Applicant Preparation Guide

This Applicant Preparation Guide has been prepared to assist you in your preparation for the City of Richmond Police Officer's Entrance Examination. The information contained in this guide is intended to only *assist* you and in no way will guarantee your success on the examination.

Preparing for the Test

To improve your chances of obtaining the highest possible score on this examination, you must spend a fair amount of time preparing for the exam. In addition to your mental preparation, you must also consider your physical preparation. On your test date, you should arrive early so as to have time to relax and become comfortable in your testing environment. This will also help to relieve any anxiety that you may be experiencing. **Be sure to listen carefully to all directions and be sure to follow the directions given. If you do not understand any part of the directions given, ask questions prior to the start of the examination.**

- ✍ **Arrive Early**
- ✍ **Listen**
- ✍ **Relax**
- ✍ **Ask Questions**

Test Format

The exam used by the Richmond Police Department is made up of four separately timed test sections: Math, Reading Comprehension, Grammar and Report Writing. The math, reading comprehension and grammar sections are multiple choice and true false questions. The report writing section will require that you write your answers in complete sentences, using proper grammar, capitalization and punctuation.

You should read each question carefully and attempt to answer the question prior to looking at the choices. If you know the answer, compare it to the available choices and select the best available answer. You WILL NOT be allowed to write in your examination booklet; however you will be provided with paper where notes can be written during the course of the exam.

Failure to answer all questions on the exam could prove to lower your score. You will not be penalized for wrong answers. If you don't know the answer to a question, first eliminate those choices that are clearly incorrect and make an educated guess as to the answer which seems to be most likely correct. If the testing time is nearing the end, be sure that you have recorded an answer for each question. If you have extra time, you will be allowed to check your work on that section of the test only.   **DO NOT RETURN TO A PREVIOUS SECTION OR MOVE FORWARD TO THE NEXT SECTION BEFORE YOU ARE INSTRUCTED. THIS WILL DISQUALIFY YOU FROM THE TESTING PROCESS.**

If you encounter a word or phrase with which you are not familiar, re-read the sentence to determine its meaning without focusing on the unfamiliar word or phrase. If you understand the general message of the sentence or paragraph, you will likely better understand the meaning of the unfamiliar word or phrase.

Avoid choosing an answer because it "looks right". An incorrect answer may contain an exact phrase from the original question, but is presented in a different way.   If you have an answer in mind, before looking at the choices, you are less likely to choose an answer simply because it "looks right".

It is important to note the amount of time allowed for each section of the test. You should pace yourself so as not to spend too much time on questions causing you difficulty. If you find that you are spending too much time on any one question, take your best guess and move on. You may note the question number and time permitting, you can return to the question for further review.

SAMPLE TEST QUESTIONS

Section I – Mathematics (20 Minutes)

1. An arrested woman's bail was set at $5000.00. She had to put up 10% of that amount in cash in order to be released. If the woman had $340.00 in her purse how much did she still need?

   A. $160
   B. $466
   C. $500
   D. $3,400
   E. $4,600

2. On Monday, Officer Daniels worked the 3 – 11pm shift. At 10:55 p.m. he was called to the scene of an accident where he remained until 1:30 a.m. How long past his regular shift did Officer Daniels work?

   A. 55 minutes
   B. 1 hour, 50 minutes
   C. 2 hours
   D. 2 hours, 30 minutes
   E. 3 hours, 5 minutes

3. A home entertainment store is burglarized and 35 VCR's worth $12,249.65 are stolen. What is the average value of each video recorder?

   A. $249.99
   B. $329.99
   C. $349.99
   D. $399.99
   E. $439.99

In preparing a report on a home burglary, a police officer listed the following stolen items and their values:

?	television set	$400.00
?	radio	$40.00
?	stereo equipment	$1500.00
?	gold chain	$100.00

4. What was the value of the stolen goods?

    A. $2,000
    B. $2,040
    C. $2,400
    D. $2,840
    E. $3,000

5. It was determined that the gold chain had fallen between the sofa cushions. What was the value of the remaining goods?

    A. $440
    B. $540
    C. $1,900
    D. $1,940
    E. $2,640

6. A motorized bicycle was dragged 216 inches before it came to a stop. If in preparing the accident report, the officer must state distances in feet, how many feet was the motor bike dragged?

    A.   6
    B.   10
    C.   16
    D.   18
    E.   24

7. Officer Gee visits elementary schools as a part of his community policing efforts. If Officer Gee visits two schools each week, except for his four week vacation, how many schools does he visit in one year?

    A. 48
    B. 88
    C. 96
    D. 98
    E. 106

8. A motorist was driving 80 miles per hour on a highway with a 55 mph speed limit. If the driver is fined $20 for each mile per hour over the speed limit, what is the amount of the fine?

    A. $400
    B. $625
    C. $500
    D. $600
    E. $1000

9. In addition to the $20 fine, the motorist in question 8 was also required to pay court costs of $250.00. What is the amount of the fine and court costs?

    A. $750
    B. $650
    C. $850
    D. $1250
    E. $900

10. A woman was arrested and given a bond in the amount $60,000.00 of which 10% is needed for bail. In an attempt to get her out on bail her husband borrowed $200 from a friend, $75 from a relative and was able to come up with an additional $150. How much more is needed to post bail?
    A. $175
    B. $1175
    C. $5575
    D. $6575
    E. $2375

Section II – Reading Comprehension (25 Minutes)

Testifying in court is an important part of a police officer's job. In most criminal trials, the primary objective of the defense is to discredit the witness called by the prosecution. One of the more common tactics used is rapid fire questions where the defense attorney tries to confuse the witness into giving inconsistent answers by asking one question after another, allowing little time to answer. The officer should take time to consider the question, be deliberate in answering, ask to have the question repeated and remain calm. In another tactic, known as suggestive questioning, defense counsel will suggest an answer in his question in an attempt to confuse or lead the witness. Here the officer should concentrate carefully on the facts, answer the question and disregard the suggestion.

1. According to the passage, the purpose of rapid fire questions is to:

    A. make the witness angry
    B. discredit the witness
    C. confuse the witness
    D. lead the witness
    E. give the impression that the witness is inept because he is likely to answer slowly.

2. According to the passage, asking a witness whether the color of the car was blue is an example of a suggestive question.

    A. True
    B. False

3. According to the passage, the purpose of suggestive questions is to make the witness angry so that she looses her sense of logic and calmness.
    A. True

B. False

4. According to the passage, a police officer should:
    A. focus on the facts
    B. be cautious in answering
    C. remain calm
    D. ignore suggestive questions
    E. all of the above

Question 5

An individual who intentionally kills someone without lawful justification commits **murder in the first degree**.

A person, who commits the offense of murder in the first degree, as described above, commits **murder in the second degree** if he was provoked into a state of uncontrollable passion.

An individual who unintentionally kills someone without lawful justification commits **involuntary manslaughter** if he performs the act which caused the death recklessly, whether the act is lawful or unlawful.

An individual who unintentionally kills someone as the result of the reckless driving of a motor vehicle commits **reckless homicide.**

5. Two men in a bar got into a shouting match and stepped outside to settle the dispute. According to witnesses, the first man continued yelling obscenities at the second despite the second man's loud and firm requests that he stop. After 10 minutes of being taunted, the second man attacked the first with a knife and killed him before witnesses could intervene. According to the definitions, the second man should be charged with :

    A. murder in the first degree
    B. murder in the second degree
    C. involuntary manslaughter
    D. reckless homicide

Section III – Grammar (15 minutes)

1. This system is particularly _____when life and death are hanging in the balance.

    A. useful
    B. usefull
    C. usfull
    D. usefill
    E. usefuel

2. Mr. Smith always kept his cooking utensils in good working condition. All the kitchen _____ were very sharp.

    A. knife
    B. knives
    C. knifes
    D. knifs
    E. knive

3. The officer _____ working overtime last night.

    A.   was
    B.   were
    C.   is

4. Driving an automobile while under the influance of alcahol or drugs is prohibited by law.

Which word(s) in the sentence above is/are misspelled?

A. automobile
B. influance
C. alcahol
D. prohibited
E. both b & c

5. During _____ existence from 1964-66, the courthouse received 450,000 complaint calls.

A. its
B. it's
C. its'

Section IV Report Writing
(Answers must be in complete sentences w/ proper grammar and punctuation)

Victim:	John Jones		Officer: Mark James, 2450	Date: 6/25/04 @ 0800 hrs
Address:	11 North Ave		Officer: Sue Ellis , 3966	
Offense:	Armed Robbery			
Incident Date:	6/24/04 @ 0300 hrs		Incident Address:	13 North Ave
Age of Victim 29	Race / DOB W / 2/12/75		Suspect: Unknown	Address: Unknown
Items Taken:	Cash: 250.00 Jewelry: 100.00 DVD Player: 75.00 10 DVD's: 150.00		Age: 18-20 / Race - W	Hgt. 6'- 6'5" / Wgt. 220 lbs

The suspect was last seen wearing dark blue jeans, a white shirt and black tennis shoes.

1. Who reported the incident?

_____

2. Where does the victim reside?

_____

3. What is the offense and when did it occur?

_____

4. When was the report taken?

_____

5. Who is the suspect?

_____

6. What is the value of the property taken?

_____

7. What officer(s) completed the report?

_____