

**C.O.P.S. and  
F.I.R.E.  
Personnel  
Testing  
Service**



**Law Enforcement  
Entrance Level  
Written Exam &  
Physical Ability  
Test**

**Study Guide**

**Comprehensive Options  
For Police Selection™**

## Introduction to the Law Enforcement Entrance Level Written Examination

**C.O.P.S. and F.I.R.E. Personnel Testing Service** has been selected, by the police department you are testing for, to administer the law enforcement entrance written examination.

**C.O.P.S. and F.I.R.E. Personnel Testing Service** is one of the largest resources in Illinois specializing in municipal employee selection programs. Over 200 Illinois departments have been guided through the hiring and promotional programs incorporating our exams into their evaluation and selection procedures. All of the evaluation programs provided by C.O.P.S. and F.I.R.E. Personnel Testing Service receive high acclaim throughout the state from both the communities that we serve and the applicants participating in the evaluations.

With over **30 years of service**, C.O.P.S. and F.I.R.E. Personnel Testing Service has established a reputation for providing communities with the finest men and women to hire for Law Enforcement and Fire Service careers.

If you have any questions regarding this examination or need to speak with one of our In-house support team representatives, please call us at **847-310-2677**.

**C.O.P.S. and F.I.R.E. Personnel Testing Service**  
200 W. Higgins Rd., Suite 201  
Schaumburg, IL 60195

**"As President of C.O.P.S. and F.I.R.E. Personnel Testing Service,  
I bring integrity, professionalism, and experienced gained from  
many years committed to improving the evaluation and  
selection procedures for hiring and promotion of public safety personnel"**

*John P. Sidbeck, President*

*We believe you can be one of our next "American Heroes"*

*We proudly support the police officers and firefighters who put their lives on the line every day*

*to protect the residents of Illinois and throughout our nation*

## C.O.P.S. and F.I.R.E. Personnel Testing Service

### Law Enforcement Entrance Level Written Examination Study Guide

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NOTE: This may not be conducted by all municipalities.

## **INDUSTRY STANDARDS AND EXPECTATIONS**

**Here are 10 basic traits most Police Departments are seeking from their police officer candidates.**

1. Integrity – A person of integrity is respected, they are an individual that upholds rightness and honesty with complete sincerity.
2. Professionalism – Of high character and conducting one's self in a distinguished.
3. Good communication skills – The ability to communicate effectively both through written and verbal skills.
4. Good judgment and common sense – Practical intelligence both innate and learned through life experience and practiced in everyday life.
5. Courage – Bravery, fearlessness, and the ability to meet danger on behalf of the general public and the community.
6. Self-motivation – The action of direction and acting on one's own ability and effectively managing predicted and unpredicted situations.
7. Knowledge of the job and the criminal justice system – Whether the community's expectation is a basic education or a degree, developing a general awareness of the community and the expectation of the position is a highly desired attribute.
8. Discretionary decision making – Left to one's own judgment, the ability to think discreetly, effectively, and perhaps quickly about situations that may arise.
9. Enthusiasm – A person who is eager and has an interest in causes and concerns for others and the community.
10. Team oriented – The ability to act together within a group of people to make the group successful and effective.

## **THE NATURE OF THE WORK**

### **GENERAL SUMMARY**

The work of this position involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation, and traffic regulations. Police Officers also may be assigned duties as detectives, youth officers, DARE program officers, hostage negotiators, or special response team officers. Work involves an element of stress. Assignments may include work on special tasks which call upon specialized abilities and are received from a supervisor who reviews work methods and results through reports, personal inspection, and discussion.

## **MAXIMIZING YOUR USE OF THIS STUDY GUIDE**

Read through this study guide and review information pertaining to the individual segments of the Law Enforcement Examination. If you have concerns with your knowledge in a particular area, plan to do some extra preparation. Basic skill building in vocabulary, map reading, memorization, and math will always be beneficial. Read and practice the tips on general test taking strategies to help improve basic test taking skills.

This study guide is a tool to help you prepare for the written examination. It will give you ideas on what to expect. The test is a basic skills and aptitude test. You are not required to learn job content or any previous memorized information for this test. The test is designed for you to take without any study guide; however, you can only benefit by being prepared and less nervous about your planned test.

The exam consists of a series of multiple-choice questions designed to test cognitive abilities that are necessary for effective job performance in Law Enforcement.

After reading this study guide, make a list of your strongest and weakest areas. Invest time preparing in the areas you find you struggle more with and focus on strengthening those skills to help build your confidence.

Remember the key to success is to believe in yourself. If you have confidence and a positive attitude and you feel prepared, you will do your personal best.

## GENERAL TEST TAKING STRATEGIES

Taking the test effectively:

1. Listen to the instructions and directions from the proctor. Make sure you understand the instructions and ask questions at the designated time before the test begins. If you are unsure of any aspects, please ask for clarity.
2. Use your time carefully, especially in the segments that are brief and closely timed. Remember you get just as much credit for an easy question as you do for one you find more challenging. Do not waste too much time on a question you may not have an answer for.
3. Read the questions and answer options carefully. Do not jump to an answer before you have read all of the options available.
4. Respond to each question separately. The answer to one question is not meant to lead you to another.
5. Do not worry about trick questions. None of the questions in this test are designed to be trick questions. The test is really intended to allow you to show your best on what it is assessing. Avoid reading too much into the question.
6. Take care of your answer sheet. Follow the proctor's instructions on filling in your name and other information. Make sure to fill in the bubbles, not making too light or small a mark or marking outside of the bubbled area.
7. Make sure that the space on the answer sheet you are marking actually corresponds to the question you are answering.
8. Do not make stray marks or smudges on the answer sheet. If you change a response, make sure that you completely erase your first choice. The scanning machine may interpret these marks to be your answer.
9. If time allows, do not leave any of the answers blank. You will not be penalized for guessing. Utilizing your best guess and selecting an option will increase your potential for the possibility of getting some of those answers correct.
10. Remember to remain calm. Maintaining a controlled presence will allow you to focus better and ultimately increase the potential for you to perform at your personal best.
11. STOP when told to stop. Writing after the signal to stop may result in disqualifying your test.
12. PLEASE DO NOT WRITE IN THE BOOKLET. YOUR BOOKLET AND SCORE SHEET WILL BE REVIEWED AND ANY WRITING IN THE BOOKLET COULD RESULT IN DISQUALIFICATION.

## Understanding and Reducing Text Anxiety

Police Officers face a level of stress on a daily basis that is unlike almost any other career. However, most officers would prefer to deal with the stress involved in responding to a call for service than to deal with the anxiety caused by sitting for an exam. This portion of the study guide attempts to assist individuals in recognizing some of the causes of test anxiety and provide strategies on how to reduce it. Test anxiety is a condition in which a person experiences worry or distress before, during or after a test or other assignment, to such an extent that it causes poor performance or interferes with normal learning. Because of its effect on performance, it is important that candidates recognize the potential symptoms of test anxiety and take steps to reduce it.

It is normal for any individual taking an exam to feel a certain degree of nervousness. However, true test anxiety can be a serious threat to a candidate's preparation and performance on the exam. Test anxiety can manifest itself in psychological ways such as "blanking" having difficulty concentrating, and experiencing negative thoughts, as well as physical ways, such as nausea, headache, sweating, and muscle tension. Individuals can attempt to reduce the effects of test anxiety and increase their chances of maximizing their performance on the exam by focusing on three steps: be prepared, get organized, and practice.

### ***Be Prepared***

Preparation begins with recognizing and confronting negative thoughts you may have about your exam performance and your chances for scoring well on the upcoming Entrance Level Law Enforcement Examination. Negative thoughts can influence your preparation for the exam by affecting your study habits, breaking your concentration, and causing you to second-guess your abilities. One strategy to reduce these thoughts is to take out a sheet of the paper and create two columns. On the left side of the paper you will honestly assess your attitudes and write down negative thoughts you have about the prospects of taking a written exam. Next, on the right side of the paper, you will write a positive thought that counteracts the negative thought. For Example:

#### Negative Thought

I always do poorly on tests.

If I don't pass this test, I'm a failure.

I can't possibly know everything that will be on the exam.

#### Positive Thought

I will be more prepared than I have been in the past.

I'm going to pass, but if I don't I can still bounce back.

I know where my knowledge is strong and will focus on the area in which I am unfamiliar.

Honestly assessing your feelings and concerns will help you begin to change your attitudes and create a positive mindset.

### ***Get Organized***

Being organized in your study habits is the next step in reducing test anxiety and increasing your performance on the exam. After you have determined from the information available to you, the topics to be covered on the exam, you need to honestly assess in which areas you are strong and which areas require more attention. You may find it helpful to create a study plan or schedule that defines what you will need to study, what resources you'll need to compile, and the amount of time you will spend on each topic.

When creating a study plan you must remember to make it realistic for your current lifestyle. Individuals with responsibilities, such as family obligations, cannot expect to spend all of their free hours studying. Individuals should also make an attempt to avoid changing their normal routine in order to focus all their energy only on studying. Although you may find that you need to make some sacrifices in order to put in the proper amount of time studying, it should not be at the expense of eliminating your other interests and obligations. Some individuals believe that if they skip meals or stay up late, they are gaining extra hours of study time. Research suggests, however, that altering your normal sleeping and eating patterns, as a result of trying to spend all your spare time studying, does not have the benefits you would expect. Physical health is as important as emotional health in reducing anxiety.

### ***Practice***

The final step in reducing test anxiety is to practice. While it is not possible to replicate the conditions you will encounter during the exam administration, there are strategies that you can use to simulate the skills you will need during the exam. For instance, during a multiple-choice exam, you may be sitting at a desk for several hours working on your exam. To prepare for this, it may help to block out a similar amount of uninterrupted time while studying. This can help you experience what it will be like to have to focus your attention for that period of time.

During the days leading up to the exam, you should focus on reviewing the material you have already studied. In order to reduce test anxiety on the day of the exam, you should make every attempt to get a good night's sleep so that you can arrive at the test center well rested. Plan to arrive early, so that you are not rushing into the test center with only minutes to spare before the exam. It is important to listen to the monitor's instructions carefully and ask questions if you are unsure of anything that may have been said. Be aware of how much time you have to complete each section of the exam. Make sure to review each question carefully and select the BEST answer from the options given. Remember that anxiety is fed by a fear of the unknown. The more you do to prepare prior to the exam, the better chance you will have at performing at your highest level.



## Expanding Your Vocabulary

While this exam is not intended to solely assess your vocabulary skills, the following is a short list of some terms or similar type words that may appear in the exam. It may be helpful to review this list and look up any other words you are unfamiliar with when reviewing and preparing for the written examination.

ASSERT:	To state or express positively
ACCOUNTABLE:	Answerable; obliged to accept responsibility
AGGRIEVED:	Wronged; deprived of legal rights or claims
AMBIGUOUS:	Liable to more than one interpretation
APPELLANT:	Of or relating to an appeal
APPLICABLE:	Relevant; applies to
CAUSAL:	Relating to, involving, or being a cause
CIRCUMVENT:	To go around; bypass
COERCION:	Act of bringing about by threat of force
COLLABORATE:	To work together; cooperate
COLLATERAL:	Security for payment of debt
COMPEL:	To force; make necessary
CONSTITUTES:	To make up, establish formally
CONSUMMATION:	Act of bringing to completion
DEMEANOR:	Behavior towards others
DESIGNATED:	Indicated, marked, pointed out; to select for duty
DISSEMINATE:	Distribute or spread information
DIVERSE:	Having a variety in form; unlike
ENDEAVOR:	To make an effort towards a given end
EXHAUSTIVE:	Comprehensive, thorough
FACILITATE:	To make easier
FRAUDULENT:	Deceitful
HARASS:	To irritate or torment persistently
ILLICIT:	Not permitted by custom or law
IMMINENT:	Ready to take place; impending
IMPEDE:	To interfere or slow the progress of
IMPLEMENT:	To put into effect; carry out
INFER:	To conclude from evidence
INFRACTION:	A violation
INITIATE:	To begin
INSUBORDINATE:	Disobedient
LIABLE:	Legally responsible
MUTUAL:	Directed and received in equal amount
NARRATIVE:	A written account of events
PRECEDE:	To go before
PROHIBIT:	To forbid; prevent
PROLONG:	To lengthen in duration, scope of events
REPRIMAND:	A sever formal disapproval
SUBORDINATE:	Placed in a lower rank; subject to authority of a superior
SUPERSEDE:	To replace; to take the place of

## Law Enforcement Written Entrance Examination

This law enforcement written examination consists of a series of nine timed tests that will be used to determine a candidate's competence in each level. The combined rating of these skills will rank the candidates and indicate through the higher score those applicants that possess the greatest potential for success and continued growth in a law enforcement career.

**Test 1: Observation Recall.** This assessment measures a person's ability to observe defined data for a set period of time and then answer related questions based upon their recollection. To be observant of what is happening around you and to have the ability to accurately report on the event is an essential skill for law enforcement personnel. This test will measure your ability to make observations, retain the information, and then accurately present the facts.

**Test 2: Pattern Analysis.** This test evaluates the applicant's power of observation and perceptual ability as they search for a simple pattern within a larger, more complex pattern.

**Test 3: Nonverbal Logic.** This test evaluates the applicant's ability to think logically and quickly using pictures instead of words or phrases.

**Test 4: Problem Solving / Comprehension.** The management of assorted information and thought processing is important for good knowledge analysis and decision making. In both emergency and non-emergency situations, public safety service personnel will often be presented with a set of circumstances that require them to interpret a situation and provide detailed, accurate information. The first portion of this test will assess the applicant's ability to understand map reading and to follow through with communication a response to each task. The second portion requires the applicant to read statements and analyze the information presented and make sound decisions based on information that is read.

**Test 5: Mathematic Aptitude.** Understanding basic math skills is often important to law enforcement officers in the performance of their duties. This is a general knowledge test comprised of math at various levels to determine the candidate's mathematical aptitude. A solid grasp of math enhances a law enforcement officer's performance.

**Test 6: Civic Knowledge Recall.** A police officer must possess adequate general knowledge and demonstrate appropriate verbal skills to convey their thoughts effectively and function within a number of levels of society. This test is used to measure a person's ability to retain general information for long periods of time. Most adults gain exposure to these facts from their high school education and from their daily lives.

**Test 7: Social and Interpersonal Applications.** One of the primary situations that police officers must contend with is working directly with people. Writing reports and good communication skills are required in a public safety career. This portion of the examination is a word usage assessment comprised of words associated with human behavior and personality traits. This skill is used in report writing and is important in accurately defining incidents and the people associated with them.

**Test 8: Vocabulary Competency.** Effective communication is a vital function for a public safety officer. This battery of tests assesses the candidate's language knowledge and application ability. The purpose of this test is to evaluate the applicant's knowledge of word usage and understanding of word meanings, ability to understand concepts, and think constructively.

**Test 9: Language Application.** Good language skills are essential for effective communication. Understanding grammar concepts and constructive thought processing combined with vocabulary usage to communicate effectively in both written and verbal communication. This test measures the applicant's ability to understand effective communication through thought processing combined with vocabulary usage.

## HELPFUL INFORMATION FOR TEST DAY

1. Try to get a good night's sleep before the test, so you are well rested and can do your best.
2. Eat appropriately prior to the test. Too little or too much food can hurt rather than help.
3. Be sure to know where the test location is located. We recommend that you arrive 15 minutes before your scheduled time. Allow for traffic or weather-related problems on test day.
4. Business attire is not required. Dress comfortably. We recommend that you bring a sweater and dress in layers so that you can adjust your comfort to fit the temperature in the testing room.
5. When you arrive in the testing room, take a seat. Try to relax and get comfortably settled as quickly as possible.
6. Be sure to listen to all directions. If you have any questions at all, make sure you ask them before the test starts.
7. For the multiple-choice exam, do not waste time on problems that are too hard. Skip them and go to the next question. You may want to pace yourself and leave time to go back and check your work.
8. On multiple choice exams, there is no penalty for guessing. If time allows, make sure you have answered all the questions in the section you are currently working on. You are not permitted to go back to any of the other previous sections of the exam. Once your exam is collected, you **will not** be able to get it back.
9. Use the restrooms prior to the start of the examination. No one may leave once the examination has started.
10. Please remember to bring a photo ID with you as it may be required for entrance into the exam.
11. Arrive prior to the time of testing as late admittance may be denied.

**Good Luck and Best Wishes for Your Future!**

**From the Staff at C.O.P.S. and F.I.R.E. Personnel Testing Service**

**PHYSICAL FITNESS P.O.W.E.R. TEST**

1. **SIT AND REACH TEST** – This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from sitting position. The score is in the inches reached on a yardstick with 15 inches being at the toes.
2. **ONE MINUTE SIT-UP TEST** – this is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in the number of bent leg sit-ups performed in one minute.
3. **ONE REPETITION MAXIMUM BENCH PRESS** – This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. The score is a ratio of weight pushed divided by body weight.
4. **1.5 MILE RUN** – This is a timed run to measure the heart and vascular systems' capabilities to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

**MINIMAL PHYSICAL FITNESS PERFORMANCE REQUIREMENTS CHART**

Test	Male Age				Female Age			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit and Reach	14.4	13.0	12.0	10.5	17.0	16.5	15.0	14.8
One Minute Sit-up	33	30	24	19	24	20	14	10
Maximum Bench Press Ratio	.88	.78	.72	.63	.51	.47	.43	.39
1.5 Mile Run	14:00	14:34	15:24	16:58	16:46	17:38	18:37	20:44

**PREPARING FOR PHYSICAL FITNESS TESTS**

1. **PREPARING FOR THE SIT AND REACH TEST.** Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises: Sit and Reach. Do five repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for ten seconds. Towel stretch. Sit on the ground with the legs straight. Wrap towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.
2. **PREPARING FOR THE SIT-UP TEST.** The progressive routine is to do as many bent leg sit-ups (hands locked behind the back of your neck) as possible in one minute. At least three times a week, do three sets (three groups of the number of repetitions you did in one minute.)
3. **PREPARING FOR THE ONE REPETITION MAXIMUM BENCH PRESS.** If you have access to weights, determine the maximum weight you can bench press one time. Take 60% of that poundage. This will be the training weight. You should be able to do eight to ten repetitions of that weight. Do three sets of eight to ten repetitions of that weight. Do three sets of eight to ten repetitions adding 2 ½ to 5 pounds every week. If you do not have weight equipment then the push up exercise can be utilized. Determine how many push ups you can do in one minute. At least three times a week, do three sets of the amount you can do in one minute.
4. **PREPARING FOR THE 1.5-MILE RUN.** If you are not used to running, you should start on a gradual schedule where you start walking, increase the distance each week until you can start into a walk/jog, and then proceed into a jog for a recommended two miles decreasing the time each week.

Prepared by C.O.P.S. TESTING SERVICES, INC. solely for the use of their clients.