



# Montana Highway Patrol

## Applicant Overview and Study Guide for the National Police Officer Selection Test



*Developed for the Montana Highway Patrol by Stanard & Associates, Inc.*

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## **Introduction**

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The Montana Highway Patrol has made this guide available to (1) give you an overview of the application and testing process for the position of trooper and (2) provide you with study materials for the written exam, The National Police Officer Selection Test. This guide will tell you how to apply for a Highway Patrol position, give you helpful strategies for preparing for and taking the written test, and provide sample questions that reflect the types of questions that will appear on the written exam.



## **Our Core Values**

The Highway Patrol's core values are "Service, Integrity and Respect." These values are reflected in our commitment to public safety through diligent and fair enforcement of traffic codes.

## **Our Mission**

The Highway Patrol's mission is to safeguard the lives and property of the people using the highway traffic system of Montana through education, service, enforcement, and interagency cooperation.

# Applying to the Montana Highway Patrol

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We are looking for highly motivated individuals to serve in the Montana Highway Patrol. If you can work with minimal supervision, are willing to go the extra mile to assist and protect the driving public, and meet the minimum requirements for the position, you may be eligible to become a Highway Patrol Trooper.

## ***Minimum Requirements***

To apply for a trooper position, you must:

- ⇒ Have a high school diploma or GED
- ⇒ Have a valid driver's license from any state and at least 3 years' driving experience
- ⇒ Be a United States citizen
- ⇒ Be a Montana resident at the time you are appointed a sworn trooper
- ⇒ Be at least 18 years old
- ⇒ Possess binocular vision of up to 20/200 uncorrected, which is corrected by glasses or contact lenses to binocular vision of 20/30; possess 140 degree peripheral vision, as well as normal color vision (to sufficiently distinguish red, green and yellow); and normal depth perception
- ⇒ Be of good moral character and in sound, active physical and mental condition. Applicants with felony convictions that could have resulted in imprisonment in a federal or state penitentiary are disqualified. Misdemeanor convictions for criminal offenses shall be reviewed on a case-by-case basis.
- ⇒ **Be willing to accept an initial assignment in any part of Montana and work varied shifts, including nights, weekends, and holidays, as well as accept call-outs**

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## **Education and Experience**

Although **none of the following is required**, the Patrol encourages candidates who have at least one of these qualifications to apply.

- An associate degree in criminal justice or police science
- A four-year or higher degree in any field
- 60 semester or 90 quarter credits in a liberal arts curriculum
- Four years' military police/military security experience
- Two years' public regulatory/compliance work

## ***How to Apply***

If you meet the minimum requirements listed on the previous page, you may submit an application for employment. **The Patrol accepts applications only during active recruitment.** To find out when the Patrol is actively recruiting,

- Contact the Patrol recruitment office at  
Phone: (877) 8-PATROL (toll free)  
(406) 444-3259  
E-mail: [mhp@mt.gov](mailto:mhp@mt.gov)
- Consult the State Job Listings (the Patrol posts Trooper job announcements **only** during active recruitment)

During active recruitment, you may complete an application package and mail, e-mail, or deliver the completed package to the address on the job announcement or to a Montana Job Service Office.

## ***The Selection Process***

To be considered for the trooper position, applicants must successfully pass each of the following six phases of the selection process.

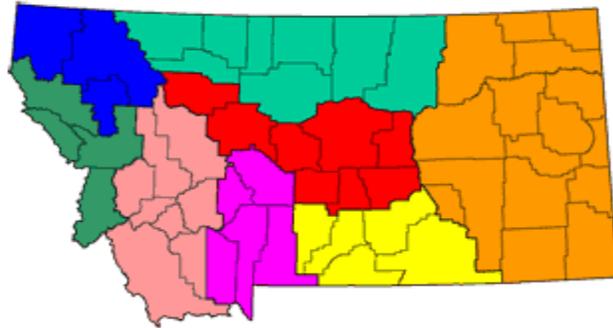
1. **Application Screening:** Applications are reviewed for completeness, accuracy and minimum requirements. Any applicant who falsifies or withholds any pertinent information will be rejected.
2. **Written Test and Interview:**  
Written test: The **National Police Officer Selection Test** is made up of four separately timed sections: mathematics, reading comprehension, grammar and incident report writing. Failure to meet the minimum passing score for this test eliminates an applicant from the selection process. Study materials and sample questions for each of these four sections are provided in this guide, starting on page 6.  
One-on-one interview: This interview focuses on applicants' qualifications for the position.
3. **Panel Interview:** Applicants must complete a structured interview involving questions related to a Highway Patrol trooper position.
4. **Job Suitability Testing:** Applicants must complete two personality profiles related to their general cognitive ability and job suitability, and a questionnaire.

5. **Physical Fitness Test:** The **Montana Physical Abilities Test (MPAT)** is the physical fitness test used by the Montana Law Enforcement Academy (MLEA). It measures the strength, flexibility and endurance law enforcement officers need to perform the essential functions of their position. Applicants must meet the physical fitness requirements of the MLEA to be accepted into the Law Enforcement Officer Basic Course. Failure to meet this minimum level eliminates an applicant from physical fitness testing and from the selection process.

The **MPAT** uses a timed obstacle course through which applicants must perform a variety of physical tasks, such as crossing a balance beam, running up and down stairs, crawling under and jumping over obstacles, pushing and pulling a weighted apparatus, and dragging a dummy. The MPAT Preparation Guide, which explains the preparation necessary to pass the MPAT, can be downloaded and printed from the Montana Law Enforcement Academy Forms and Other Documents page at [www.doj.mt.gov/enforcement/training/forms](http://www.doj.mt.gov/enforcement/training/forms).

6. **Background Investigation:** Selected applicants must pass an extensive background investigation conducted by the Montana Highway Patrol, including, at a minimum:
- criminal history records check
  - driving records history check
  - previous employer reference checks
  - credit check
  - fingerprint check
  - verification of application materials and qualifications
  - verification of compliance with the Federal Military Selective Service Act
7. **Psychological Screening, Physical Exam and Physical Fitness Testing:** After a conditional offer of employment, selected applicants must pass a psychological evaluation and an in-depth physical and eye examination. Applicants must meet the physical fitness requirements for acceptance into the Law Enforcement Officer Basic Course 40 days prior to the commencement of the course.

## Montana Highway Patrol District Offices



**District I (Missoula) – Mineral, Missoula, Ravalli and Sanders Counties**

2681 Palmer, Suite B  
Missoula, MT 59808-1700

Phone: (406) 329-1500  
Fax: (406) 329-1549

**District II (Great Falls) – Cascade, Fergus, Golden Valley, Judith Basin, Musselshell, Petroleum, Teton and Wheatland Counties**

3800 Ulm North Frontage Road  
Great Falls, MT 59404-5595

Phone: (406) 453-1121  
Fax: (406) 454-2119

**District III (Butte) – Beaverhead, Deer Lodge, Granite, Jefferson, Lewis & Clark, Madison, Powell and Silver Bow Counties**

3615 Wynne  
Butte, MT 59701

Phone: (406) 494-3233  
Fax: (406) 494-8264

**District IV (Billings) – Big Horn, Carbon, Stillwater, Sweet Grass and Yellowstone Counties**

615A South 27 Street  
Billings, MT 59101

Phone: (406) 896-4351  
Fax: (406) 896-4355

**District V (Glendive) – Carter, Custer, Daniels, Dawson, Fallon, Garfield, McCone, Powder River, Prairie, Richland, Roosevelt, Rosebud, Sheridan, Treasure, Valley and Wibaux Counties**

76 Highway 16  
Glendive, MT 59330-9502

Phone: (406) 377-5238  
Fax: (406) 377-8504

**District VI (Kalispell) – Flathead, Lake and Lincoln Counties**

121 Financial Drive, Suite D  
Kalispell, MT 59901

Phone: (406) 755-6688  
Fax: (406) 756-6606

**District VII (Bozeman) – Broadwater, Gallatin, Madison, Meagher and Park Counties**

91 East Central, Suite A  
Belgrade, MT 59714

Phone: (406) 388-3190  
Fax: (406) 388-3198

**District VIII (Havre) – Blaine, Chouteau, Glacier, Hill, Liberty, Phillips, Pondera and Toole Counties**

1708 Second Street West, Suite A  
Havre, MT 59501

Phone: (406) 265-6420  
Fax: (406) 265-6430

# **The National Police Officer Selection Test**

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This portion of the study guide is designed to help prepare you for the written exam, The National Police Officer Selection Test. Applicants are urged to review this section of the guide thoroughly. People who take the time to familiarize themselves with the test's content, requirements and ways to prepare for it tend to feel more confident on the day of the test and have a better chance of achieving their highest possible score.

This section of the guide is divided into five parts.

**Preparing for the Test:** Suggestions for things to do prior to testing to help you achieve your highest possible score on the written exam.

**About the Test:** Information about the content of the test, the time limits for each section of the test, and the proper method for recording your answers.

**Test-Taking Strategies:** Guidelines to follow on the day of the test to help you finish the test on time and increase your chances of scoring well on it.

**Sample Test Items:** Sample questions are provided for each of the four sections of the test.

**Sample Test Answer Key:** The answers to each of the sample questions, along with explanations for the answers in the Arithmetic and Reading Comprehension sections, are provided.

# Preparing For the Test

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You will increase your chances of obtaining your best possible score if you spend a fair amount of time preparing for the test. This includes using this study guide to familiarize yourself with the test ahead of time, paying proper attention to your physical well-being before the test, taking care to avoid becoming overly anxious about the test and using a good test-taking strategy. Preparing like this can help you achieve your best possible score on the test.

## *Using this Study Guide*

It is best to take the time to work through the sample problems provided in this guide. Knowing ahead of time the kinds of questions that will be on the test will help you to use your time more efficiently during the actual test. It can also help make you less anxious about the test-taking process.

For optimal test results, read this study guide thoroughly and answer the sample test items beginning on page 12. Make sure you read all the directions carefully and each test question completely before answering. Then check your answers against the Answer Key.

## *Getting Ready Physically for Testing Day*

An important component of successful test-taking is mental and physical well-being. People who want to perform their best on a test prepare themselves beforehand, much like athletes do before a competition. They know that feeling physically well and mentally alert will increase their chances of doing well.

The following guidelines should help you optimize your test performance.

- Avoid junk food and concentrate on eating well balanced meals for at least several days before the test.
- Avoid tranquilizers and stimulants that can interfere with your mental performance, especially on the day of the test.
- Get a good night's sleep the night before the test.
- Don't drink a lot of liquids or eat a big meal shortly before the test.
- Avoid alcohol several days prior to and especially on the day of the test.

# About the Test

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## Test Format

The National Police Officer Selection Test is made up of four separately timed test sections. The first three, Mathematics, Reading Comprehension and Grammar, use multiple-choice and True/False response **formats**. The fourth section, Incident Report Writing, requires you to write your answers in complete sentences in the space provided in the test booklet.

Though most of the questions in this test battery relate to police work, **no prior knowledge of law or law enforcement is needed to answer the questions.**

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## Time Limits

It is important to know the amount of time allowed for each section so you can pace yourself and not spend too much time on any one question causing you problems. The number of test items and time limits for each section of the test are listed below.

| Section | Test                    | Number of Items | Test Time  |
|---------|-------------------------|-----------------|------------|
| I       | Mathematics             | 20              | 20 minutes |
| II      | Reading Comprehension   | 25              | 25 minutes |
| III     | Grammar                 | 20              | 15 minutes |
| IV      | Incident Report Writing | 10              | 15 minutes |

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## Marking Your Answers

You will mark all of your answers directly into the test booklet. The test booklet is designed to be hand scored. Therefore, it is important to follow the instructions closely to insure your answers are tabulated accurately.

- Respond to each question by completely filling in the circle that corresponds to your answer: •
- To change an answer, mark an X over your original response, like this:  and then completely fill in the circle for your new answer.
- Make no stray marks on the test booklet. Scratch paper will be provided in the math section to do figuring.
- Be sure that you blacken only one circle for each question. If you blacken more than one, it will be counted as incorrect, even if one is correct.

# Test-Taking Strategies

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This part of the study guide provides some common sense advice for the day of the test. Although some of these points may seem obvious, paying attention to details such as these will increase your chance of obtaining your maximum potential score.

## ***Before the test begins***

- Arrive early on the day of the test. You may be assigned a seat or you may be able to pick your own. Either way, settle in and put your things away.
- Visit the restroom before the administration begins. You may not be allowed restroom breaks during testing, or if they are allowed, you will not be able to make up the time.
- Once seated in the testing room, try to relax, but concentrate on the test you are about to take. Put outside distractions out of your mind. Give the test you are about to take your complete attention.
- If you are feeling anxious, try taking a few, slow deep breaths. This tends to relax your muscles, calm your mind and make you feel more alert.
- Pay close attention to the test administrator. This person will provide you with complete and detailed instructions for taking each section. Do not read ahead because you may miss something important.
- Ask questions if the directions are unclear. It is extremely important that you completely understand the directions *before* the test begins.

## Test-Taking Strategies (continued)

### ***While taking the test***

- Just before the signal to begin each section is given, make a mental note of what time it will be when the time limit for the section is up. For example, if the time limit is 15 minutes and it is currently 4:15, make a mental note that time will be up at 4:30. This will help you pace yourself and avoid spending too much time on any one question.
- **Answer every question on the test.** There is no penalty for guessing since your score is based on the total number of correct answers. This means you should respond to every question, even when you are not certain of the correct answer.
- If you are uncertain of an answer, first eliminate any alternative you know is incorrect. Then use your best guess with the remaining alternatives to answer the question and then move on. Balance the amount of time you spend on each question with the total amount of time allotted to take the test.
- You will be told when to start and stop each section. If you have extra time, check your answers **in that section of the test only**. Start with any questions you may have guessed on, then review all the others in that section if there is time. You will not be allowed to go back to a previous section or to look ahead to the next section.
- Be sure to stop working as soon as you are told that time is up. Do not flip through the test booklet to look at any upcoming sections. Do not look at any other person's test booklet. Anything that looks like cheating will automatically disqualify an applicant from the testing process and from further consideration for employment.

## Sample Test Items

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Working through the sample questions on the following pages should help you become comfortable with the types of questions you will encounter on the test. It will also help you to identify any areas you may want to spend extra time reviewing. For example, if you find you have difficulty answering the arithmetic questions, you may want to brush up on your arithmetic skills prior to the actual test date. There are resources in local libraries, bookstores and on the Internet that can help reinforce math, reading, grammar, and writing skills.

## Section I: Arithmetic

In this section of the exam you will be provided with situations that require the use of basic arithmetic. You will read each situation and solve the problem. **You are not allowed to use a calculator in this section;** scratch paper will be provided in the test booklet for all your figuring.

1. Officer Garcia typically works the 3 pm to 11 pm shift but Sgt Kelly asked her to report for duty at 1:15 pm because of a special training program. Assuming she works her entire shift, how much overtime can Officer Garcia report for that day?
  - A. 45 minutes
  - B. 1 hour, 15 minutes
  - C. 1 hour, 30 minutes
  - D. 1 hour, 45 minutes
  - E. 2 hours

*Questions 2 and 3 are based on the following information.*

In preparing a report on a burglary at a local insurance office, an officer listed the following stolen items and their value.

|                      |        |
|----------------------|--------|
| Laptop computer      | \$1200 |
| Printer/fax machine  | \$ 450 |
| Decorative sculpture | \$ 850 |
| Digital camera       | \$ 725 |

2. What is the total value of the stolen goods?
  - A. \$2,775
  - B. \$2,925
  - C. \$3,150
  - D. \$3,210
  - E. \$3,225
3. What is the value of all the stolen goods **EXCEPT** the decorative sculpture?
  - A. \$2,375
  - B. \$2,275
  - C. \$2,025
  - D. \$1,375
  - E. None of the above

### Section I: Arithmetic (continued)

4. During one 5-day period, Officer Leo drove 388 miles. If Officer Leo drove 140 miles on one day, how many miles did he average on each of the other days?
- A. 60 miles
  - B. 62 miles
  - C. 124 miles
  - D. 248 miles
  - E. 528 miles
5. Burglars broke into a sporting goods store and stole six hunting rifles with a total retail value of \$3750. What is the average retail value of each hunting rifle?
- A. \$875
  - B. \$750
  - C. \$625
  - D. \$575
  - E. \$325

There are 20 questions like these in Section I of the National Police Officer Selection Test. You will have 20 minutes to answer them. Remember, your score will be based on the number of questions you answer correctly. There is no penalty for guessing, so try to answer every question.

## Section II: Reading Comprehension

This section measures your ability to understand what you read. You will read passages relating to police duty and 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 THIS SECTION 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 will be asked in this section.**

- (1) True/False questions in which a statement will be given concerning a passage or 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 you 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 you will be asked to choose the alternative that best completes the sentence. Again, answers should be based on the information in the passage or on the report form.

## Section II: Reading Comprehension (continued)

Questions 6-10 are based on the following passage.

The town of Westburg tabulated its accident reports for the past five years to determine the cause of a significant rise in vehicle accidents in recent years and to identify measures to lower this disturbing trend.

It was noted that 55% of all accidents in Westburg involved a teen driver and 30% involved senior citizens (those over 70 years of age). Approximately 70% of all traffic accidents occurred between 6 am and 6 pm. Reports show that during the last five years, 12% of all traffic accidents resulted in a death.

Inattentive driving was the primary reason listed for traffic accidents with cell phone usage (45%), texting (30%), and fellow passengers (20%) blamed as the distraction. For traffic accidents involving fatalities, 65% involved alcohol and 80% occurred between 9 pm and 3 am.

Similar studies of other towns in the state found that one, Eastburg, saw a 25% drop in traffic accidents after passing an ordinance prohibiting teens 18 years old and younger from driving a motor vehicle after 9 pm. Exceptions to this ordinance are teens returning from a school function or a job, or with a parent present in the passenger seat. Westburg is considering adopting an ordinance similar to the one in Eastburg in order to reduce traffic accidents.

6. According to the passage, what percentage of traffic accidents that resulted in death occurred in Westburg over the past five years?
  - A. 65%
  - B. 45%
  - C. 30%
  - D. 12%
  - E. That information is not stated in the passage.
  
7. According to the passage, interacting with a fellow passenger while driving was reported as a contributor to traffic accidents.
  - A. True
  - B. False

## Section II: Reading Comprehension (continued)

8. According to the passage, which of the following statements is accurate?
- A. Traffic accidents resulting in death usually occur at night.
  - B. Most traffic accidents occur between 3 am and 6 am.
  - C. Teen drivers account for 30% of all traffic accidents.
  - D. Traffic accidents in Westburg were reduced by 25% after the town adopted an ordinance restricting teen driving.
  - E. The primary cause of accidents involving a death was cell phone usage.
9. According to the passage, which of the following teens driving a car in Eastburg is in violation of their town's ordinance?
- A. 17-year-old Jamie, who is driving home from a school basketball game at 9:30 pm
  - B. 16-year-old Susan, who at 10:00 pm, is driving home from the shopping mall with her mom in the front passenger seat
  - C. 18-year-old Kevin, who is driving his girlfriend home at 9:30 pm
  - D. 19-year-old Jess, who is driving home from a movie at 11:00 pm
  - E. 18-year-old Tom, who is driving home at 10:00 pm after getting off work from the pizza parlor
10. According to the passage, elderly drivers account for what percentage of traffic accidents in Westburg?
- A. 15%
  - B. 30%
  - C. 45%
  - D. 55%
  - E. 70%

## Section II: Reading Comprehension (continued)

**Question 11 is based on the definition below. Do not assume anything to be true that is not stated in the passage or in the question.**

Police often use informants when investigating crimes and informants are motivated to help the authorities for a variety of reasons.

The **self-aggrandizing** informant is motivated by vanity to provide information, believing it will win favorable attention from authorities.

The **mercenary** informant seeks financial gain for information.

The informant motivated by **fear** typically negotiates with authorities seeking a trade-off; that is, information for less prison time or protection of self or family members from harm.

The informant motivated by **revenge or jealousy** volunteers information due to a deep need to get even.

An informant who seeks to make amends for previous misconduct or crimes by informing on partners in past crimes is known as a **repentance** informant.

11. Officer Sanchez is investigating the murder of a clerk in a convenience store and has questioned many people in the neighborhood. One person, Mike Green, has come forward and tells Sanchez that he's lost his job recently and could use some "cash" for the information he has. He then relates the information he has on the murder and a neighborhood gang member is apprehended. Officer Sanchez concludes that Mike Green is motivated by
- A. fear
  - B. revenge
  - C. repentance
  - D. vanity
  - E. financial gain

## Section II: Reading Comprehension (continued)

Questions 12 and 13 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                                       | 20. EYES  | 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. _____<br>SIGNATURE OF OFFICER/BADGE NUMBER |           |                          |                   |                            |            |

John Johnson, owner of Johnson's Jewelers, 321 Spruce Road, called police at 6:00 am on Tuesday, March 23. He reported that his jewelry store had been broken into some time the night before. Officers Chris Sands and Peter Knight arrived on the scene at 6:15 am to investigate the incident. Mr. Johnson told them that he could immediately see that he was missing a \$4,000 diamond pendant necklace, a pair of pearl earrings valued at \$1500, and an emerald tennis bracelet costing \$2800.

## Section II: Reading Comprehension (continued)

Use the information on the previous page to answer questions 12-13.

12. The incident report can be fully filled out based on the information in the passage.
- A. True
  - B. False
13. According to the information in the passage, what was the value of the diamond pendant necklace?
- A. \$ 321.00
  - B. \$1,500.00
  - C. \$2,800.00
  - D. \$4,000.00
  - E. \$8,300.00

There are 25 questions like these in Section II of The National Police Officer Selection Test, and you will have 25 minutes to answer them. There is no penalty for guessing. Your score will be the percentage of problems you answer correctly. Therefore, you should try to answer each problem.

## Section III: Grammar

This section of the exam requires you 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 you are to choose the alternative that best completes the sentence. For these items, be sure to read carefully any material appearing before or after the item. The right answer may be dependent on this material.

The second type of question presents sentences that may contain a spelling error and you are to choose the alternative that contains the misspelled word.

***For questions 14-16, choose the alternative that completes the sentence correctly.***

14. The department rolled out \_\_\_ new program aimed at teaching defensive driving techniques to teenagers.
- A. it's      B. its'      C. its
15. Complaints about unruly teens \_\_\_\_\_ nearly doubled since last year.
- A. have      B. has      C. was      D. is
16. Officers Rogers and Malloy received recognition for \_\_\_\_\_ work in organizing the program and rallying public support for it.
- A. there      B. their      C. they're

### Section III: Grammar (continued)

***For questions 17-18, choose the alternative that contains the misspelled word.***

17. Canines used by law enforcement personnell to locate illegal drugs must be specially trained for these assignments.

*Which word in the sentence above is misspelled?*

- A. assignments
  - B. specially
  - C. illegal
  - D. personnell
  - E. None of the above
18. The patrol officer approached the abandoned car carefully after she noticed a foul smell coming from it.

*Which word in the sentence above is misspelled?*

- A. approached
- B. carefully
- C. abandoned
- D. foul
- E. None of the above

There are 20 questions in Section III of The National Police Officer Selection Test. You will have 15 minutes to answer them. There is no penalty for guessing. Your score is based on the number of questions answered correctly, so try to answer each question.

## Section IV: Incident Report Writing

Section IV tests your writing skills. On the following page is a completed sample incident report form. Use the information contained on the form to answer the questions that follow. You should write your answers in the spaces provided. All your answers must contain the correct information and be written in complete sentences. The sentences must be grammatically correct and all words should be spelled correctly.

Read the sample question and answer below.

### SAMPLE QUESTION

*What is the victim's date of birth?*

### EXAMPLE OF A CORRECT ANSWER

*The victim's date of birth is August 5.*

---

Note that the answer above contains the correct information, is a complete sentence and the grammar and spelling are correct.

### EXAMPLES OF INCORRECT OR INCOMPLETE ANSWERS

*August 5*

---

The answer above is not a complete sentence.

*Victim's date of birth is August 5.*

---

The answer above is not grammatically correct. The word "the" is missing.

*The victim's date of berth is August 5.*

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In the above answer, birth is spelled incorrectly.

## Section IV: Incident Report Writing (continued)

**Questions 19-23 are based on the completed incident report form below. Read the report carefully before you answer the questions on the next page.**

| INCIDENT REPORT--POLICE DEPARTMENT                              |           |                                    |                      |                            |              |
|---|-----------|------------------------------------|----------------------|----------------------------|--------------|
| 1. ADDRESS OF INCIDENT  |           | 2. OFFENSE                         |                      | 3. CODE                    | 4. DATE      |
| 32 W. Maple Street  |           | Robbery                            |                      | R6-470                     | Dec 15, 2009 |
| 5. NAME OF VICTIM: INDIVIDUAL OR BUSINESS                       |           |                                    | 6. ADDRESS           |                            | PHONE        |
| Kathryn Jones   |           |                                    | 6214 N. Drake Street |                            | 343-7107     |
| 7. ASSIGNED OFFICERS/BADGE NUMBERS                              |           | 8. AGE OF VICTIM                   | 9. RACE OF VICTIM    | 10. VICTIM'S DATE OF BIRTH |              |
| Bill Smith #586<br>Pat Cramer #142                              |           | 52                                 | White                | 9/30/57                    |              |
| 11. NAME OF SUSPECT   |           |                                    | 12. ADDRESS          |                            |              |
| Carson Lee  |           |                                    | 3611 Vine Street     |                            |              |
| 13. AGE   | 14. RACE  | 15. SEX                            | 16. DATE OF BIRTH    | 17. HEIGHT                 | 18. WEIGHT   |
| 21  | White     | Male                               | 6/11/88              | 6'1"                       | 220 lbs.     |
| 19. HAIR  | 20. EYES  | 21. PHYSICAL DESCRIPTION           |                      |                            |              |
| Brown   | Brown     | wearing black jeans, beige sweater |                      |                            |              |
| 22. CHARGES   |           |                                    |                      |                            |              |
| Robbery   |           |                                    |                      |                            |              |
| 23. ITEM  | 24. BRAND | 25. SERIAL NUMBER                  |                      | 26. VALUE                  |              |
| Cash  |           |                                    |                      | \$230.00                   |              |
| 27. ITEM  | 28. BRAND | 29. SERIAL NUMBER                  |                      | 30. VALUE                  |              |
| Wristwatch  |           |                                    |                      | \$600.00                   |              |
| 31. ITEM  | 32. BRAND | 33. SERIAL NUMBER                  |                      | 34. VALUE                  |              |
| Cell Phone  | Nokia     | N-8642L397                         |                      | \$399.00                   |              |
| 35. <u>Bill Smith #586</u><br>SIGNATURE OF OFFICER/BADGE NUMBER |           |                                    |                      |                            |              |

**Section IV: Incident Report Writing (continued)**

***Use the information from the completed incident report form on the previous page to answer questions 19-23.***

19. Where does the victim live?

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20. What is the name of the suspect?

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21. With what is the suspect charged?

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22. How old is the victim?

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23. What is the value of the stolen wristwatch?

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**There are 10 questions in Section IV of The National Police Officer Selection Test and you will have 15 minutes to work on them. To receive maximum credit, answers must contain the correct information, be complete sentences, contain no misspelled words and be grammatically correct.**

## Sample Test Answer Key

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A more detailed explanation of the arithmetic and reading comprehension answers is provided on the following page.

- Section I**
1. D 1 hour, 45 minutes
  2. E \$3,225
  3. A \$2,375
  4. B 62 miles
  5. C \$625
- 

- Section II**
6. D 12%
  7. A True
  8. A Traffic accidents resulting in death usually occur at night.
  9. C 18-year-old Kevin, who is driving his girlfriend home at 9:30 pm
  10. B 30%
  11. E financial gain
  12. B False
  13. D \$4,000
- 

- Section III**
14. C its
  15. A have
  16. B their
  17. D personnell– the correct spelling is *personnel*
  18. E None of the above
- 

- Section IV**
19. The victim lives at 6214 N. Drake Street.
  20. The suspect's name is Carson Lee.
  21. The suspect is charged with robbery.
  22. The victim is 52 years old.
  23. The value of the wristwatch is \$600.

**Note:** The correct answers in Section IV may be written in several formats. For example, the answer to #20 can also be written as, *The name of the suspect is Carson Lee.* As long as the answer contains accurate information, is written in a complete sentence, contains no misspellings and is grammatically correct, the response will be counted as correct.

## ***Explanation of Arithmetic and Reading Comprehension Answers***

### **Section I: Arithmetic**

**Question 1: D** If Officer Garcia arrives at work at 1:15, she is arriving one hour and 45 minutes before her normal start time, which is the amount of overtime she can report for that day.

**Question 2: E**  $1200 + 450 + 850 + 725 = 3,225$

**Question 3: A** Subtract 850 (the value of the decorative sculpture) from the total amount calculated in Question #2:  $3,225 - 850 = 2,375$

**Question 4: B** First, subtract 140 from 388 to determine how many miles Officer Leo drove in the remaining 4 days.  $388 - 140 = 248$ . Second, divide 248 by 4 to figure out the average number of miles the officer drove each of the 4 days.  $248 \div 4 = 62$ .

**Question 5: C** Divide the total retail value of the guns (3,750) by the number of guns stolen (6) to determine the average retail value of each gun.  
 $3750 \div 6 = 625$

### **Section II: Reading Comprehension**

**Question 6: D** As stated in the passage: *Reports show that during the last five years, 12% of all traffic accidents resulted in a death.*

**Question 7: A** This statement is true because the passage states: *Inattentive driving was the primary reason listed for traffic accidents with cell phone usage (45%), texting (30%), and fellow passengers (20%) blamed as the distraction.*

**Question 8: A** is the correct answer because the passage states: *For traffic accidents involving fatalities, 65% involved alcohol and 80% occurred between 9 pm and 3 am.* **B** is incorrect because the passage states: *Approximately 70% of all traffic accidents occurred between 6 am and 6 pm.* **C** is incorrect because the passage states: *It was noted that 55% of all accidents in Westburg involved a teen driver...* **D** is incorrect because it was the town of **Eastburg**, not Westburg, that reduced its accident rate by limiting teen driving hours. **E** is incorrect because, although cell phone usage is mentioned in the passage as a cause of inattentive driving, alcohol was mentioned for *accidents involving a death* (see sentence cited for Answer A).

## Explanation of Arithmetic and Reading Comprehension Answers (continued)

### Section II: Reading Comprehension (continued)

**Question 9: C** Jamie (A) is not in violation of the ordinance because he is driving home from a school function. Susan (B) is not in violation because her mom is in the passenger seat. Kevin (C) is in violation of the ordinance because he is 18 years old and driving after 9 pm and none of the exceptions noted in the passage apply to him. Jess (D) is not in violation of the ordinance because she is 19 years old. Tom (E) is not in violation of the ordinance because he is driving home from work.

**Question 10: B** As stated in the passage, *It was noted that 55% of all accidents in Westburg involved a teen driver and **30% involved senior citizens** (those over 70 years of age).*

**Question 11: E** Mike Green asked for cash, a form of financial gain, in exchange for information.

**Question 12: B** The incident report cannot be filled out completely because information, such as a suspect's name and description, is not provided in the passage.

**Question 13: D** As stated in the passage, *Mr. Johnson told them that he could immediately see that he was missing a **\$4,000 diamond pendant necklace...***