

Prince George's County Police Department

ENTRY-LEVEL POLICE OFFICER APPLICANT PHYSICAL REQUIREMENT TEST AND WRITTEN TEST

Study Guide



RECRUITMENT AND EXAMINATION SECTION

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Table of Contents

<u>WHY YOU SHOULD READ THIS INFORMATION</u>	1
<u>DESCRIPTION OF THE ENTRY-LEVEL WRITTEN MULTIPLE-CHOICE TEST</u>	1
<u>WRITTEN MULTIPLE-CHOICE EXAM: FILLING OUT THE ANSWER SHEET</u>	2
<u>WRITTEN MULTIPLE-CHOICE EXAM: READING THE TEST QUESTIONS</u>	3
<u>WRITTEN MULTIPLE-CHOICE EXAM: DECIDING ON THE BEST ANSWER</u>	3
<u>EXAMPLES OF THE MEMORY SKILLS SECTION</u>	4
<u>EXAMPLES OF THE OBSERVATION SKILLS SECTION</u>	6
<u>EXAMPLES OF THE READING COMPREHENSION SECTION</u>	9
<u>EXAMPLES OF THE HANDLING SITUATIONS SECTION</u>	10
<u>AGILITY TEST</u>	12
<u>GENERAL ISSUES FOR BOTH TESTS</u>	12



Why You Should Read This Information

The Prince George's County Police Department is hiring people to become successful Police Officers. Among the first things that you will have to do to continue in the process to become a Prince George's County Police Officer is to pass two tests: the Entry-Level Physical Agility Test and the Entry-Level Written Multiple-Choice Test.

The Prince George's County Police Department conducted studies that show that people who do well on these tests also do well during the Police Academy training and once on the job. Therefore, if you want to become a Prince George's County Police Officer it's in your best interest and in the best interest of Prince George's County that you do your very best on these tests.

This packet of information has been put together to help you prepare to take these tests. In this packet there are descriptions of each part of the tests, sample questions, what you must do to pass each part and tips to help you do your best.

The information provided here describes just one approach. It is not intended to suggest that other methods do not work equally as well. You should decide, based on your own skill and experience, what information in this orientation packet is useful to you.

Description of the Entry-Level Written Multiple-Choice Test

The Entry-Level Written Multiple-Choice Test is designed to test for critical skills and abilities that you must possess in order to be selected for and to attend The Police Training Academy and become a successful Police Officer in Prince George's County. You do not need to have experience as a police officer to possess these skills or to do well on the test. The critical job areas directly assessed through the Entry-Level Written Multiple-Choice test include the following:

- Memory skills – 11 questions
- Observation skills – 11 questions
- Reading Comprehension – 16 questions
- Handling Situations – 57 questions

Each skill and ability area listed above is tested in its own section of the test and has its own set of questions. The Memory and the Observation sections are timed separately. The Reading and Handling Situations sections are timed together. The total test time for all 95 questions, including instructions, is about two (2) hours. This test is pass/fail.



Written Multiple-Choice Exam: Filling Out the Answer Sheet

Filling out the answer sheet correctly can have a direct impact on your success on the exam. If you do not fill out the answer sheet correctly, your score will not reflect your actual performance on the exam. One key factor in completing the test correctly is to make sure that the question number on the test booklet matches the number on the answer sheet. To prevent this mistake, frequently compare the question number and the answer sheet number. Also, it is very important that you make sure that your choice for a question (either “a”, “b”, “c”, or “d”) matches what you fill out on the answer sheet.

When selecting your answers to the Memory, Observation and Reading Comprehension questions you will be able to choose from four options: “a”, “b”, “c”, or “d”. When you select your response actions in the Handling Situations section you will choose either “a” or “b”.

You will be using two different answer sheets during this exam process. The first answer sheet will be used to record questions 1 – 22 for the Memorization and Observation questions. An administrator will collect this answer sheet immediately after the completion of these sections of the exam. The second answer sheet will be used for the Reading Comprehension and Handling Situations sections of the exam. The questions in these sections of the exam will begin with #1 in the Reading Comprehension section and continue through # 73 at the end of the Handling Situations section. You will use the second answer sheet for these 73 questions.

Review the answer sheet before beginning the test to avoid confusion and loss of time in correcting errors. There are two rows of questions. For your exam, the numbers will go down the page in groups of ten. For example, questions 1-10 are in the first column, questions 11-20 are in the second column, questions 21 - 30 are in the third column, questions 31-40 are in the fourth column, questions 41-50 are in the fifth column and questions 51 – 60 are in the last column. Questions 61 through 120 continue on the bottom portion of the answer sheet. For the first answer sheet you will only use the first row. For the second answer sheet you will use the first row and a portion of the second row.

Frequently compare the number of the test question to the number on the answer sheet to make sure you are responding to the proper question number. If you change an answer to a question, erase your mark completely. Stray marks may be misinterpreted as your intended answer by the computer scanner. It is your responsibility to correctly mark the answer sheet.



Written Multiple-Choice Exam: Reading the Test Questions

Read the *entire* test question and each possible answer *before* choosing the answer you think is best. A common mistake is to choose an answer prematurely based on the first one you read that “sounds good.” Don’t fall into this trap! Read each possible answer carefully.

If you find you are spending too much time on a question, skip it and move on. Make sure you also skip this question number on your answer sheet. *Do not forget to come back to the question before the time period is up.* You may want to go ahead and pick an answer in case you run out of time before being able to come back to answer it.

If you have skipped any questions, be sure to leave time at the end to go back and answer them. Keep in mind that for the Memorization and Observation questions your time to answer questions is very limited.

Written Multiple-Choice Exam: Deciding on the Best Answer

For the Memorization, Observation and Reading Comprehension questions read all four choices before choosing the answer you think is the best response to the question. Try to reduce the number of possible answers by eliminating any choice that you feel is clearly wrong. Once you have eliminated one option your chance of choosing the correct answer increases.

For the Handling Situations questions read all action statements related to a specific scenario before picking the four that you think you would do. Be sure to mark an answer for all questions for that scenario (either “a” – I would take this action, or “b” – I would not take this action).

Do not try to second-guess the test. Answer these questions in the way you think is best.



Examples of the Memory Skills Section

What are the Memory Skills section questions like? The Memory Skills Section of the Entry-Level Written Multiple-Choice Test is designed to test your ability to memorize information in much the same way that successful Police Officers do when on the job. In the Memory Skills section a piece of paper will be placed face down on the desk in front of you. A test administrator will tell you to turn the paper over and begin. You will then have one (1) minute to look at and memorize the “license plate” information on the piece of paper. You cannot take notes on this information; you can only use your eyes and memory. When the time limit is up, the test administrator will instruct you to turn the piece of paper face down on the desk. You will then be instructed to answer the related questions.

The Entry-Level Written Multiple-Choice Test has 3 different series of “license plates”, each with more plates to memorize than the series before it. For the first two series of “license plates” there are 3 questions each. For the last series of “license plates” there are 5 questions. You will have 1½ minutes to answer the questions for each series of “license plates”.

Below is a sample of the information that you will see on one piece of paper. To practice, place the “license plates” face down on your desk. Turn the “license plates” over and study them for 1 minute (use a watch to time yourself). When 1 minute is up, turn the page face down and answer questions 1 through 3 on the next page. You have 1½ minutes to answer questions 1 through 3 (use a watch to time yourself).

Series 1

09	Illinois	83
B R 2 0 0 0		

10	Washington	93
0 5 3 6 W W R		



To answer the following questions, do not look back at Series 1.

Questions for Series 1 (you must answer questions 1 – 3 in 1½ minutes)

1. Which of the following “license plates” had the number 10 in the upper left-hand corner?
 - a. Washington
 - b. Illinois
 - c. Georgia
 - d. Florida

2. Which of the following exactly matches the set of numbers and/or letters on one of the “license plates”?
 - a. B W 2 0 0 0
 - b. 0 0 4 3 6 W W R
 - c. B R 2 0 0 0
 - d. 0 0 5 3 6 W W B

3. Which of the following “license plates” had the number 83 in the upper right hand corner?
 - a. Washington
 - b. Indiana
 - c. Illinois
 - d. Florida



Examples of the Observation Skills Section

What are the Observation Skills section questions like? The Observation Skills Section of the Entry-Level Written Multiple-Choice Test is designed to test your ability to observe or notice details in much the same way that successful Police Officers do when on the job. In the Observation Skills section a picture will be placed face down on the desk in front of you. In addition, you will be given a piece of scratch paper that you may use for taking notes about the picture. A test administrator will tell you to turn the paper over and begin. You will then have two (2) minutes to look at and if you wish, take notes about things you notice in the picture. You will be allowed to use your notes when answering the related questions. When your time is up, the test administrator will instruct you to turn the picture face down on the desk.

On the next page is a sample picture like you will see in the Observation Skills section of the test. To practice, place the picture face down on your desk. Turn the picture over and study it for 2 minutes (use a watch to time yourself). On a separate piece of paper, take notes of any details you notice. When 2 minutes are up, turn the picture face down and answer questions 4 through 8 on the next page. You can use your notes to answer questions 4 through 8. You have 1½ minutes to answer these questions (use a watch to time yourself). Remember, you cannot look at the picture to answer the questions.

When you take the actual test, you will have 3 minutes to respond to a set of 11 questions, all about the same picture.



Questions for the Observation Section:

4. How many cars are parked in the parking lot?
 - a. 1
 - b. 2
 - c. 3
 - d. 4

5. What is the name of the building in the picture?
 - a. Bailey's Building
 - b. Mills Building
 - c. Bills Building
 - d. Macks Building

6. What is the address of the building in the picture?
 - a. 14501
 - b. 15103
 - c. 14301
 - d. 13104

7. What is the telephone number of "Cheap Eats" in the picture?
 - a. 777-8888
 - b. 771-9988
 - c. 771-8888
 - d. 777-9999

Examples of the Reading Comprehension Section

What are the Reading Comprehension section questions like? The Reading Comprehension Section of the Entry-Level Written Multiple-Choice Test is designed to test your ability to read and comprehend information presented in written passages in much the same way that successful Police Officers do when on the job. You will be required to read a short passage and then respond to questions about the content or meaning of the written material. You can re-read or return to the passage while you answer the questions.

The Reading Comprehension Section is combined with the Handling Situations section of the test. In the Reading Comprehension section of the test, there are 5 written passages, each having 3 to 4 questions for a total of 16 questions. There are 57 questions in the Handling Situations section of the test. You will have 1 hour to answer the 73 questions in the Reading Comprehension and Handling Situations sections of the test. The test administrator will stop you when the 1-hour time limit is up.

Below is a sample passage similar to the type that you will read in the Reading Comprehension section of the test. To practice, carefully read the passage below then answer questions 8 and 9. Remember, you can re-read the passage as many times as you like while you answer the questions. You should, however, keep your time limit in mind.

Example Passage:

Not all foods lose vitamins when they are cooked. For some, heat draws out the vitamins, making them more available to our bodies. Anti-nutrients present in some raw foods are deactivated by cooking, releasing their nutrients. The vitamin C in broccoli is a good example. When broccoli is cooked vitamin C is released. Therefore, cooked broccoli has more vitamin C than raw broccoli. This is also true with carrots.

8. Which of the following best describes the main point?
 - a. Fatty foods are more nutritious when cooked.
 - b. The main point is to describe the nutritional contents of fruits and vegetables.
 - c. The main point is to explain that some foods do not lose vitamins when cooked.
 - d. The main point is to explain that some foods do not lose vitamins when cooked.

9. Which of the following best describes what happens when food is cooked?
 - a. Carrots, like broccoli, provide more vitamin C when cooked.
 - b. Raw broccoli has more vitamin C than cooked carrots.
 - c. Raw carrots have more vitamin C than cooked broccoli.
 - d. Carrots, unlike broccoli, keep vitamin C when cooked.

Examples of the Handling Situations Section

What are the Handling Situations section questions like? The Handling Situations Section of the Entry-Level Written Multiple-Choice Test is designed to test your ability to respond to a variety of situations. In responding to these situations, you will use your decision-making skill in much the same way a Police Officer does when on the job. However, the situations presented in the test do not require any training or experience as a Police Officer. The situations you will be given are about working with others and common emergency situations that anyone may face in their everyday lives. For each situation, you will be presented with a number of possible actions to take. For each action you will have to choose whether or not you would take that action. You can only choose 4 actions out of the entire set provided for that scenario. For each action you must mark either “a” (I would take this action) or “b” (I would not take this action); failure to mark either “a” or “b” will be scored as an incorrect response. When choosing your responses to a situation presented in this section of the test, you may re-read or return to the situation.

The Handling Situations section of the test is combined with the Reading Comprehension section of the test. There are 57 questions in the Handling Situations section of the test. You will have 1 hour to answer the 73 questions in the Reading Comprehension and Handling Situations sections of the test. But remember, the test administrator will stop you when the 1-hour time limit is up.

Below is a sample situation of the type that you will find in the Handling Situation section of the test. To practice, carefully consider the situation and choose either “a” – I would take this action, or “b” – I would not take this action, for each response statement. Read the scenario on the following page and then answer questions 10 through 16. Remember, you can re-read the scenario as many times as you like while you answer the questions.

Example Scenario: You have been asked by a coworker to work late tonight so the coworker can finish a project. You are not responsible for the project and will suffer no work-related consequences from its lack of completion.

- 10. I would rearrange my schedule to help my coworker.
 - a. I would take this action.
 - b. I would not take this action.

- 11. I would tell the person I could not help him on the project.
 - a. I would take this action.
 - b. I would not take this action.

- 12. I would offer my assistance immediately.
 - a. I would take this action.
 - b. I would not take this action.

- 13. I would ask my supervisor for advice on what to do.
 - a. I would take this action.
 - b. I would not take this action.

- 14. I would find out if additional help could speed up the process and try to find it.
 - a. I would take this action.
 - b. I would not take this action.

- 15. I would make sure I knew exactly what I needed to do to help to prevent rework.
 - a. I would take this action.
 - b. I would not take this action.

- 16. I would tell the coworker that he or she should have planned better.
 - a. I would take this action.
 - b. I would not take this action.

Applicant Physical Requirement Test

The Applicant Physical Requirement Test is designed to measure an Applicant's physical fitness level, ensuring they have the minimum fitness level required to perform the duties by the Prince George's County Police Department and its Training Academy. The test is pass/fail. If you fail one area you will not proceed in the test. The minimum physical requirement level required is the following.

Minimum Scores for Police Applicant

Male / Age	Push-Ups (1 minute)	Sit-Ups (1 minute)	1.5 Mile Run
20-29	25	35	13:30
30-39	20	30	14:15
40-49	15	25	15:00
50-59	10	20	15:45
Female / Age	Push-Ups (1 minute)	Sit-Ups (1 minute)	1.5 Mile Run
20-29	14	30	15:55
30-39	10	25	16:45
40-49	8	20	17:45
50-59	5	15	19:00

General Issues for Both Tests

- Get a good night's sleep before the exam and **arrive early**.
- No beverages will be allowed in the testing room (written only).
- Listen carefully to the test proctor. Do not take any directions for granted.
- Carefully complete your answer sheet.
- Practice the written test by using the samples in this material and practice what you can of the Applicant Physical Requirement Test.
- Professional Athletic attire is required for the Applicant Physical Requirements Test (Minimum; short sleeve shirt and shorts covering to mid thigh).
- Professional Business attire is required for the Written Exam (Men: jacket, dress shirt, dress pants, dress shoes and tie; hair groomed neatly), (Women: dress blouse, dress pants, dress pants, dress shoes; hair groomed neatly).

GOOD LUCK!

