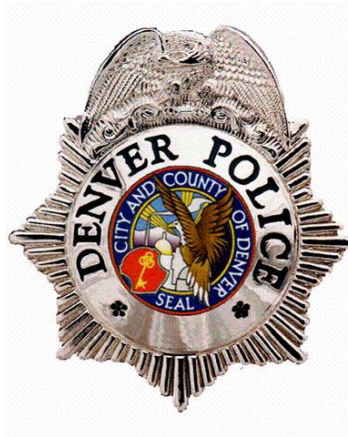


Entry-Level Police Officer Written/Video Test Applicant Orientation and Study Guide

**Civil Service Commission
City and County of Denver**



Provided by Fire & Police Selection, Inc. (FPSI) and
The Denver Civil Service Commission

Overview

One of the first steps toward becoming a Police Officer for the City and County of Denver is taking and passing a Civil Service examination which is made up of several test/screening components. This test preparation guide was written specifically to assist you with understanding the components of the written and video tests, to provide you with helpful hints on test taking, and to provide you with sample questions. Upon arrival to take the written test, applicants will need to allot up to five (5) hours of time for the initial testing and screening. Dress comfortably; business attire is not required. You may want to dress in layers in the event the test room is too warm or too cold.

The entry-level Police Officer written test is administered via computer and consists of two sub-tests designed to measure critical constructs required for successful job performance as a Police Officer. You will have an opportunity to familiarize yourself with the computer before you start the actual test. You do not need previous Police or computer experience to pass the written test. The components of this test have been developed and validated by Denver Police Officers and Sergeants who have experience performing the essential functions of the Police Officer job. Each construct measured by this test has been carefully linked to the job description and identified as a critical skill or ability necessary for performance of the job.

The constructs measured by the entry-level written test include:

- Writing Ability—**44 items** (to include correct wording, grammar, spelling, punctuation as well as ease of understanding)
- Human Relations—**66 items** (to include: ability to work under stressful conditions, integrity, ethics, decision-making, self-control, the ability to maintain confidentiality, interpersonal skills, teamwork, ability to follow rules, demonstrating respect for others)

Subject-matter experts have endorsed every item on the test and have confirmed that the reading level of the passages and the test items are appropriate based upon the materials found on the job and in the academy.

How to Prepare for the Test

All of the constructs measured on the test are based upon basic skills and abilities that a minimally qualified applicant should possess. You should also familiarize yourself with the essential functions required of a Police Officer as described in the Police Officer Examination Informational Booklet located on our website at www.denvergov.org/civilservice and evaluate if you are qualified for the position before testing. This will help you determine which skill sets require additional preparation.

Carefully follow any oral and written instructions that are given to you during the orientation session before the test begins. Failure to follow instructions can be detrimental to your testing and you could be disqualified for failure to follow instructions. Therefore, don't be afraid to ask the test proctor for help if you do not understand the instructions.

Familiarize yourself with the time limits for the test and be aware of how much time you have used. You can check your remaining time periodically during the test. It is your responsibility to manage your time. If you do not know the answer to a question, skip it and come back to the question later.

Do not spend too much time on one question. If you run out of time, questions you do not answer are counted as incorrect.

You will be allotted three (3) hours to complete the written test. Be sure you have answered all of the questions in the section. If you have extra time, you should review your answers and be sure to answer any questions you skipped. You are allowed to return to a section once you have completed it providing you have time remaining.

It is to your advantage to answer all of the test questions. If you are not sure which answer is correct, eliminate choices you know are wrong. If you can narrow the number of choices, you increase your chances of answering the question correctly.

Rely on your own ability; do not attempt to look at other computer screens for assistance answering any of the questions. Anyone caught cheating or attempting to cheat will be disqualified and his or her test results will be invalidated and the testing process will be stopped.

In addition to this study guide, there are a variety of preparatory publications available that *may* be helpful to those applicants who could use a refresher in basic reading and writing skills. The Denver Civil Service Commission and FPSI **cannot** endorse any particular publication or resource in terms of preparing for the test, however, you will find a list of additional testing resources at the end of this guide or you may visit the Commission website at www.denvergov.org/civilservice or the Denver Department of Public Safety Recruitment website www.denvergov.jobs for other test resource information. Public libraries, bookstores, and the Internet are other resources to help you prepare for the test or to refresh your skills.

Test Yourself for Success with the Practice Test Items

Sample questions from the constructs being measured on the written test are included in this study guide. These sample test items are very similar to the types of items found on the actual test.

Prepare for Your Test Day

To decrease test anxiety, avoid junk food and concentrate on a well-balanced diet for several days before the test. A good night's sleep the night before the test and a healthy breakfast the morning of the test is strongly recommended.

Familiarize yourself with the test location and the parking requirements. A map to the Civil Service, parking and public transportation information can be accessed via our website at www.denvergov.org/civilservice.

Don't be late for the test. Plan on arriving a few minutes early. Please refer to your particular scheduled appointment date and time.

The Day of the Test

Arrive at least fifteen minutes early on the day of the test. Applicants who are late will be denied permission to take the test. Be sure to bring photo identification such as a driver's license or other picture I.D. If you fail to bring a picture I.D., you will not be permitted to test. Casual attire is recommended as the written test **may last up to three (3) hours**. You are permitted to bring a

watch, however the computer will provide you the amount of time remaining when you click on the “time” button. The Commission will provide all necessary supplies. Please be advised that applicants are not allowed to bring any test preparation materials or notes into the testing area. **You may NOT refer to any study materials during the test.**

In the Writing Ability Section of the test, you will be instructed to choose the “best” or “most correct” alternative from four different alternatives. Most applicants find it helpful to read the entire question and all of the alternatives before choosing the best or most correct alternative. It is better to read all of the alternatives as you may find one that is a better answer than the one you first thought was correct. In the Human Relations Section of the test, you will be asked to identify both the “most appropriate” response and the “least appropriate” response.

DO NOT LEAVE ANY ANSWERS BLANK. You are scored on the number of correct answers you give in response to the questions. In other words, you will be penalized for any answers left blank. Even if you are not certain of a correct answer, you **SHOULD GUESS** at what the correct answer might be. Try to eliminate alternatives that you know are wrong and guess from the ones that remain. This will increase your chances of guessing the correct answer(s). Answers left blank will NOT be counted towards the number of correct responses in your final score.

All of the items on the test are unit-weighted items (e.g., they are each worth one point). The highest score you can obtain on the written test is a raw score of 110.

The current passing score for the written test is 64.5454% or 71 raw items out of 110. Applicants who pass the written test will be allowed to proceed to the video test.

Dealing with Anxiety

This test is not a measure of your self-worth or your intelligence. This test is designed to measure your levels of writing ability and a variety of human relations skills. If you have performed poorly on other tests in the past, that does not necessarily mean you will perform poorly on this test. Because, unlike many other types of tests, this test is designed to measure a variety of critical skills and abilities that are essential to successful Police Officer job performance in a way that does not overestimate the importance of cognitive skills and other constructs which, historically, result in lower passing rates.

There are no trick questions on the test. Each and every question on the test can be answered based upon basic skills and abilities you should have developed throughout your life.

We wish you a successful testing experience in your employment endeavors to become a Denver Police Officer!

Sample Writing Ability Section Practice Test

For this section of the practice test, you will answer twenty-five (25) sample items that are *similar* to those items found on the Writing Ability Section of the Entry-Level Police Officer Written Test. Please note the actual test contains forty-four (44) test items.

You may proceed to the Human Relations Section Practice Test when you have completed the Writing Ability Section Practice Test.

For items 1-2, choose the pair of words that best completes the sentence.

1. Be _____ of obvious things and _____ of persons quick to produce identification or alibis.
 - A. “caution” and “weary”
 - B. “cautious” and “wary”
 - C. “aware” and “skeptacle”
 - D. “cautious” and “skepticle”

2. Every officer should _____ in mind that when two objects meet, some _____ of that meeting can be established and verified at a later time.
 - A. “bear” and “effect”
 - B. “bare” and “effect”
 - C. “bear” and “affect”
 - D. “bare” and “affect”

3. Considering grammar, spelling, and punctuation as well as ease of understanding, which of the following sentences is most acceptable?
 - A. Listening to what others has to say is always a good idea?
 - B. Listening to what others have to say is always a good idea.
 - C. Always listen to what other’s have to say until answering her.
 - D. Always listen to what others has to say before answering them.

4. Considering grammar, spelling, and punctuation as well as ease of understanding, which of the following sentences is most acceptable?
 - A. Strict traffic law enforcement is the most effective weapon with which the officer may combat the auto theft problem.
 - B. Strict traffic law enforcement is the best way with which the officer will combat a auto theft problem.
 - C. Officers can combat a auto theft problem by being strict law enforcers.
 - D. Officers which are strict law enforcers can best combat the auto theft problems.

5. Considering grammar, spelling, and punctuation as well as ease of understanding, which of the following sentences is most acceptable?
 - A. Many times a traffic violator will provide an officer the opportunity to stop a car and approach a car theif that might otherwise escape detection.
 - B. Many times, a traffic violation will provide an officer the opportunity to stop a car and apprehend a car thief who might otherwise escape detection.
 - C. Many times, a violator provides and officer the option to stop a car and approach a car thief who might otherwise escape detention.
 - D. Many times, a traffic violation provides an officer the option to stop a car and apprehend a car their who might otherwise escape detention.

6. Considering grammar, spelling, and punctuation as well as ease of understanding, which of the following sentences is most acceptable?
- A. Certain procedural steps must be taking by the officers on scene to make a strong case to work.
 - B. Certain things must happen by the officers when they need a case to work strongly.
 - C. Certain procedural steps must be taken by the officers at the scene to create a strong foundation from which to work.
 - D. Certain steps by the officer must occur at the scene for certain foundations to work.
7. Identify the type of error that is found in the following sentence:
- The public judges our department by our employees' actions.**
- A. Spelling
 - B. Grammar
 - C. Punctuation
 - D. There is no error
8. Identify the type of error that is found in the following sentence:
- If an officer has probubble cause to believe that a vehicle contains stolen property, he or she may thoroughly search both the locked and unlocked portions of the vehicle.**
- A. Spelling
 - B. Grammar
 - C. Punctuation
 - D. There is no error
9. Identify the type of error that is found in the following sentence:
- When evaluating evidence ask yourself, "Is there anything I'm forgetting."**
- A. Spelling
 - B. Grammar
 - C. Punctuation
 - D. There is no error
10. Identify the type of error that is found in the following sentence:
- Direct evidence is the testimony of an eye witness to a crime who possesses an independent knowledge of the facts.**
- A. Spelling
 - B. Grammar
 - C. Punctuation
 - D. There is no error

11. Identify the type of error that is found in the following sentence:

Any public officer or employee, who willfully deprives an arrested person of any right, is guilty of a misdemeanor.

- A. Spelling
- B. Grammar
- C. Punctuation
- D. There is no error

12. Identify the type of error that is found in the following sentence:

Any uniformed law enforcement officer shall wear a badge, nameplate, or other device which bears clearly on its face the identification number or name of such officer.

- A. Spelling
- B. Grammar
- C. Punctuation
- D. There is no error

13. A person has called on the telephone and asks to speak with your supervisor. Because he is not currently available, you take a message. Which of the following messages would be **most** correctly worded with respect to grammar, spelling, and punctuation?

- A. Joan called u this morning regarding dinner. If u return her call by 4:00 her number is 419-9813. If u call after 4:00, call her at home at 6671.
- B. Joan called you this morning regarding dinner. If you return her call by 4:00 PM, her number is 419-9813. If you call after 4:00 PM, call her at home.
- C. Joan called you this morning? If you return her call by 4:00 PM, her number is 419-9813. If you call after 4:00, she can be reached at home at 419-6671.
- D. Joan called you this morning about dinner. If you return her call by 4:00 PM, her number is 419-9813. If you call after 4:00 PM, call her at home at 419-6671.

14. A person has called on the telephone and asks to speak with your supervisor. Because he is not currently available, you take a message. Which of the following messages would be **most** correctly worded with respect to grammar, spelling, and punctuation?

- A. Mike calls you this mourning asking about the gym. If you call him back at 345-8910 you can before 4:00 PM. Otherwise, call him at his other number.
- B. Mike called you this morning to see if you'd like to meet him at the gym after work. You can reach him at the office before 4:00 PM at 345-8910 or on his cell phone at 432-7654 after 4:00 PM.
- C. Mike calls about the gim. Call him at 345-8910 or 432-7654 after 4:00 PM.
- D. Mike called you about the gym. You can reach him at 345-8910 before 4:00 PM or call him on his cell.

For items 15-16, choose the word that is synonymous (meaning the same thing) as the underlined word in the sentence.

15. The suspect had a(n) eclectic set of friends.
- A. assorted
 - B. limited
 - C. narrow
 - D. restricted
16. The motive did not seem plausible to the jury.
- A. unreasonable
 - B. conceivable
 - C. unrealistic
 - D. methodical

For items 17-20, choose the pair of words that best completes the sentence.

17. Hair will be worn in a style and color that does not _____ from the overall _____ image of the traditionally accepted profile.
- A. “deter” and “responsible”
 - B. “distract” and “responsible”
 - C. “detract” and “professional”
 - D. “distract” and “profesional”
18. Officers are prohibited from _____ or _____ any fee or compensation for the performance of official duties.
- A. “giving” and “taking”
 - B. “accepting” and “soliciting”
 - C. “getting” and “taking”
 - D. “accepting” and “giving”
19. The quickest way for _____ to grow in a department is for the officers to _____ it among themselves.
- A. “misconduct” and “except”
 - B. “rumers” and allow”
 - C. “problems” and “encourage”
 - D. “misconduct” and “tolerate”
20. Failure to _____ approval for outside employment may lead to _____ action.
- A. “obtain” and “disciplinary”
 - B. “get” and “serious”
 - C. “have” and “strong”
 - D. “ask” and “unfavorable”

21. Considering grammar, spelling, and punctuation as well as ease of understanding, which of the following sentences is most acceptable?
- A. When responding, to an emergency calls, officers should never allow the speed of the response to thretan people or property.
 - B. When responding to emergency calls, officers should never allow the speed of response to endanger people or property.
 - C. Officers should never allow, when responding to an emergency call, the speed of responding to endanger people or property.
 - D. Officers, responding to emergency calls, should not let the speed of the response, to threaten people or property.
22. Considering grammar, spelling, and punctuation as well as ease of understanding, which of the following sentences is most acceptable?
- A. Only marked, department, vehicles equipped with blue lights, and sirens will engage in pursuits.
 - B. Only marked department vehicles equipped with blue lights and sirens will engage in pursuits.
 - C. Only marked department vehicles equiped with blue lights and sirens will engage in pursuits.
 - D. Only marked department vehicles equiped with blue lights and sirens, will engage in pursuits.
23. Considering grammar, spelling, and punctuation as well as ease of understanding, which of the following sentences is most acceptable?
- A. Officers who are off duty are prohibited from carrying there weapons while attending social events where alcoholic beverages are served.
 - B. Officers who are off duty are prohibitted from carrying their weapons, while attending social events, when alcoholic beverages are served.
 - C. Off duty officers are prohibited from carrying their weapons while attending social events where alcoholic beverages are served.
 - D. Off duty officers are prohibited from carrying there weapons, while attending social events, where intoxicated beverages are served.
24. Considering grammar, spelling, and punctuation as well as ease of understanding, which of the following sentences is most acceptable?
- A. There are basic requirements to ensure safety and security for prisoners, transporting officers, and the general public.
 - B. When transporting officers and the general public, as well as ensuring safety, and security for prisoners, there are basic requirements.
 - C. There are basic requirements for ensureing the safety and security of prisoners, transporting officers and the general public.
 - D. When officers and the general public are transported and security of prisoners, and safety, is needed, there are basic requirement to follow.

25. Considering grammar, spelling, and punctuation as well as ease of understanding, which of the following sentences is most acceptable?
- A. Organized crime activity's arent restricked to large, urban, areas but can exist in any size community.
 - B. Organized crime activities are not restricted to large urban areas but can exist in any size community.
 - C. Organized crime activities can occur in any size communities, not just large urban areas.
 - D. Organized crime activities can occur any where, not just in large communities.

Sample Human Relations Section Practice Test

For this section of the practice test, you will read samples of short police-related situations and will then answer two multiple-choice questions relating to that situation. You will be asked to identify both the “most appropriate” response and the “least appropriate” response.

For example:

You are transporting an injured and intoxicated male who has a large amount of money protruding from his pockets. While transporting him to jail you notice that the money falls out of his pocket.

- A. Pretend you didn't see the man drop the money.
- B. Wait until you go back outside and take the money if nobody else has found it.
- C. Pick up the money and give it to the staff at the jail for safekeeping.
- D. Pick up the money and place it next to the victim's hand.

1. WHAT IS THE **MOST** APPROPRIATE RESPONSE?
2. WHAT IS THE **LEAST** APPROPRIATE RESPONSE?

There are five (5) additional sample practice situation test items that are *similar* to those items found on the Human Relations Section of the Entry-Level Police Officer Written Test. Please note the actual test will have thirty-three (33) situations requiring two (2) responses per question for a total of sixty-six (66) test items.

Sample Situation #1

You and your backup simultaneously arrive at a house where a domestic violence incident is reported to be occurring. As you approach the house you hear a woman and child scream and a man yelling, "I'll teach you!" Your backup officer is visibly nervous and says, "We should call a supervisor." How would you handle this situation?

- A. Ask the dispatcher for a call history on the house.
 - B. Forcibly enter the house and contact a supervisor after the situation is under control.
 - C. Tell your backup to calm down and knock on the door.
 - D. Call your supervisor to request permission to enter the home immediately.
26. WHAT IS THE **MOST** APPROPRIATE RESPONSE?
27. WHAT IS THE **LEAST** APPROPRIATE RESPONSE?
-

Sample Situation #2

You and your partner respond to a combative male. The suspect spits on your partner after he is handcuffed. Your partner punches the suspect while in custody. How would you handle this situation?

- A. Don't question your partner but report the incident to his supervisor.
 - B. Don't tell anyone; just keep the incident to yourself.
 - C. Tell your partner that his behavior was inappropriate and that if he reacts this way again that you will report his behavior to his supervisor.
 - D. Tell the officer that his behavior was inappropriate and that he needs to tell his supervisor or else you will.
28. WHAT IS THE **MOST** APPROPRIATE RESPONSE?
29. WHAT IS THE **LEAST** APPROPRIATE RESPONSE?
-

Sample Situation #3

At the beginning of each shift you check the backseat of your patrol car for contraband, weapons, personal items, etc. You are starting your shift and notice that there is a new Maglite flashlight under the cushion in your backseat with a badge number engraved on it. The flashlight is obviously new and belongs to a fellow officer. Your flashlight is old and you don't have the money to purchase a new flashlight. How would you handle this situation?

- A. Track down the officer based upon the badge number engraved on the flashlight and return it.
 - B. Keep the flashlight and scratch out the badge number.
 - C. Use the flashlight until the owner comes looking for it.
 - D. Keep the flashlight and replace it with your older flashlight.
30. WHAT IS THE **MOST** APPROPRIATE RESPONSE?
31. WHAT IS THE **LEAST** APPROPRIATE RESPONSE?
-

Sample Situation #4

You receive a noise complaint call. The reporting party states that the people behind him have been partying all night and it's after hours. He demands that the neighbors receive a ticket. You approach the house with the noise disturbance and are greeted by an elderly man who invites you inside. He states that he and his wife are celebrating their 55th wedding anniversary. How would you handle this situation?

- A. Don't issue a citation.
 - B. Tell the neighbor who complained that the music has been turned off for the night and that the neighbor will not receive a citation.
 - C. Demand that he turns off the music and issue a citation.
 - D. Go back on your normal duties and ignore the complaint.
32. WHAT IS THE **MOST** APPROPRIATE RESPONSE?
33. WHAT IS THE **LEAST** APPROPRIATE RESPONSE?
-

Sample Situation #5

You initiate a traffic stop on a vehicle for running a red light. The driver does not stop and instead speeds away. You use your police radio to advise dispatch that you are pursuing a vehicle that failed to stop for a traffic violation. Your Sergeant radios you to cancel pursuing the vehicle. How would you handle this situation?

- A. Continue following the vehicle and say you did not hear the Sergeant's order due to radio interference.
 - B. Continue following the vehicle just to see where it goes so you can catch the driver.
 - C. Radio the Sergeant and explain why you should continue pursuing the car.
 - D. Stop pursuing the car and call the Sergeant on the radio to advise him/her that you understand and have followed the order.
34. WHAT IS THE **MOST** APPROPRIATE RESPONSE?
35. WHAT IS THE **LEAST** APPROPRIATE RESPONSE?
-

Answer Key

Item #	Key
1	B
2	A
3	B
4	A
5	B
6	C
7	D
8	A
9	C
10	A
11	C
12	D
13	D
14	B
15	A
16	B
17	C
18	B
19	D
20	A
21	B
22	B
23	C
24	A
25	B
26	B
27	A
28	D
29	B
30	A
31	B
32	C
33	A
34	D
35	A

Situational Judgment Video Test

If you successfully pass the written test you will advance to the video test. The situational judgment video measures interpersonal skills, problem solving, judgment and decision-making, ability to handle stress, initiative, resourcefulness, honesty, integrity, flexibility and adaptability. Police Officers are required to make sound judgments in job-related situations. You do not need previous police experience to score well on the video test. **The video test is worth a maximum of 100% of the total score plus any veteran preference points if applicable.** Ties shall be broken randomly.

You will be shown several video scenarios and asked to choose the best response out of four responses to each scenario. You will be allowed **ten (10) seconds** to choose the correct response. Currently, there are a total of thirty-five (35) video scenarios that you will be shown. This test typically takes about forty-five (45) minutes to complete. For your viewing, sample video scenarios are available on our website: www.denvergov.org/civilservice .

The video test measures skills in the following areas: human interactions, responding calmly to provocation, unbiased enforcement, situational judgment, ethics, social maturity, and handling authority.

Behavioral Questionnaire

Applicants who successfully complete the written and video tests will be required to complete a **detailed** questionnaire regarding their past behavior, to include: Illegal drug use, driving record, criminal behavior, arrests, job performance and employment separations. The questionnaire is comprised of approximately 80 questions. The questionnaire typically takes thirty (30) minutes to one (1) hour to complete.

This information will be used to guide the background investigation process and to assist the individuals conducting the suitability interview and polygraph examination. The information provided must be **complete and truthful**. Omissions or falsification of information will not be tolerated and may be grounds for disqualification.

Physical Ability Video

All applicants who successfully complete the written and video tests will be required to view the Police Officer physical ability test video. The video is approximately ten (10) minutes in duration. A complete physical ability test study guide is available in the Police Officer Examination Informational Booklet. The booklet may be accessed through our Website at www.denvergov.org/civilservice or you may pick one up at the time of your written test appointment.

Minimum Qualifications and Additional Test Phases

A complete list of minimum qualifications and additional test phases is available in the Police Officer Examination Informational Booklet. The booklet may be accessed through our Website at www.denvergov.org/civilservice or you may pick one up at the time of your written test appointment.

Additional Testing Resources

This study guide and sample questions provide a basis for understanding the test components and the minimal skills and competencies tested for in each component. Below are additional testing resources which may be used to prepare you to do your best.

- <http://www.floridatechnet.org/GED/LessonPlans/LanguageArtsWriting/Writing.htm>
Tutorials for Language arts
- http://www.waybuilder.net/free-ed/GED/Connections/LangArts_Writing.asp
Writing tutorials and practice tests
- <http://www.testprepreview.com/>
Test Prep Review (online prep tests for GED, SAT, ACT, etc.)
- <http://www.4tests.com/exams/examdetail.asp?eid=38>
Free practice tests mainly for GED
- http://www.pueblo.gsa.gov/cic_text/education/ged/ques.htm
GED free practice tests
- <http://highschoolace.com/ace/ace.cfm>
Tutorials and practice tests for English, Math and Language
- <http://www.dailygrammar.com/archive.shtml>
Grammar lessons
- <http://www.act.org/workkeys/practice/index.html> A fee based practice test which may cover some competencies in the Police written test. This test was developed by WorkKeys.

The Denver Department of Safety's Recruitment website also has links and access to several test resources. You can access the recruitment website at www.denvergov.jobs . You may also call the Recruitment office at (720) 913-3390 and speak to a recruiter.