

# Denver Police Department



# Written Test Study Guide

## **TEST PREPARATION**

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 composed of several test components. This test preparation guide was written specifically to assist you with understanding the components of the written and video tests, provide helpful hints on test taking, and provide you with sample questions.

The written test is designed to evaluate knowledge, skills, and abilities required for the position of police officer. The application form and test are processed entirely on the computer. 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.

Preparation and practice are important aspects in achieving positive results. This guide is a general overview of skills and ideas that can assist you preparing for your test.

- We test specifically for skills necessary to perform the essential functions of a police officer. Familiarize yourself with the police officer job description and the essential functions located at the end of the preparation guide and evaluate if you are qualified for the position before testing. This will help you determine which skill sets require additional preparation.
- Most of the skills evaluated should have been acquired at the completion of high school. However, many applicants have not recently attended school or had the opportunity to demonstrate these skills. Therefore, if you encountered difficulty in a particular area during your prior education, you are strongly encouraged to study and practice these skills prior to testing. Public libraries, bookstores, and the Internet are available resources to help you refresh your skills.
- 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.
- Avoid tranquilizers and stimulants such as caffeinated beverages, especially on the day of the test.
- Avoid alcoholic beverages several days prior to testing and especially on the day of the test.
- Don't be late for the test. Plan on arriving a few minutes early. The test doors open at approximately 7:45 a.m. on test days and you will not be admitted if you arrive after 8:00 a.m.

### **When taking a multiple-choice test:**

- **Follow the oral and written instructions that are given to you during the orientation session before each test section.** 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 each section 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.
- 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.
- Each section is independently timed. You must successfully complete and pass one section before advancing to the next section. If you complete a section before time expires, you may move to the next section or use the extra time to review your answers in that section or answer questions you skipped. You will not be allowed to return to a section once you have completed it.
- If time allows, check your answers. Be sure you have answered all of the questions in the section.
- 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.
- Most multiple choice tests that have four answer choices and contain two obviously wrong answers. Identify these answers immediately and eliminate them as potentially correct answers. The correct choice between the remaining two becomes easier to identify.

### **ENTRY-LEVEL POLICE OFFICER TEST COMPONENTS**

The written test is a basic abilities examination that is comprised of the following three sections:

- Written skills
- Basic skills
- Police abilities

The current passing score for each test section is 70%. Applicants must pass each section independently. Each section is independently timed. Test results are immediate. Applicants who fail the written test do not advance to the next test phase.

**The tests described in the following sections are written at a high school equivalency level.**

## WRITTEN SKILLS

**This section is comprised of 31 questions. You will be allowed a maximum of thirty (30) minutes to complete this section.**

This test measures how well you are able to perform writing skills. It consists of a number of short letters followed by questions. The information needed to answer the questions is contained in the letters. Select one answer for each question. Sample letters have been provided.

Police officers use their writing skills when completing reports, preparing daily activity reports, writing memos and letters to civilians, community groups, officers and administration. Written reports require clear and concise communication to document incidents and ensure information is correctly recorded. Charging decisions made by the District Attorney's Office are based on reports completed by officers.

### INSTRUCTIONS:

For each letter, you will be asked a series of questions. Each question will have the following list of possible answers. You must choose the best answer.

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

### **Sample Letter 1**

Dear Lieutenant Miller:

1           Please remember that you has agreed to assist the Public Safety  
2 Kadet program with training on September 13, 2005. Sherry Hughes has agreed  
3 to be your contact and assist you with this event Please ensure that you have  
4 enough pencils for a class of forty. I will be contacting you shortly with a list of the  
5 individuls who will be attending this training.

6           The topic will be dealing with the rolle the Denver Police Department  
7 has in helping the community in which the department serves, As a recognized  
8 expert in this area for the Denver Police Department, I am sure that all of the  
9 enterested participants are excited about listening to your presentation. As a  
10 reminder, I will be their as well. If you have any questions, please do not hesitate  
11 to call me at (333) 333-3333.

Jim Smith

## Sample Questions to Letter 1

**Ex. 1. In line 1 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 1 is **B**, because “has” is grammatically incorrect. The correct word is “have”.

**Ex. 2. In line 2 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 2 is **A**, because “Kadet” is spelled incorrectly. The correct spelling is “Cadet”.

**Ex. 3. In line 3 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 3 is **C**, because there needs to be a period after the word “event”.

**Ex. 4. In line 4 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 4 is **D**, because no correction is necessary.

**Ex. 5. In line 5 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 5 is **A**, because “individuls” is spelled incorrectly. The correct spelling is “individuals”.

**Ex. 6. In line 6 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 6 is **A**, because “rolle” is spelled incorrectly. The correct spelling is “role”.

**Ex. 7. In line 7 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 7 is **C**, because there should be a period after the word “serves” instead of a comma.

**Ex. 8. In line 8 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 8 is **D**, because no correction is necessary.

**Ex. 9. In line 9 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 9 is **A**, because “enterested” is spelled incorrectly. The correct spelling is “interested”.

**Ex. 10. In line 10 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 10 is **B**, because “their” is grammatically incorrect. It is not a spelling error because the word is spelled correctly. The correct word is “there”.

**Ex. 11. In line 11 of sample letter 1, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex 11 is **D**, because no correction is necessary.

### **Sample letter 2**

Dear Ms. White:

- 1 Please be advised that the Civil Service Commission recently mailed a  
2 large packet of information to your attention regarding the Denver Police  
3 Department. Read all the packet information and complete all the required forms.  
4 It is critical that you follow all instructions and return all requested information.  
5 The Background History Form is very detailed and requires complete and  
6 accurate information. Be aware that a notary is necessary for completion and  
7 validation,  
8 Failure to meet any deadlines for completion of this information will  
9 disqualify you.  
10 If you have not received your packet prior to this separate notification,  
11 immediately call our office at (333) 333-3333.

John Smith

### **Sample Questions to Letter 2**

**Ex. 1. In line 1 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 1 is **A**, because “advised” is spelled incorrectly. The correct spelling is “advised”.

**Ex. 2. In line 2 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 2 is **D**, because no correction is necessary.

**Ex. 3. In line 3 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 3. is **C**, because there needs to be a period after the word “Department”.

**Ex. 4. In line 4 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 4. Is **A**, because “fallow” is spelled incorrectly. The correct spelling is “follow”.

**Ex. 5. In line 5 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 5 is **A**, because “From” is spelled incorrectly. The correct spelling is “Form”.

**Ex. 6. In line 6 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 6 is **D**, because no correction is necessary.

**Ex. 7. In line 7 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- E. No correction is necessary.

The correct answer for Ex. 7 is **C**, because there should be a period after the word “validation”.

**Ex. 8. In line 8 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 8 is **A**, because “dedlines” is spelled incorrectly. The correct spelling is “deadlines”.

**Ex. 9. In line 9 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 9 is **D**, because no correction is necessary.

**Ex. 10. In line 10 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex. 10 is **B**, because “has” is grammatically incorrect. The correct word is “have”.

**Ex. 11. In line 11 of sample letter 2, identify the type of error, if any:**

- A. Spelling.
- B. Grammar.
- C. Punctuation.
- D. No correction is necessary.

The correct answer for Ex 11 is **A**, because “immediatly” is spelled incorrectly. The correct spelling is “immediately”.

## **BASIC SKILLS**

**This section is comprised of 60 questions. Ten of the questions are reading comprehension, twenty of the questions are vocabulary, and thirty questions are mathematics. You will be allowed a maximum of thirty (30) minutes to complete this section.**

### **Reading comprehension:**

This section measures how well you understand what you read. It consists of a number of short paragraphs followed by ten (10) questions. The information needed to answer the questions is contained in the paragraphs.

Reading Comprehension is important because police officers are required to accurately read and comprehend written information and the intended message. A police officer must accurately read and comprehend technical information, department policies, procedures, state laws, court orders, hazardous material references and training materials. Additionally, police officers must be able to read and understand legal terminology.

- The questions measure your ability to retain information you read.
- You can practice for this section by reading newspapers, magazines, books, and have someone question you about the information.
- Watch your time! Reading comprehension is a small part of the basic skills test. If you use too much time here, you will not have time to complete the remaining parts. If necessary, skip the reading comprehension section and return to those questions after completing the remainder of the test.

### **Sample Passage**

There are several types of investigations or inquiries which police officers typically undertake as part of their job. For example, investigations involving violations of state laws, municipal ordinances and traffic accidents. Personnel investigations are conducted to evaluate the suitability of individuals for positions of public trust.

1. According to the passage, conducting investigations is a routine part of a police officer's job.
  - A. True
  - B. False

The correct answer is **A**, True, because the passage states that conducting investigations is part of a police officer's job.

2. According to the passage, police investigations of incidents, which are violations of laws and ordinances, include
  - A. Traffic accidents
  - B. Crime
  - C. Personnel
  - D. A and B only

The correct answer is **D**, because the passage does not include personnel investigations as a violation of a law or ordinance.

### **Vocabulary:**

This section contains twenty (20) questions and measures how well you understand basic vocabulary used in law enforcement. A good vocabulary is necessary to communicate effectively and to understand written and verbal orders.

Police officers must know the meaning of words to be able to clearly understand departmental policies, procedures, state statutes, city codes and legal terminology.

### **Sample Problems**

1. Choose the answer, which most closely describes the word POWERFUL
  - A. Happy
  - B. Energetic
  - C. Strong
  - D. Blue

The correct answer is **C**, Strong.

2. Choose the answer, which is most closely describes the word EXEMPLARY
  - A. Blameless
  - B. Broad
  - C. Diverse
  - D. Exhaustive

The correct answer is **A**, Blameless.

3. Choose the answer, which most closely describes the word CONSTERNATION
  - A. Happiness
  - B. Glee
  - C. Joy
  - D. Dismay

The correct answer is **D**, Dismay.

### **Mathematics:**

This test measures how well you are able to perform basic mathematical functions required of entry-level police officers. The mathematics test covers basic addition, subtraction, multiplication and division. This section measures your ability to perform basic arithmetic functions required of entry-level police officers. It contains thirty (30) questions.

Police officers use mathematical skills investigating traffic accidents and crime scenes. Officers are required to accurately measure skid marks, diagram traffic accidents and reconstruct crime scenes.

- Many of us rely heavily on calculators for basic math. Since calculators are not allowed during the test, a quick review of basic multiplication, and division tables is strongly recommend.
- Pay close attention to the answers and questions to ensure decimal points are in the correct spot.
- Scratch paper will be provided for you to perform these calculations.

### Sample Problems

1. Add:  $327+512$

- A. 475
- B. 510
- C. 545
- D. 839

The correct answer is **D**, because the sum of 327 and 512 is 839.

2. Multiply: 
$$\begin{array}{r} 2.5 \\ \times 2.0 \\ \hline \end{array}$$

- A. .0500
- B. .500
- C. 5.0
- D. 50.0

The correct answer is **C**, because  $2.5 \times 2.0$  equals 5.0.

3. Subtract: 
$$\begin{array}{r} 50.25 \\ -25.20 \\ \hline \end{array}$$

- A. 2.505
- B. 25.05
- C. 75.45
- D. 100.45

The correct answer is **B**, because  $50.25-25.20$  equals 25.05.

## **STUDY SESSION**

In the Study Session, informational paragraphs, pictures, and mug shots will be shown for you to study. **YOU ARE NOT ALLOWED TO TAKE NOTES.** There are a total of 12 screens of information to study. You are required to stay in this section for the full thirty (30) minutes. Once time has expired, you will immediately move to the next section.

This section measures the applicant's ability to remember and retain specific information. Police officers are required to remember suspect identification, wanted posters or pictures, departmental policies and procedures, safety and tactical procedures, crime scenes and other information relevant to apprehending suspects.

## **POLICE ABILITIES**

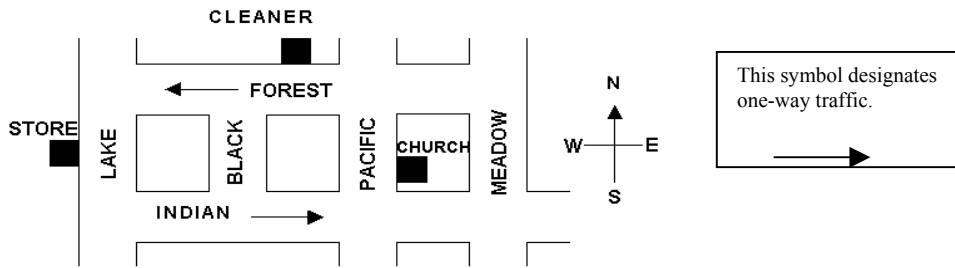
**This section is comprised of 100 questions. You will be allowed a maximum of one hour and thirty minutes (1 hr. 30 min.) to complete this section.**

The police abilities section asks questions pertaining to information in the study section. Additionally, the police abilities section measures an applicant's ability to read maps and navigate accordingly. This section also measures how well applicants are able to recognize the direction they are traveling, and their ability to assess the feasibility and length of various routes on a map.

Subject matter experts within the Denver Police Department have identified spatial location skills as necessary to determine the best route to a call resulting in decreased response time. Your ability to determine the best route based on street closures will be tested in this section. Maps will be provided.

- Know right turn and left turns.
- Know directions, north, south, east, and west.
- Basic driving rules (one ways) and directions.

Use the map below to answer the sample problems.



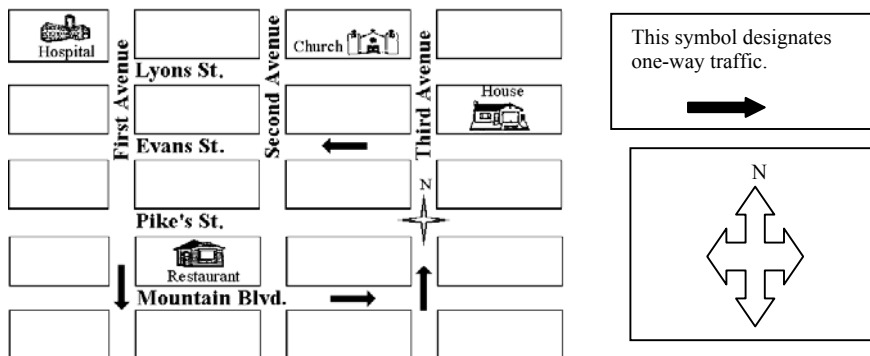
Sample Problem 1

You are at the store on Lake and heading to the cleaners on Forest. What is the shortest way to get there?

- A. North on Lake to Forest, east on Forest.
- B. South on Lake to Indian, east on Indian to Black, north on Black to Forest, east on Forest.
- C. South on Lake to Indian, east on Indian to Meadow, north on Meadow to Forest, west on Forest.
- D. South on Lake to Indian, east on Indian to Pacific, north on Pacific to Forest, west on Forest.

The correct answer is **D**, since it is the shortest legal route.

Sample Problem 2



You are at your home located at Evans St. and Third Ave. You wish to go to the restaurant on First Ave. and Mountain Blvd. The most direct route without breaking traffic laws would be:

- A. South on Third, west on Mountain.
- B. West on Evans, south on Second, west on Mountain.
- C. West on Evans, south on First, east on Mountain.
- D. North on Third, west on Lyons, south on Second, west on Mountain.

The correct answer is **C**, since it is the most direct legal route.

## **SITUATIONAL JUDGMENT VIDEO TEST**

If you successfully pass all sections of 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 100% of the total score.**

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. There are a total of thirty-five (35) videos that you will see.

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 complete a Behavioral Questionnaire, comprised of approximately 75 questions related to behaviors indicating but not limited to character, judgment, compliance with laws, and personal accountability. The questionnaire addresses personal and work behaviors and is used by the Commission during the review of the applicant's file.

The file review consists of an examination of an applicant's suitability and background, including a post-job offer analysis of an applicant's medical history, which involves a psychological evaluation and drug screen.

## **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.

Additional testing phases, and a complete physical ability test study guide are available in the Police Officer Information Booklet. The booklet may be accessed through our Website at [www.denvergov.org/civilservice](http://www.denvergov.org/civilservice) or you may pick one up at the time of your written test appointment.

## ADDITIONAL RESOURCES

This study guide and sample questions provide a basis for understanding the test components, the minimal skills and competencies tested for each component. Below are additional resources, which may be used to prepare for the entry-level police written and video tests.

- The Accuplacer test at Career Service Authority at the Webb building. This test is computerized and covers reading, writing, and math skills. To make an appointment, please call Eddie Gurrola at (720) 913-5681.

The Denver Police Recruitment Website has links and access to several resources. The Recruitment's Website is [www.denvergov.org/recruit](http://www.denvergov.org/recruit) Recruiters are also available to answer your questions by phone at (720) 913-6660.

- <http://www.act.org/workkeys/practice/index.html> A fee based practice test which specifically covers the competencies in the Police written test. This test was developed by WorkKeys.

Other Resources on the Internet for practice tests and tutorials:

- [http://www.eliweb.com/component/option,com\\_docman/task,cat\\_view/gid,18/Itemid,29/](http://www.eliweb.com/component/option,com_docman/task,cat_view/gid,18/Itemid,29/)  
Punctuation and Math formula quick guides
- <http://www.floridatechnet.org/GED/LessonPlans/LanguageArtsWriting/Writing.htm>  
Tutorials for Language arts
- [http://www.waybuilder.net/free-ed/GED/Connections/LangArts\\_Writing.asp](http://www.waybuilder.net/free-ed/GED/Connections/LangArts_Writing.asp)  
Writing tutorials and practice tests
- <http://www.waybuilder.net/free-ed/GED/Connections/Math.asp>  
Math 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](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://mathforum.org/library/drmath/drmath.high.html>  
High School math lessons