

Build-A-Test

Agency Assembled Tests, Based on Donnoe & Associates' Competencies Test Library and Reference-Based Item Bank

Welcome to our **Build-A-Test**SM catalog. From our extensive test item banks, we can *Build-A-Test* for specific job classifications. Agencies can select from the list of competencies and/or references at the end of this catalog. We can also write new questions to address specific competencies, knowledge or skills based on job analysis information. Fees for Build-A-Test services are only \$100 over our already low, Stock Test Services. See our Written Test Fees at: http://www.donnoe.com/written_fees.php for specific cost information.

Donnoe & Associates' test item banks contain over 8,000 individual test items. Following is an outline of our test item banks, by content area / competency and reference. This is presented in two groups: 1) Aptitude / Ability Test Segments (2,500 test items available), and 2) Referenced Items (5,500 test items available). Referenced items are based on specific reference documents or books, and will measure Knowledge, rather than Aptitude / Ability.

Test Validity

Professional and regulatory guidelines for personnel selection examinations include the Uniform Guidelines on Employee Selection Procedures and the Principles for Validation and Use of Personnel Selection Procedures. These guidelines require that personnel selection exams be validated by what is known as criterion or content validation strategies. Criterion validation is a demonstration that scores on the test are correlated directly with job performance or training academy performance. Content validity focuses on the relationship between the content of the test and the content of the job. Further, validity (criterion and content) considers both exam administration and exam outcome factors.

Donnoe & Associates' written tests for Entry Peace Officer (L-201) and Entry Firefighter (F-201) are designed to predict training academy performance. We have statistical criterion related validity evidence to support these tests. Validity reports are available upon request.

Most of our exam products including Stock Written Tests, *Build-A-Test* and Custom Written Tests, as well as oral exams, performance exams and assessment centers involve measurement of job knowledge or ability. These types of tests are best supported by content validity. For these tests we work closely with you, our client, to ensure that the content of the test is based on the job (job analysis, consultation on test assembly, and exam review by your subject matter experts). We provide test administration guidance including proctoring directions, and we offer scoring services as well as consultation on test score interpretation and passing scores, all at no additional fee. These steps, ensure that the examinations provided to your agency are valid and will be administered in a fair and consistent manner.

It is also important to note that a valid exam plan will go beyond a written test, and will normally include other elements, such as an oral exam, a performance test or an assessment center. This also includes not placing too much emphasis (exam weights) on measurement of abilities and knowledge through a written test; here we typically recommend that a written test be weighted less than half of the overall exam plan. We would be pleased to assist your agency with exam planning or to provide consultation on how to best use our tests.

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Test Content / Competency Areas

APTITUDE / ABILITY TEST ITEM SEGMENTS

Description of Test Content / Competency Measured by Test Segment

Interpersonal Skills and Workplace Communication

Interpersonal Skills – Communication in the Workplace

Interpersonal Skills – Customer Service

Interpersonal Skills – Diversity in the Workplace

Interpersonal Skills – Public Contact and Communication

Interpersonal Skills – Teamwork

Language Skills and Reading Comprehension

Language Skills – Editing for Errors

Language Skills – Grammar

Language Skills – Punctuation

Language Skills – Sentence Ordering

Language Skills – Spelling, General

Language Skills – Spelling, Legal

Language Skills – Vocabulary

Language Skills – Vocabulary, Legal

Reading Comprehension – General

Reading Comprehension – Maintenance and Trades

Reading Comprehension – Public Safety

Leadership and Supervision

Leadership and Supervision

Progressive Discipline

Project Management

Supervisory Communication

Training

Work Scheduling

Math Skills and Numerical Problem Solving

Analyst and Management Math Skills

Firefighter Math

General Office and Business Math

APTITUDE / ABILITY TEST ITEM SEGMENTS

Description of Test Content / Competency Measured by Test Segment

Police and Corrections Math

Statistics

Mechanical and Trades

Automotive Mechanics

Building Maintenance and Custodial Practices

Code Checking

Mechanical Maintenance

Parks and Grounds Maintenance

Roads Maintenance

Safety Practices and Personal Protective Equipment

Tool Use and Tool Identification

Problem Solving

Bus Scheduling

Deductive and Inductive Reasoning

Determining Eligibility for Services

Event Planning

Entry Peace Officer

Fire Dispatcher

Inventory Control

Map Reading

Mechanical Aptitude

Military Time Conversion

Police Dispatcher

Policy Analysis

Reactive Learning

Professional and Administrative Services

Bookkeeping Accounting and Financial Management, Principles of

Dewey Decimal System, Classification of Library Materials with the

Office Systems – Filing

Interview Techniques

Office Systems – MS Excel Spreadsheet Skills / MS Word Skills

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APTITUDE / ABILITY TEST ITEM SEGMENTS

Description of Test Content / Competency Measured by Test Segment

Office Systems – Name and Number Matching

Organizational Behavior and Development

Personnel Policy Interpretation / Personnel Management Knowledge

Principles of Safe Operation of a Commercial Motor Vehicle

Miscellaneous Item Banks, Not Otherwise Categorized as Above

Institutional Food Preparation, Cooking, Sanitation, and Safety

Principles of Chemistry and Laboratory Methods

REFERENCE-BASED TEST ITEMS

Description of Test Content / Reference

Management and Supervision References

Contrarian's Guide to Leadership, The. Sample, S.B. Jossey-Bass (2002)

Effective Supervisory Practices. ICMA, 4th Edition (2005)

The Ethics Challenge in Public Service - A Problem Solving Guide. Lewis, Carol W., Gilman, Stuart C. 2nd Edition (2005)

Good to Great. Collins, J. Harper Collins Publishers (2001)

Igniting the Leader Within: The Leadership Legacy of Ben Franklin, Father of the American Fire Service, 1st Edition, by Staley, Michael F., PennWell Publishing, (1998)

Leading Change. Kotter, J. P. Harvard Business School Press. (1996)

The Leadership Challenge. Kouzes, J.M, Posner, B.Z. 4th Edition (2007)

Leadership on the Line. Heifetz, R.A., Linsky, M. Harvard Business School Press (2002).

Leadership without Easy Answers. Heifetz, R.A. The Belknap Press of Harvard University Press (1994)

Managing Human Resources: Productivity, Quality of Work Life, Profits. Cascio, Wayne F. Irwin McGraw-Hill 5th Edition (1998)

NIMS: National Incident Management System, Principles and Practices, Walsh, D. W., Christen, H. T., Miller, G. T., Christian, E. C., Cilluffo, F.J., Maniscalco, P.M.. Jones and Bartlett Publishers (2005)

National Incident Management System (NIMS), An Introduction IS-700. Self-Study Guide, FEMA (2004)

National Incident Management System (NIMS), U.S. Department of Homeland Security (2008).

This document is available for download at no charge by going to:

http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf

The Responsible Administrator. Cooper, T.L. Jossey-Bass, 5th Edition (2006)

Stewardship. Block, P. Berrett-Koehler Publishers, Inc. First Edition. (1996)

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ITEM BANK BASED ON FIRE SERVICE REFERENCES

Description of Test Content / Reference

- Aerial Apparatus Driver / Operator Handbook. IFSTA, 2nd Edition (2009).
- Aircraft Rescue and Fire Fighting. IFSTA, 5th Edition (2008)
- Automatic Sprinkler and Standpipe Systems. J.L Bryan, NFPA, 3rd Edition (1997)
- Brannigan's Building Construction For the Fire Service. Brannigan, F. L. NFPA, 4th Edition (2008)
- Building Construction Related to the Fire Service. IFSTA, 2nd Edition (1999)
- California Commercial Driver Handbook
- California Fire Code. (2001)
- California Standardized Emergency Management System (SEMS) Field Course. (Modules 1-11)
- Chief Officer, IFSTA, 2nd Edition (2004)
- Company Officer. Smoke, Clinton H. Delmar Publishers, 2nd Edition. (2005)
- Emergency Care. Limmer, D., Murray, O'Keefe, M. F. Prentice-Hall, Inc., 10th Edition (2005)
- Emergency Care and Transportation of the Sick and Injured, Pollack, A. N., Ed., Jones and Bartlett Publishers, 9th Edition (2005)
- Emergency Response Guidebook. U.S. Department of Transportation, (2008)
- EMS Field Guide, Basic and Intermediate Version (B&I), 6th Edition (2006)
- EMS Field Guide, ALS Version, 16th Edition (2006)
- EMS Field Guide, Basic and Intermediate Version (B&I), 6th Edition (2006), and , ALS Version, 16th Edition (2006)
- Engine Company Fireground Operations, Richman, H. NFPA 3rd Edition (2008)
- Essentials of Fire Department Customer Service. Brunacini, A.V., Fire Protection Publications, (1996)
- Essentials of Fire Fighting. IFSTA, 5th Edition (2008)
- Essentials of Firefighting and Fire Department Operations, IFSTA, Brady, 5th Edition (2008)
- Fighting Fire in the Wildland/Urban Interface. Queen, P. Fire Publications, Inc., (1993)
- Fire and Emergency Services Company Officer. IFSTA, 4th Edition (2007)
- Fire and Emergency Services Instructor, IFSTA, 7th Edition (2006)
- Fire and Life Safety Educator. IFSTA, 2nd Edition (1997)
- Fire Chief's Handbook. Barr, R.C. and Eversole, J.M. (Eds.), Pennwell Publishing Co., 6th Edition (2003)
- Fire Command. Brunacini, A.V. NFPA, 2nd Edition (2002)
- Fire Department Incident Safety Officer. Dodson, D.W. Delmar Publishers, 2nd Edition. (2007)
- Fire Department Safety Officer. IFSTA, 1st Edition (2001)

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Fire Detection and Suppression Systems. IFSTA, 3rd Edition

Fire Fighting Strategy and Tactics. Carter, H. Fire Protection Publications, (1998)

Fire Hose Practices. IFSTA. 8th Edition (2004)

Fire Inspection and Code Enforcement. IFSTA, 7th Edition (2009)

Fire Officer Principles and Practice. Jones and Bartlett Publishers and NFPA (2006)

Fire Officer's Handbook of Tactics. Norman, J., PennWell Publishing Co., 3rd Edition (2005)

Fire Officer's Handbook on Wildland Firefighting. Teie, W., Deer Valley Press, (1997)

Fire Service Emergency Care. Dickinson, E. T., Brady / Prentice Hall, (1999)

Fire Service First Responder. Brady / IFSTA,(2000)

Fire Service Ground Ladders. IFSTA 9th Edition (1996)

Fire Service Loss Control, IFSTA, 1st Edition (1999)

Fire Service Personnel Management. Edwards, Steven T. Brady / Prentice Hall, (2000)

Fire Service Ventilation. IFSTA, 7th Edition (1994)

Fire Suppression Practices and Procedures. Mahoney, E. Prentice-Hall, Inc., (1992)

Firefighter's Handbook: Essentials of Firefighting and Emergency Response. Delmar / Thompson Learning, 1st Edition, (2000)

Firefighter's Handbook on Wildland Firefighting. By Teie, W., Deer Valley Press, 3rd Edition (2005)

Firefighting Strategies and Tactics. Angle, J., Gala, M, Harlow, D., Lombardo, W., Maciuba, C. Delmar Publishing (2001)

Fireground Support Operations. IFSTA, 1st Edition (2002)

Firescope California: Fire Service Field Operations Guide, ICS 420-1. Incident Command System Publication, (2007)

From Buddy to Boss - Effective Fire Service Leadership. Sargent, C., PennWell Publishing, (2006)

Fundamentals of Fire Fighter Skills. International Association of Fire Chiefs and NFPA. Jones and Bartlett Publishers (2004)

Hazardous Materials for First Responders. IFSTA, 3rd Edition (2004)

ICS Reference Texts: National Training Curriculum. (1994)

International Building Code. International Code Council (2009)

International Fire Code (2009)

Introduction to Fire Origin and Cause, IFSTA, 3rd Edition (2005)

Introduction to Fire Prevention. Robertson, J.C. Prentice-Hall, Inc., 4th Edition (1995)

Kirk's Fire Investigation. DeHaan. Prentice-Hall, Inc., 4th Edition (1997)

Ladder Company Fireground Operations. Richman, H. NFPA, 3rd Edition (2008)

Management in the Fire Service. Carter, H. R. & Rausch, E. NFPA, 3rd Edition (1999)

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Managing Fire and Rescue Services. ICMA (2002)

Managing Major Fires. Coleman, John F. PennWell Corporation, (2001)

Model Procedures Guide for Emergency Medical Incidents. National Fire Service Incident Management System, Fire Protection Publications, 1st Edition (1996)

Model Procedures Guide for High-Rise Fire Fighting, National Fire Service Incident Management System, 1st Edition (1996)

Model Procedures Guide for Structural Firefighting. Fire Protection Publications, 2nd Edition (2000)

Model Procedures Guide for Wildland Firefighting. National Fire Service Incident Management System, Fire Protection Publications, 1st Edition (2000)

NFPA 13 - Automatic Sprinkler Systems Handbook. Dubay, Christian, P.E., 11th Edition, (2010)

NFPA 72 National Fire Alarm and Signaling Code. (2010)

NFPA 921 Guide for Fire and Explosion Investigations. NFPA, (2004)

NFPA 1500 Standard on Fire Department Occupational Safety and Health Program. NFPA, (2002)

NFPA 1901 Standard for Automotive Fire Apparatus. NFPA, (2009)

Paramedic Emergency Care. Bledsoe, B.E., Porter, R.S., and Shade, B.R., Brady / Prentice-Hall, Inc., 3rd Edition (1997)

Principles of EMS Systems. Roush, W. R., American College of Emergency Physicians, 3rd Edition (2006)

Principles of Foam Fire Fighting. IFSTA, 2nd Edition (2003)

Safety and Survival on the Fireground. Dunn, V., IFSTA, PennWell Publishing, 1st Edition (1992)

Sexual Harassment: Trend or Turning Point. Harvill, R. Ed.D., Fire Protection Publications, 1st Edition (2006)

Strategic and Tactical Considerations on the Fireground, Smith, J. P., Second Edition, Pearson Education, Inc., (2008)

Pumping Apparatus Driver/Operator Handbook. IFSTA, 2nd Edition (2006)

Principles of Vehicle Extrication. IFSTA, 2nd Edition (2000)

Strategic and Tactical Considerations on the Fireground, Smith, J. P., Second Edition, Pearson Education, Inc., (2008)

Strategy of Firefighting, Dunn, V., Penn Well Corporation (2007)

Truck Company Operations. Mittendorf, John. PennWell Publishing, (1998)

Wildland Fire Fighting for Structural Firefighters. IFSTA, 4th Edition (2003)

ITEM BANK BASED ON LAW ENFORCEMENT REFERENCES

Description of Test Content / Reference

California Peace Officers Legal Sourcebook

California Vehicle Code

Challenging the Law Enforcement Organization. Enter, Ph.D., J.E. Narrow Road Press (2006)

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Colorado Peace Officer's Statutory Source Book

Community Policing and Problem Solving, *Strategies and Practices*, Peak, K.G. and Glensor, R.W., Prentice Hall, Third Edition. (2002)

Community Policing and Problem Solving, *Strategies and Practices*, Peak, K.G. and Glensor, R.W., Prentice Hall, Third Edition. (2002)

Community Policing: A Contemporary Perspective. Trojanowicz, R. Kappeler, V., & Gaines, L. Anderson Publishing Company, 3rd Edition (2002)

Community Policing: How to Get Started. Trojanowicz, R. & Bucqueroux, B. Anderson Publishing Company, 1st Edition (1994)

Contemporary Policing: Controversies, Challenges, and Solutions: An Anthology. Thurman, Q., Zhao, J. Roxbury Publishing Co. (2004)

Criminal Code of Oregon

Crime Scene Evidence. Byrd, Mike. Staggs Publishing, (2001)

Criminal Interrogation and Confessions. Inbau, F.E., Reid, J.E., Buckley, J.P., Jayne. B.C. Jones and Bartlett Publishers, 4th Edition (2004)

Criminal Investigation. Bennett, W.W. & Hess, K. M. Wadsworth Publishing Company, 9th Edition (2010)

Critical Issues in Policing: Contemporary Readings. Dunham, R. and Alpert, G. (Eds.), Waveland Press, 3rd Edition (1997)

Effective Police Supervision. More, H., Wegener, W., and Miller L. Anderson Publishing Company, 5th Edition (2007)

Fixing Broken Windows. Kelling, G. L. & Coles, C. M. Simon & Schuster Publishing, (1996)

Games Criminals Play, Allen, B. & Bosta, D., Rae John Publishers, 29th Printing, January 2008

Investigative Constitutional Law - *Principles for Searches, Seizures, Interrogation and Identification*. Rutledge, D., J.D. LawTech Custom Publishing (2010)

Local Government Police Management. ICMA, 3rd Edition (1991)

Management and Supervision in Law Enforcement. Bennett, W.W. & Hess, K.M., 4th Edition (2004)

Management and Supervision of Law Enforcement Personnel. Schroeder, D. J., Lomabardo, F., & Stollo, J. J.B.L. Publications, Inc. 3rd Edition (2004)

Organizational Behavior and Management in Law Enforcement, More, Harry W., Wegener, W. Fred, Vito, Gennaro F., Walsh, William F., 2nd Edition (2006)

Pocket Guide to the Public Safety Officers Procedural Bill of Rights Act. California Public Employee Relations, 13th Edition (2009)

This book can be purchased from the following web site:

<http://cper.berkeley.edu/pocketguide/guide6.html>

Police Ethics: The Corruption of Noble Cause. Caldero, M.A., Crank, J.P., Anderson Publishing, 2nd Edition (2004)

Police Leadership, Haberfeld, M.R., Prentice Hall, (2006)

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Police Supervision and Management In an Era of Community Policing. Peak, K.J., Gaines, L.K. & Glensor, R.W. PEARSON Prentice Hall, 2nd Edition (2004)

Proactive Police Management. E. A. Thibault, L. M. Lynch and McBride, R. B. Prentice Hall, Inc. 7th Edition (2007)

Problem Oriented Policing. Goldstein, H. McGraw Hill, (1990)

Supervising Police Personnel: The Fifteen Responsibilities. Whisenand, P. M. & Rush, G. E., Regents/Prentice Hall, 6th Edition (2007)

Supervision of Police Personnel. Iannone, N., Iannone, M. Bernstein, J. Prentice-Hall, Inc., 7th Edition (2009)

State of Washington Domestic Violence and Protective Court Orders

Techniques of Crime Scene Investigation. Fisher, B. A. J., CRC Press, 7th Edition, 2004

The Crime Fighter: How You Can Make Your Community Crime Free, Maple, Jack with Mitchell, Chris, Broadway Books (1999)

The Managing of Police Organizations. Whisenand, P.M. & Ferguson, R. Fred, 6th Edition, (2005)

Washington Criminal Code

USDOJ Problem Oriented Guides for Police Series. (go to: www.cops.usdoj.gov/ and www.cops.usdoj.gov/default.asp?Item=248):)

Assessing Responses to Problems

Guide to Reducing Crime Through Partnerships

Using Analysis for Problem Solving and Special POP Applications

Acquaintance Rape of College Students

Assaults in and Around Bars

Bullying in Schools

Burglary of Retail Establishments

Burglary of Single Family Homes

Clandestine Drug Labs

Disorder at Budget Motels

Disorderly Youth in Public Places

Drug Dealing in Apartments

False Burglar Alarms

Graffiti - Identity Theft

Loud Car Stereos

Misuse and Abuse of 911

Panhandling

Rave Parties

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Researching a Problem

Robbery at ATM's

Shoplifting

Speeding in Residential Areas

Street Prostitution

Thefts of and From Cars in Parking Facilities

Video Surveillance of Public Areas