

Donnoe & Associates'

2008-2009 Law Enforcement Written Test Catalog

Welcome to our **Law Enforcement Written Test Catalog**. We have a total of 12 Law Enforcement test titles, plus 3 for Corrections job titles. Additionally, we have alternate forms of some of these tests for a total of over 20 stock tests. Titles and alternate forms are listed below, followed by complete test outlines.

Law Enforcement Written Tests

L-201 Entry Peace Officer, including five alternate forms (L-201-A through L-201-E)

L-211 Police Clerk

L-212 Community Services Officer

L-213 Parking Enforcement Officer

L-214 Police Dispatcher, and D-211 911 Dispatcher

L-221 Crime Scene Investigator

L-231 Senior Officer / Lateral Entry

L-232 Senior Officer / Field Training Officer

L-233 Senior Officer / Corporal

L-234 Senior Officer / Detective

L-261 Law Enforcement Sergeant, including four alternate forms (L-261-A through L-261-D)

L-271 Lieutenant / Watch Commander

Corrections Written Tests

L-206 Correctional Officer

L-226 Correctional Cook

L-262 Correctional Sergeant

Custom Tests and our Law Enforcement Test Library

We maintain and continually update a complete sourced test item bank for law enforcement. Our complete law enforcement written test library is shown at the end of this catalog. Custom tests can be assembled from this source list, or we can also write new questions from agency policies and procedures.

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L-201 Entry Peace Officer

We have five alternate forms for the **Entry Peace Officer** test: **L-201-A through L-201-E**. These five test forms are based on a common test item bank. The test outline is shown below.

Entry Peace Officer L-201

Items	Description
	<i>PART 1 - LANGUAGE SKILLS</i>
20	Reading Comprehension
40	Writing Skills
	<i>PART 2 - PROBLEM SOLVING SKILLS</i>
20	Reasoning Ability
20	Accuracy With Names & Numbers

The time limit for this test is 1 hour and 40 minutes. There is no pre-test study guide. Test administration is very straightforward, and does not include assessment of candidate's listening skills (i.e., the proctor does not have read-aloud components).

This test is designed to assist agencies to select candidates for entry to a police academy. For those agencies that require candidates to have a training certificate before testing (e.g., POST Certification), see our Senior Officer / Lateral Entry test (L-223).

Donnoe & Associates, Inc.'s Entry Peace Officer examination design was based a thorough job analysis completed by California Peace Officer Standards and Training, and development of written test questions from work samples and materials from actual academy classes. Next, criterion validity evidence was collected, based on testing of three groups of cadets entering a police academy, then following these classes through to graduation. Here, our test was administered to over 180 cadets, correlated with their performance in all measurements through the academy, and then correlated with their corresponding test performance on the California Peace Officer Standards and Training (POST) examinations. Strong evidence of validity was established for measures of academy success. Finally, our test was compared to the California POST peace officers entry test for this same group of 180 cadets. Here, our test is highly correlated with the POST test in all regards.

As most agencies are aware, there is a tendency for candidates to "agency hop" and take entry peace officer exams whenever they are offered. Because of this we have developed alternate forms of this test, and we closely monitor where this test is used, then avoid having neighboring agencies use the same version of the test. This assists in maintaining exam security, and reducing the possibility that an individual candidate would be advantaged, or disadvantaged by the process.

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L-231 Senior Officer / Lateral Entry

L-232 Senior Officer / Field Training Officer

L-233 Senior Officer / Corporal

L-234 Senior Officer / Detective

We have four different Senior Officer tests available: Lateral Entry, Field Training Officer, Corporal and Detective. Each of these tests includes 100 items and has a 2 hour time limit. Outlines for each of these is shown below.

Senior Officer / Lateral Entry Form L-231

Items	Description
40	LEGAL KNOWLEDGE. Based on: <u>California Peace Officer Legal Sourcebook</u>
30	POP - PROBLEM ORIENTED POLICING. Based on: USDOJ POP Guides
30	REASONING & PROBLEM SOLVING. From D&A Item Bank

Senior Officer / Field Training Officer Form L-232

Items	Description
40	LEGAL KNOWLEDGE. Based on: <u>California Peace Officer Legal Sourcebook</u>
30	POP - PROBLEM ORIENTED POLICING. Based on: USDOJ POP Guides
30	PRINCIPLES OF TRAINING AND EVALUATION. From D&A Item Bank

Senior Officer / Corporal Form L-233

Items	Description
40	LEGAL KNOWLEDGE. Based on: <u>California Peace Officer Legal Sourcebook</u>
30	POP - PROBLEM ORIENTED POLICING. Based on: USDOJ POP Guides
30	PRINCIPLES OF LEADERSHIP AND SUPERVISION. From D&A Item Bank

Senior Officer / Detective Form L-234

Items	Description
40	LEGAL KNOWLEDGE. Based on: <u>California Peace Officer Legal Sourcebook</u>
60	PRINCIPLES OF INVESTIGATIONS. Based on: 1) <u>Criminal Investigation</u> . Bennett, W.W. & Hess, 8 th Edition (2007), and 2) <u>Criminal Interrogation and Confessions</u> . Inbau, F.E., Reid, J.E., Buckley, J.P., Jayne. B.C. 4 th Edition (2001)

L-261 Police Sergeant

Four alternate forms of the **Police Sergeant** test are available (L-261-A through L-261-D). Forms L-261-A and L-261-B are designed for California agencies; Form L-261-C and L-261-D may be used by California agencies, but are designed for non-California Police Departments. Test outlines are shown below.

Police Sergeant

Form L-261-A

Items	Description
50	POLICE SUPERVISION. Based on: 1) <u>Supervision of Police Personnel</u> . Iannone, N., 6 th Edition (2001), and 2) <u>Pocket Guide to the Public Safety Officers Procedural Bill of Rights Act</u> . California Public Employee Relations, 12 th Edition (2007)
50	LEGAL KNOWLEDGE. Based on: <u>California Peace Officer Legal Source book</u>

Police Sergeant

Form L-261-C

Items	Description
35	POLICE SUPERVISION. Based on: <u>Supervision of Police Personnel</u> . Iannone, N., 6 th Edition (2001)
40	LEGAL KNOWLEDGE. From D&A Item Bank
20	POP - PROBLEM ORIENTED POLICING. Based on: USDOJ POP Guides

Police Sergeant

Form L-261-B

Items	Description
50	POLICE SUPERVISION. Based on: 1) <u>Supervising Police Personnel: The Fifteen Responsibilities</u> . Whisenand, P. M. & Rush, G. E., 6 th Edition (2006), and 2) <u>Pocket Guide to the Public Safety Officers Procedural Bill of Rights Act</u> . California Public Employee Relations, 12 th Edition (2007)
50	LEGAL KNOWLEDGE. Based on: <u>California Peace Officer Legal Source book</u>

Police Sergeant

Form L-261-D

Items	Description
70	POLICE SUPERVISION. Based on: 1) <u>Supervision of Police Personnel</u> . Iannone, N., 6 th Edition (2001), and 2) <u>Supervising Police Personnel: The Fifteen Responsibilities</u> . Whisenand, P. M. & Rush, G. E., 6 th Edition (2006)
30	POP - PROBLEM ORIENTED POLICING. Based on: USDOJ POP Guides

L-271 Police Lieutenant / Watch Commander

Our **Police Lieutenant** written test includes legal questions, supervisory questions, and program management questions. This test has 100 items and a time limit of 2 hours. The test outline is shown below.

Police Lieutenant L-271

Items	Description
50	POLICE MANAGEMENT & SUPERVISION. Based on: Based on: 1) <u>Proactive Police Management</u> . E.A. Thibault, L.M. Lynch and R.B. McBride. Prentice Hall, Inc. 6 th Edition (2004), and 2) <u>Supervising Police Personnel: The Fifteen Responsibilities</u> . Whisenand, P. M. & Rush, G. E., 6 th Edition (2006).
30	COMMUNITY POLICING. Based on: 1) <u>Assessing Responses to Problems: An Introductory Guide for Police Problem Solvers</u> , USDOJ Community Policing COP POP Guides. 2) <u>Using Analysis for Problem Solving</u> . USDOJ Community Policing COP POP Guides. 3) <u>A Guide to Reducing Crime and Disorder Through Problem Solving Partnerships</u> . USDOJ Community Policing COP POP Guides.
20	LEGAL KNOWLEDGE. Based on <u>California Peace Officer Legal Source book</u>

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Police Services, Non-Sworn

L-211 Police Clerk

L-212 Community Services Officer

L-213 Parking Enforcement Officer

The **Police Clerk**, **Community Services Officer** and **Parking Enforcement Officer** are all similar, yet each is unique and designed to reflect the requirements of these three positions. Test outlines are shown below. All questions in this series are from the D&A item bank. Each test has 100 items and a time limit of 1 hour and 40 minutes.

Police Clerk Form L-211

Items	Description
30	LANGUAGE SKILLS Reading Comprehension, Spelling, Vocabulary, Grammar
30	PEOPLE SKILLS
40	OFFICE SKILLS MS Word, MS Excel, Filing

Community Services Officer Form L-212

Items	Description
40	LANGUAGE SKILLS Reading Comprehension, Spelling, Vocabulary, Grammar
30	REASONING AND PROBLEM SOLVING Inductive and Deductive Reasoning, Name & Number Accuracy
30	PEOPLE SKILLS

Parking Enforcement Officer L-213

Items	Description
30	LANGUAGE SKILLS Reading Comprehension, Spelling, Vocabulary, Grammar
30	REASONING AND PROBLEM SOLVING Inductive and Deductive Reasoning, Name & Number Accuracy
30	PEOPLE SKILLS
10	MAP READING

Police Services, Non-Sworn

L-214 Police Dispatcher

D-211 911 Dispatcher

We have a total of 2 Dispatcher test titles, including 1) **Police Dispatcher**, Form L-214, and 2) **911 Dispatcher**, Form D-211.

The Police Dispatcher test has two separately administered test booklets, each with their own time limits. The 911 Dispatcher has one test booklet, 100 items and a 2 hour time limit.

Outlines are shown below.

Police Dispatcher Form L-214

Test Booklet 1 – Time limit: 1 hour 30 minutes

Items	Description
25	Reasoning and Problem Solving
15	Name and Number Matching
25	Deductive and Inductive Reasoning
10	Map Reading and Interpretation

Police Dispatcher Form L-214

Test Booklet 2 – Time limit: 7 minutes

Items	Description
40	Reactive Learning Test

911 Dispatcher Form D-211

100 items; 2 hour time limit

Items	Description
20	Fire Dispatching Problems
25	Police Dispatching Problems
15	Dispatch Prioritization Problems
15	Name & Number Matching
25	Customer Service

Police Services, Non-Sworn

L-221 Crime Scene Investigator

Our **Crime Scene Investigator** test is designed for trained technicians, serving in a non-sworn capacity for law enforcement agencies. This test includes 100 questions and has a 2 hour time limit. The test outline is shown below.

Crime Scene Investigator

Form L-221

Items	Description
50	TECHNICAL KNOWLEDGE. Based on: 1) <u>Techniques of Crime Scene Investigation</u> . Fisher, B. A. J., CRC Press, 7 th Edition, 2004, and 2) <u>Criminal Investigation</u> . Bennett, W.W. & Hess, K. M. Wadsworth Publishing Company, 8 th Edition (2007).
50	LANGUAGE SKILLS AND PROBLEM SOLVING ABILITY. Including 1) Reading Comprehension, 2) Name and Number Matching, and 3) Deductive and Inductive Reasoning

Corrections, Sworn Positions

L-206 **Correctional Officer**

L-262 **Correctional Sergeant**

Our **Correctional Officer** written test is an alternate form of our Entry Peace Officer written test (L-201, Entry Peace Officer), and is supported with the same type of validity evidence. Our **Correctional Sergeant** written test includes legal questions and a section on team leadership.

Correctional Officer L-206

Items	Description
40	LANGUAGE SKILLS Reading Comprehension and Writing Skills
20	PART 2 - TEAMWORK AND INTERPERSONAL RELATIONS
40	PROBLEM SOLVING SKILLS Reasoning Ability, and Accuracy With Names & Numbers

The time limit for this test is 1 hour and 40 minutes.

Correctional Sergeant L-262

Items	Description
40	LEGAL KNOWLEDGE. Based on 1) <u>California Peace Officer Legal Sourcebook</u> (Chapters 2, 5, 6 and 7), and 2) the <u>Public Safety Officers Procedural Bill of Rights Act</u> , California Public Employee Relations, 12 th Edition (2007).
60	PRINCIPLES OF TEAM LEADERSHIP AND SUPERVISION. Based on D&A item bank

The time limit for this test is 2 hours.

Corrections, Non-Sworn

L-226 **Correctional Cook**

The **Correctional Cook** test is a straight-forward measure of institutional cooking knowledge. The reading level of the test items is relatively low, and is commensurate with the requirements of the job. All 100 test items are food and cooking related; there are no test items that relate to working in a correctional environment.

Correctional Cook L-226

Items	Description
20	Food Handling and Storage
40	Food Preparation
30	Sanitation and Safety in the Kitchen
10	Measurements in the Kitchen

The time limit for this test is 2 hours.

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Law Enforcement Test Library

Donnoe & Associates, Inc. has written test questions available from each of the following references. We will develop at no additional fee to the agency, new questions from general references that are of value to us, and our other clients. These new questions can then be assembled into a custom test together with selected items from our test item bank.

References in our current test item bank / library include:

- California Peace Officer's Legal Sourcebook. California Department of Justice.
- Community Policing: A Contemporary Perspective. Trojanowicz, R., Kappeler, V. E., & Gaines, L. K. Anderson Publishing Company, 3rd Edition (2002).
- Community Policing and Problem Solving: Strategies and Practices. Peak, K. G. and Glensor, R. W., Prentice Hall, 3rd Edition (2002).
- Contemporary Policing: Controversies, Challenges, and Solutions - An Anthology. Thurman, Q., Zhao, J. Roxbury Publishing Company (2004).
- Crime Scene Evidence. Byrd, M. Staggs Publishing (2001).
- Criminal Interrogation and Confessions. Inbau, F., Reid, J.E., Buckley, J. & Jayne, B.C. Aspen Publications, Inc. 4th Edition (2001).
- Criminal Investigation. Bennett, W. W., & Hess, K. M. Wadsworth Publishing, 8th Edition (2007).
- Critical Issues in Policing: Contemporary Readings, Dunham, R. and Alpert, G. (Eds.), Waveland Press, 3rd Edition (1997).
- Effective Police Supervision. More, H. & Wegener, W. Anderson Publishing Company, 5th Edition (2007).
- Effective Supervisory Practices. ICMA, 4th Edition (2005).
- Essentials of Management. Koontz, H., & Weihrich, H., 5th Edition (1990).
- Fixing Broken Windows. Kelling, G. L. & Coles, C. M. Simon & Schuster Publishing (1996).
- Good to Great. Collins, J. (2001).
- Local Government Police Management. ICMA, 3rd Edition (1991).
- Management and Supervision in Law Enforcement. Bennett, W. W., & Hess, K. M. Wadsworth Publishing, 4th Edition (2004).
- Management and Supervision of Law Enforcement Personnel. Schroeder, D. J., Lombardo, F., & Strollo, J. JBL 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, 12th Edition (2007). Available through: <http://cper.berkeley.edu/pocketguide/guidecb.htm/>
- Police Ethics: The Corruption of Noble cause. Caldero, M.A., Crank, J.P., Anderson Publishing, 2nd Edition (2004).
- Police Leadership. Haberfield, M.R. Prentice Hall (2006).
- Police Supervision and Management in an Era of Community Policing. Peak, K.J., Gaines, L.K. & Glesnor, R.W. PEARSON Prentice Hall, 2nd Edition (2004).
- Policing in America. Gaines, L. K., Kappeler, V. E., & Vaughn, J. E. Anderson Publishing Company, 2nd Edition (1997) and 1st Edition (1994).
- Proactive Police Management. Thibault, E., Lynch, L., & McBride, R. Prentice-Hall, 5th Edition (2001).
- Problem Oriented Policing. Goldstein, H. McGraw-Hill, Inc. (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. F. Prentice-Hall, Inc., 6th Edition (2001).
- 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, J. (1999).
- The Leadership Challenge. Kouzes, J.M., Posner, B.Z. 4th Edition (2007).
- The Managing of Police Organizations. Whisenand, P.M., & Ferguson, R.F. PEARSON Prentice Hall, 6th Edition (2005).

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- USDOJ Problem Oriented Guides for Police Series. (go to: www.cops.usdoj.gov/)
 - Assessing Responses to Problems
 - Guide to Reducing Crime Through Partnerships
 - Using Analysis for Problem Solving and Special POP Applications
- And, individual USDOJ POP Guides (go to: www.cops.usdoj.gov/default.asp?Item=248):
 - 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
 - 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

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