exam contains 20 questions, the reading comprehension section contains 25 questions, the language skills portion contains 20 questions, and the writing sample contains 10 questions. In order to score 75% on the entire exam, at least 57 questions must be answered correctly. **Therefore, given the limited time in which to answer questions, examinees should focus their time and attention on the questions that they find easier. Spending too much time on one question can result in the examinee running out of time and not being able to answer other questions. Based on past results of the test, examinees should pay particular attention to appropriately budgeting their time on the math portion of the exam.**

Scratch paper will be provided, but otherwise, examinees will not be allowed to utilize calculators, dictionaries, or any other aid.

**POLICE OFFICER
ENTRANCE EXAM STUDY GUIDE**

Math Skills

In the math portion of the exam, examinees are provided with situations that require the use of basic arithmetic. Examinees will be required to read a word problem, apply the appropriate arithmetic operations, and then select the correct multiple-choice answer. On the math section of the exam, there are 20 questions similar to the ones below, and examinees are given 20 minutes to complete the section.

Sample questions

1. Following the arrest of 3 drug dealers, police officers took cash from the arrested persons in the following bill amounts:

	<u>100s</u>	<u>50s</u>	<u>20s</u>
Johnson	20	2	10
Reed	50		
Thompson	10	10	50

How much cash did the officers retrieve from suspect Johnson?

- \$2,300
- \$2,500
- \$5,000
- \$9,800

2. Bail for Mr. Anderson was set at \$25,000. In order to be released, he must pay 10% of this in cash. How much must Mr. Anderson pay?

- \$25
- \$250
- \$2,050
- \$2,500

3. A car skidded 8 feet, 11 inches before coming to a complete stop. The accident report must list the distance in inches only. What distance should be entered on the report?

- 12
- 88
- 107
- 132

4. An appliance store is burglarized and 21 clock radios with a total value of \$1050 are stolen. What is the average value of the radios.

- \$10.50
- \$50.00
- \$55.00
- \$105.50
- \$22,050

**POLICE OFFICER
ENTRANCE EXAM STUDY GUIDE**

Math Skills (continued)

5. On Thursday, Officer Jackson worked the 3 p.m. to 11 p.m. shift. At 10:55 p.m. he was called to the scene of an accident where he remained until 1:30 a.m. How long past his regular shift did Officer Jackson work?

- 55 minutes
- 1 hour, 5 minutes
- 2 hours
- 2 hours, 30 minutes
- 3 hours, 5 minutes

6. On her police report, an officer listed the following items as stolen property and damaged property:

Code	Quantity	Description	Value
S	1	Camera	\$259.99
S	1	Television	\$389.95
D	1	Laptop Computer	\$950.00
S	1	Laser Printer	\$525.50
D	1	Lawn Mower	\$189.99
D	1	Vacuum	\$129.95

CODES: D=Damaged Property S=Stolen Property

What is the total value of all the property listed in the report?

- \$2,149.38
- \$2,399.96
- \$2,445.38
- \$2,455.38

What is the value of the property listed as STOLEN?

- \$1,174.98
- \$1,175.44
- \$1,210.94
- \$1,269.94

7. A police officer is called to an accident scene across town from his present location. If he has to travel three miles on Miller Road, four miles on route 66, and 14 miles on interstate 30, how many miles does he have to travel to get to the accident scene.

- 19 miles
- 21 miles
- 66 miles
- 73 miles
- 96 miles

**POLICE OFFICER
ENTRANCE EXAM STUDY GUIDE**

Reading Comprehension Skills

In the reading comprehension portion of the exam, examinees will read passages relating to police duty and will then answer questions based on these passages. No prior knowledge of law or law enforcement will be needed to answer the questions. All the information needed to answer the questions will be provided in the passage. The passages in the exam are not intended to represent actual law of any particular state. The passages present potential rules and laws relating to police work.

Three different types of questions are asked in this portion of the exam.

- (1) True/false questions in which a statement will be given concerning a passage or a sample report form. The statement will be either accurate and true based on the passage or form, or the statement will be inaccurate and false according to the passage or form.
- (2) Questions in which examinees will be asked to choose the correct answer according to the information presented in the passage or on a sample report form.
- (3) Questions in which examinees will be asked to choose the alternative that best completes the sentence.

On the reading comprehension section of the exam, there are 25 questions similar to the ones below, and examinees are given 25 minutes to complete the section.

Sample questions

Read the sample passage below and then answer the sample questions. An example of each type of question is provided.

Questions 1-3 are based on the following passage:

Every inmate entering the jail must be considered a potential carrier of disease and contraband. In order to protect the employees and inmates of the jail, a thorough search of each inmate must be conducted. This search should be performed after booking but before the person has had an opportunity to enter the cell area.

1. According to the sample passage, inmates entering the jail can enter the cell area before they are searched:

- True
- False

2. According to the sample passage, who of the following is a potential carrier of disease and contraband?

- inmates entering the jail
- current employees
- civilians visiting inmates
- all of the above

3. According to the sample passage, a search should be conducted:

- immediately upon an inmate's arrival to the jail
- after an inmate enters the holding cell
- after an inmate has been booked

**POLICE OFFICER
ENTRANCE EXAM STUDY GUIDE**

Reading Comprehension Skills (continued)

Questions 4 and 5 are based on the incident report form and the incident description below.

INCIDENT REPORT – POLICE DEPARTMENT					
1. ADDRESS OF INCIDENT		2. OFFENSE		3. CODE	4. DATE
5. NAME OF VICTIM: INDIVIDUAL OR BUSINESS		6. ADDRESS			PHONE
7. ASSIGNED OFFICERS / BADGE NUMBERS		8. AGE OF VICTIM	9. RACE OF VICTIM	10. VICTIM'S DATE OF BIRTH	
11. NAME OF SUSPECT		12. ADDRESS			
13. AGE	14. RACE	15. SEX	16. DATE OF BIRTH	17. HEIGHT	18. WEIGHT
19. HAIR COLOR	20. EYE COLOR	21. PHYSICAL DESCRIPTION			
22. CHARGES					
23. ITEM		24. BRAND	25. SERIAL NUMBER		26. VALUE
27. ITEM		28. BRAND	29. SERIAL NUMBER		30. VALUE
31. ITEM		32. BRAND	33. SERIAL NUMBER		34. VALUE
35. SIGNATURE OF OFFICER/BADGE NUMBER				36. REPORT DATE	

Jack Hanson, owner of ABC Tool Store at 1498 S. Hampton Road, Dallas, called police 9-1-1 at 8:00 a.m., Wednesday, August 5, to report that his store had been burglarized during the night. Officers Susan Mills and Robert Carson arrived at the store at 8:12 a.m. to investigate the incident. Mr. Hanson reported that a computer and \$123.75 from the cash register were missing.

4. The incident report can be fully completed based on the information in the paragraph.
 - True
 - False

5. The incident was reported to police on August 5.
 - True
 - False

**POLICE OFFICER
ENTRANCE EXAM STUDY GUIDE**

Language Skills

In the language skills portion of the exam, examinees are required to identify errors in grammar, punctuation, or spelling. There are two types of questions presented in this section. The first type presents incomplete sentences and the examinee must choose the alternative that best completes the sentence. The second type presents sentences that contain a spelling error and the examinee must choose the alternative that contains the misspelled word.

On the language skills section of the exam, there are 20 questions similar to the ones below, and examinees are given 15 minutes to complete the section.

Sample questions

1. In the past year, the police department handled hundreds of calls. During that time, Officer Smith _____ twenty
 receive received receives receiving

2. complimentary phone _____ from private citizens.
 calls call's calls'

3. A police officer must have high regard for his own appearance because police officers are public figures.
Which word in the sentence above is misspelled?
 officer regard appearance figures none of the above

4. Officer Hill searched the suspect and found three _____ in the suspect's backpack.
 knife knives knives

5. During _____ existence from 1974-1976, the old police dispatch center received 520,000 calls requesting police services.
 its it's its'

6. The officer _____ working overtime last night.
 was were

7. Driving an automobile while under the influence of alcohol or drugs is prohibited by law.
Which word in the sentence above is misspelled?
 automobile influence alcohol prohibited none of the above

8. After arresting the suspect, Officer Carson _____ the suspect for weapons and found a firearm in the suspect's coat pocket.
 search searched searches searching

**POLICE OFFICER
ENTRANCE EXAM STUDY GUIDE**

Writing Skills

In the writing skills portion of the exam, examinees will be provided with a completed sampled police report. From the information contained in the report, examinees are required to answer questions in complete sentences that are grammatically correct. All words should be correctly spelled.

On the writing skills section of the exam, there are 10 questions similar to the ones below, and examinees are given 15 minutes to complete the section.

INCIDENT REPORT – POLICE DEPARTMENT					
1. ADDRESS OF INCIDENT 1439 Northwest Highway		2. OFFENSE Armed Robbery	3. CODE AR-100	4. DATE March 26	
5. NAME OF VICTIM: INDIVIDUAL OR BUSINESS Juan Castro		6. ADDRESS 1429 Northwest Highway		PHONE 214-207-5483	
7. ASSIGNED OFFICERS / BADGE NUMBERS Mark Lewis #384 Jane Dawson #427		8. AGE OF VICTIM 48	9. RACE OF VICTIM Hispanic	10. VICTIM'S DATE OF BIRTH 5-17	
11. NAME OF SUSPECT Unknown			12. ADDRESS Unknown		
13. AGE 19	14. RACE White	15. SEX Male	16. DATE OF BIRTH -----	17. HEIGHT 6' 1"	18. WEIGHT 175
19. HAIR COLOR Blonde	20. EYE COLOR Blue	21. PHYSICAL DESCRIPTION wearing blue jeans, black t-shirt			
22. CHARGES Armed Robbery					
23. ITEM Watch		24. BRAND Seiko	25. SERIAL NUMBER -----	26. VALUE \$125.00	
27. ITEM Cash		28. BRAND	29. SERIAL NUMBER	30. VALUE \$42.00	
31. ITEM		32. BRAND	33. SERIAL NUMBER	34. VALUE	
35. SIGNATURE OF OFFICER/BADGE NUMBER Mark Lewis #384				36. REPORT DATE 3/27	

Sample question

On what date did the incident take place?

Example of correct answer

The incident took place on March 26.

Note that the answer is a complete sentence and that the grammar and spelling are correct.

Example of incorrect answer

March 27.

The above answer is not a complete sentence and does not contain the correct information.

Example of incorrect answer

incident took place March 26

The above answer is not grammatically correct, because the word “the” is missing.

Example of incorrect answer

The incident took place March 26.

The above answer is incorrect, because the word “incident” is spelled incorrectly.

**POLICE OFFICER
ENTRANCE EXAM STUDY GUIDE**

In addition to the Entrance Exam, Police Officer applicants will also be required to provide a writing sample. Specific topics will be identified and the applicants will prepare a written response to the topics within 30 minutes.

Entrance Exam Study Guide Answer Key

Math Skills

- #1 \$2,300
- #2 \$2,500
- #3 107
- #4 \$50.00
- #5 2 hours, 30 minutes
- #6 \$2,445.38 / \$1,175.44
- #7 21 miles

Reading Comprehension Skills

- #1 False
- #2 inmates entering the jail
- #3 after an inmate has been booked
- #4 False
- #5 True

Language Skills

- #1 received
- #2 calls
- #3 appearance (the correct spelling is appearance)
- #4 knives
- #5 its
- #6 was
- #7 influence (the correct spelling is influence)
- #8 searched