

**PRINCE  
GEORGE'S  
COUNTY  
SHERIFF'S  
OFFICE**

**2022  
Deputy First  
Class  
Promotional  
Process**

# **Preparing for the Multiple-Choice Test**

**Presented by:**



2022 – Emergency Services Consulting International – Human Capital Division

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**PREPARING FOR THE MULTIPLE-CHOICE TEST**

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## INTRODUCTION

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This orientation manual is meant to be used along with the video, “Preparing for the Multiple-Choice Test.” The video can be accessed on the following website:

<https://esci.us/mc-prep/>  
Password: Te\$tPrep

The video is approximately 1 hour in length. You are able to pause the video if needed.

Questions regarding video content can be submitted through the website or by emailing [katie.kelley@esci.us](mailto:katie.kelley@esci.us).

The purpose of this manual is to provide information regarding:

- how the Multiple-Choice Test was developed,
- different study techniques, as well as the opportunity to practice the techniques,
- the format of the Multiple-Choice Test, and
- logistics for your Multiple-Choice Test.

The video instructor will refer to this manual throughout the training, so be sure to follow along in your manual while watching the orientation video. You are also encouraged to take notes while you are watching the video. The video is meant to be watched at your own pace. You should pause the video if at any point you feel you need more time to take notes or complete an exercise.

Along with this manual, you should collect the following materials before watching the video:

- Blank paper
- Pencil/Pen
- Highlighter

**Troubleshooting guide:** If you are having difficulty accessing the video, first make sure that you have typed in the website address and password correctly. Once on the correct page, please note that the video does not start automatically. It may take a few moments to load. Once the video loads, click on the “play” arrow in the bottom left hand corner of the video screen. If the video does not start you should first try the following:

- Try deleting the browsing history and all cookies from the computer’s browser
- Try using a different browser (Firefox, Google Chrome, Internet Explorer)
- Try using another computer (Note: Some computers may not be equipped with the necessary software to play the video)

If you are still unable to view the video after using these techniques you should email [katie.kelley@esci.us](mailto:katie.kelley@esci.us).

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## SOURCE MATERIAL

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**\*Note that there are source material excerpts presented throughout this manual for use in practice of some of the study techniques presented. The practice excerpts may not be part of the official source material for the upcoming exam. You must refer to the Office's published reading list for the most current information about source material for the 2022 Deputy First Class multiple-choice test.**

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## DEVELOPMENT OF THE TEST

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The Multiple-Choice Test is based on a job analysis. A job analysis is the specific and systematic analysis of the tasks associated with a job, as well as the Knowledge, Skills, Abilities, and Other Characteristics (KSAOs) required to successfully perform those tasks. KSAO lists were developed with an internal committee from PGSO and finalized prior to test development.

The Multiple-Choice Test questions are designed to measure the most critical knowledge areas. The critical knowledge areas for the 2022 Deputy First Class Multiple-Choice Test are listed below. You should be familiar with these knowledge areas as you are studying the sources.

1. **Knowledge of the Organization and Resources of the Office/County** - Knowledge of the organization and structure of the Prince George's County Sheriff's Office (e.g., Bureau of Administration, Bureau of Court Services, Bureau of Field Operations). Knowledge of the Office's Policy System (e.g., General Orders). Knowledge of the Prince George's County Sheriff's Office authority and jurisdiction. Knowledge of the services and resources provided by the Prince George's County Sheriff's Office (e.g., CountyClick 311, Domestic Violence Intervention Division, Community Services/Victim Advocate Unit). Knowledge of the programs provided by the Prince George's County Sheriff's Office (e.g., Deputy Sheriff Explorer's Program). Knowledge of employee wellness and assistance programs (e.g., Employee Assistance Programs (EAP), Peer Support Group, employee drug testing).
2. **Knowledge of Administrative and Personnel Policies and Procedures** - Knowledge of the correct documentation for a given situation. Knowledge of the policies and procedures for reviewing and editing reports. Knowledge of training and certification policies and guidelines. Knowledge of grooming and uniform policies and guidelines. Knowledge of Office-issued equipment policies and guidelines. Knowledge of equipment and vehicle maintenance policies and procedures. Knowledge of employee accident and injury policies and procedures. Knowledge of policies and procedures for communicable or infectious disease exposure. Knowledge of Equal Employment Opportunity guidelines (e.g., sexual harassment, discrimination, harassment). Knowledge of employee overtime policies and procedures. Knowledge of attendance and leave policies and procedures. Knowledge of secondary (extra-duty) employment policies and procedures. Knowledge of past performance appraisal (PPA) policies and procedures. Knowledge of Office protocol policies and procedures (e.g., ethics, unbecoming conduct, integrity, attention to duty). Knowledge of discipline policies and procedures (e.g., conduct-related offenses, performance-related offenses). Knowledge of policies and procedures that apply to commendations and awards. Knowledge of internal communication procedures (e.g., chain of command). Knowledge of external

communication procedures and what information can be shared. Knowledge of the Office's social media policy. Knowledge of policies and procedures pertaining to communications and radio use (e.g., call signs). Knowledge of policies and procedures for the use of law enforcement databases (e.g., METERS, NCIC, MVA, ACRES). Knowledge of policies and procedures guiding police-related records (e.g., criminal history records, juvenile records). Knowledge of policies and procedures for utilizing the Office's software (e.g., RMS, Microsoft Outlook, Microsoft Word, Microsoft Excel). Knowledge of policies and guidelines for the use of Mobile Data Terminals (MDT). Knowledge of policies and procedures pertaining to the Computer-Aided Dispatch system (CAD).

3. **Knowledge of Operational Policies and Procedures** - Knowledge of policies and procedures for deputy safety. Knowledge of policies and procedures for basic courtroom security duties. Knowledge of policies and procedures for handling civil processes (e.g., court ordered documents.) Knowledge of policies and procedures for handling medical emergencies (e.g., providing basic first aid or immediate care for the injured). Knowledge of policies and procedures for establishing probable cause. Knowledge of contact/stop policies and procedures. Knowledge of stop and frisk policies and procedures. Knowledge of search policies and procedures for persons/property (e.g., Carroll Doctrine, search incident to arrest, search of a vehicle, inventory search). Knowledge of seizure policies and procedures for property. Knowledge of the proper function and use of restraint equipment (e.g., handcuffs, Hobble Strap, The WRAP). Knowledge of arrest and detention procedures (e.g., criminal/civil citation, full-custody arrest, warrantless arrest). Knowledge of policies and procedures for warrants/writs of attachments. Knowledge of policies and procedures for alternatives to arrest and use of discretion. Knowledge of the policies and procedures relating to the service of search and seizure warrants (e.g., no knock entry). Knowledge of transportation policies and procedures (e.g., arrestee transport, witness transport, victim transport). Knowledge of policies and procedures for processing arrestees. Knowledge of policies and procedures for release or transfer of arrestees. Knowledge of extradition procedures. Knowledge of the Use of Force Continuum and use of force policies and procedures. Knowledge of Office-issued weapons policies and procedures (e.g., rifle, TASER, ASP baton, shield, OC spray). Knowledge of policies and procedures for operating Office vehicles. Knowledge of the proper function and use of emergency equipment. Knowledge of policies and procedures for pursuits (e.g., motor vehicle, foot). Knowledge of policies and procedures for responding to animal complaints. Knowledge of policies and procedures for towing/impounding vehicles. Knowledge of policies and procedures for handling juveniles. Knowledge of procedures for handling abuse or neglect of children and vulnerable adults. Knowledge of policies and procedures for handling harassment and domestic violence (e.g., protective orders, temporary protective orders). Knowledge of policies and procedures for handling individuals with mental disorders (e.g., emergency petition service, individuals under the influence of drugs). Knowledge of policies and procedures for handling foreign nationals and diplomats. Knowledge of victim/witness assistance policies and procedures. Knowledge of court attendance policies and procedures. Knowledge of procedures for conducting Sheriff's sales under court order. Knowledge of the functions and duties of direct supervisor. Knowledge of policies and procedures for identifying, securing, and protecting a crime scene. Knowledge of policies and procedures for basic interview techniques. Knowledge of

policies and procedures for identifying, gathering, and preserving physical evidence. Knowledge of policies and procedures for packaging and submitting property and evidence.

4. **Knowledge of Major Incident Response Policies and Procedures** - Knowledge of the principles and procedures guiding the Incident Command System (ICS). Knowledge of policies and procedures guiding concurrent jurisdiction and mutual aid. Knowledge of policies and procedures for emergency mobilization. Knowledge of policies and procedures for hostage situations. Knowledge of policies and procedures for barricade situations. Knowledge of policies and procedures for responding to active-shooter incidents. Knowledge of policies and procedures for handling suspicious packages. Knowledge of policies and procedures for handling bomb-related incidents (e.g., bomb threats, bomb explosions). Knowledge of policies and procedures for responding to incidents involving hazardous or radioactive materials. Knowledge of policies and procedures for responding to weather-related emergencies. Knowledge of policies and procedures for responding to civil disturbances and mass arrests (e.g., strikes, picketing, demonstrations). Knowledge of policies and procedures for responding to domestic terrorism incidents. Knowledge of preliminary criminal investigation policies and procedures.
5. **Knowledge of Laws and Prosecution** - Knowledge of the Constitution and Constitutional safeguards. Knowledge of case law. Knowledge of applicable governing legislation for the State of Maryland. Knowledge of elements of crimes against persons and the corresponding charges (e.g., assault, stalking and harassment). Knowledge of elements of crimes against property and the corresponding charges (e.g., malicious destruction, trespass on posted property). Knowledge of elements of crimes involving health and safety and the corresponding charges (e.g., possession of controlled dangerous substances). Knowledge of elements of crimes involving morals and decency and the corresponding charges. Knowledge of elements of crimes against peace and order and the corresponding charges. Knowledge of elements of crimes against the administration of justice and the corresponding charges.
6. **Knowledge of Community Oriented Policing** - Knowledge of community-based policing procedures and techniques. Knowledge of procedures for building community partnerships. Knowledge of non-biased policing policies and procedures. Knowledge of the Office's citizen complaint process. Knowledge of how to approach citizens with appropriate professionalism and courtesy. Knowledge of how to interact with the community, including potential difficulties when interacting with citizens.

<b>DEVELOPING A STUDY PLAN</b>							
	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>WEEKLY GOALS</b>							

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>WEEKLY GOALS</b>							

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>WEEKLY GOALS</b>							

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>WEEKLY GOALS</b>							

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## HIGHLIGHTING PRACTICE

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The following are some tips to help you while using this technique:

- ⇒ Do NOT highlight information you already know.
- ⇒ ONLY highlight key points. Use the highlighted key points as triggers to remember the detailed information surrounding the key point.
- ⇒ Highlight only as much as necessary to *remind* yourself of the most important information. Highlighting too much of a topic area will defeat the purpose.

Remember, highlighting is a method to streamline the material (i.e., reduce the amount you have to study). Going through the information once is probably not sufficient for you to remember the material. You must still review the highlighted information again in order to improve your chances of recalling the information on test day.

On the next two pages is an excerpt from your source material. You will use this information to practice the highlighting study technique.

**THE FOLLOWING EXCERPT WAS TAKEN FROM  
PRINCE GEORGE'S COUNTY SHERIFF'S OFFICE GENERAL ORDERS MANUAL  
TITLE: CHIEF ASSISTANT SHERIFF  
GENERAL ORDERS: CHAPTER 1, 1-106**

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## HIGHLIGHTING PRACTICE

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### 1-106.9 ASSOCIATIONS

Except in the discharge of official duties, members will not knowingly associate with criminals, racketeers, illegal gamblers, persons under criminal investigation or indictment, or who are engaged in criminal behavior, or who have reputations in the community for engaging in criminal activity.

Except when necessary in the performance, of duty, and then, only under the direction of the Sheriff, members of the Agency may not affiliate themselves with an association, organization, movement, group, or combination of persons which advocated the overthrow of our Constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of violence to deny a person his/her rights under the Constitution of the United States, or the Maryland Declaration of Rights; or which seeks to alter the form of governments of the United States or the State of Maryland by unconstitutional means.

Except for the Armed Forces Reserve components, members shall not affiliate themselves with any organization or groups, the Constitution or by-laws of which in any way exacts prior consideration, or which would prevent its members from rendering proper and efficient service to the Agency.

Members may join labor or fraternal organizations, but the Agency is not compelled to recognize or engage in collective bargaining with any such labor or fraternal organization, except as provided by law.

Members may not engage in any "strike" or "job action". "Strike" or "job action" includes, but is not limited to:

- The concerted failure to report for duty;
- Willful absence from one's position;
- Unauthorized holidays;
- Sickness unsubstantiated by a physician's statement when required;
- Stoppage of work;
- Abstinance in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing, or; coercing a change in conditions, compensation, rights, privileges, or obligations of employment.

Political associations and political conduct of members of the Agency shall conform to the established policies and procedures as set forth in 16-234 of the Prince George's County Code (Personnel Law).

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### 1-106.10 AGENCY COMMUNICATION

Except when otherwise ordered, members shall submit reports, both oral and written, that are required, on time, and in accordance with all appropriate General Orders. Reports shall be truthful and complete; and members may not knowingly make or cause to be made any inaccurate, false, or improper report, record, or statement.

All official business transacted shall be processed through official channels:

- Unless otherwise directed by competent authority, written correspondence (inter-office memoranda, administrative reports, routing slips, etc.) shall be addressed first to, or initially through, one's immediate supervisor.
- E-mail communications recommending or requesting action by superiors should be addressed no higher than one's immediate supervisor.
- When the absence of a supervisor within any chain may delay timely review or forwarding of official business, the subordinate member should submit the communication to the next higher authority within that chain of command.
- In the instance of uncertainty, guidance as to proper routing protocols must be sought from within the member's respective chain of command, prior to correspondence or communications being forwarded up the organizational hierarchy.
- Exceptions to the forgoing procedures include:
  - o Communications solicited or initiated by higher authority;
  - o Specific instruction otherwise from superiors;
  - o Notifications made pursuant to existing procedures (e.g., major incidents, special events, emergencies, etc.) and/or;
  - o As may be otherwise prescribed elsewhere in this Manual (e.g., pre-formatted memoranda which are attachments to specific General Orders, etc.).

Immediate supervisors are expected to take appropriate action on oral or written reports and requests by subordinates and either resolve the issue or forward in an approved format to the next higher level for appropriate attention or action.

During an administrative investigation, at the direction of competent authority, sworn members so directed shall submit reports detailing the facts concerning

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## HIGHLIGHTING PRACTICE

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knowledge and/or involvement relating to the incident, if the incident being investigated is related specifically, directly, and narrowly to the performance of official duties.

Unless otherwise directed by the Sheriff or Chief Assistant Sheriff, members shall treat the official business of the Agency as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with General Order 5-108.

Members may remove or copy official records or reports from an Agency installation only in accordance with General Order 5-108. Members shall not divulge the identity of a person giving confidential information, except as authorized by proper authority in the performance of duties.

### 1-106.11 PERFORMANCE OF DUTY

#### 1-106.11.a Reporting:

- Members may not absent themselves without properly approved leave;
- Members shall report for duty at the time and place specified by superiors and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the performance of duties, so they may immediately assume their duties;
- If a member is unable to report for duty due to sickness or other causes, the member shall make notifications in accordance with established Agency procedures (G.O. 3-121). Bureau Commanders may require more notification and lead time for notification;
- Sworn members, while off duty, may be subject to call at all times. If placed on standby in an emergency or potential emergency, sworn members shall remain in contact with the Agency by the most practical means available;
- Fictitious illness or injury reports: members may not feign illness or injury, falsely report illness or injury, or otherwise deceive or attempt to deceive an official of the Agency regarding a condition of their health.

**1-106.11.b Neglect of Duty:** Members shall not be negligent in the performance of their duties. Neglect of duty shall include, but not be limited to:

- Failure to be punctual in attendance to all calls, requirements of duty, court appointments, and other assignments where time is specified;
- Recreational reading, playing games, watching television or movies, or engaging in an activity or personal business while on duty that would cause inattentiveness to duties;
- Reporting ill-equipped for duties;
- The failure of a sworn person, either on or off duty, to take appropriate or reasonable law enforcement action on the occasion of a crime in his/her presence. In determining reasonableness, a particular action or inaction must be judged from the perspective of a reasonable Deputy on the scene and include consideration of factors such as: imminent threat to the member or others; whether a subject is actively resisting arrest or detention; tense, uncertain and/or rapidly evolving circumstances, and; severity of the crime at issue. This sub-paragraph applies to disorder, or other conditions deserving police attention. Nothing is this sub-paragraph is intended to apply to minor traffic violations;
- Absenting oneself from one's assigned area during one's tour of duty;
- Failure to remain awake and alert while on duty. If unable to do so, the member shall report this to his/her immediate superior, who shall determine the proper course of action. Nothing in this sub-paragraph is intended to prohibit members from sleeping on duty due to exceptional work requirements that preclude the use of relief from duty for sleep;
- Eating meals during their tours of duty contrary to the time, duration, place, or other conditions as established by their Division Commanders. While eating meals during their tours of duty, members are subject to immediate recall.

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## NOTE TAKING PRACTICE

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The note taking method consists of five steps that can be described as “the 5 Rs.” The 5 Rs are described as follows:

- Record***      While you are reading a chapter, write notes on a separate notepad. This will serve as your study guide. Be sure to leave a three-inch margin on the left hand side of your paper for the next step.
- Reduce***      After you have finished the chapter, go back and read over your notes. Reduce your notes into a few key points and write those key points down in the left hand margin of your study guide.
- Recite***      After you have recorded your notes and reduced them into key points, cover your notes so that you can only see your key points. Now try to remember all of the facts from your notes using the key points as your only clues.
- Reflect***      While filling in the facts, try to come up with associations so you can memorize them. For example, if you are studying arrest procedures, think of an arrest that you made and each of the steps you took.
- Review***      Go over your notes, key points, and associations many times.

Note cards are also extremely effective in reducing the amount of information you have to study. Once you have read a passage you can write the main idea on one side of the note card and then summarize the passage on the other. Note cards are particularly useful when trying to remember definitions or charges. A benefit to note cards is that they are portable and can easily be accessed whenever you have free time to study. In addition, there are now applications that allow you to create digital note cards and sync them with your smartphone. (e.g., Quizlet, FlashCards+, StudyBlue, Chegg Flashcards).

On the next two pages is an excerpt from your source material. You will use this information to practice the note taking study technique.

**THE FOLLOWING EXCERPT WAS TAKEN FROM  
PRINCE GEORGE’S COUNTY SHERIFF’S OFFICE GENERAL ORDERS MANUAL  
TITLE: INCIDENT AND FIELD REPORTING SYSTEMS  
GENERAL ORDER: CHAPTER 5, 5-102**

**NOTE TAKING PRACTICE**

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**5-102.2 PROCEDURES**

Preliminary notification by the employee may be made verbally, either in person or by telephone, and shall include:

- Name of Injured or Ill
- Date, Time, Place of occurrence
- Nature of Injury or Illness
- Medical Facility and attending medical care provider (if any).

The injured or ill employee shall submit an Incident Report (Attachment A) in accordance with General Order 5-101.

The Supervisor shall initiate an investigation upon being notified of a job-related injury or illness.

Prior to the end of the tour-of-duty, the supervisor shall deliver the following completed documents directly to the office of the Agency Injury Claims Coordinator, Personnel Services Section, located at Headquarters:

1. Incident Report (Copy only)
2. Supervisor's Accident Investigation Report for Personal Injury, Part I (Attachment B)
3. Supervisor's Follow-up and Return to Work Notice, (Attachment C)
4. Workers Compensation Employer's First Report of Injury or Illness (Attachment D)

Originals of all injury-reporting forms, with only the exception of the Incident Report, shall be delivered to the Agency Injury Claims Coordinator, Personnel Services Section. (The original of the Incident Report is submitted through the chain-of-command, per G.O. 5-101. Copies of injury-reporting forms may be attached to the original Incident Report, submitted via the chain.)

The Supervisor shall submit the Supervisor's Follow-up and Return to Work Notice (Attachment C) as follows:

- Part I to be submitted by employee's Supervisor to the Agency Injury Claims Coordinator, Personnel Services Section initially and for each week that the employee remains on leave due to the injury or illness;

- When the employee returns to duty (either light duty or full duty) the Supervisor shall submit Part II of the "Return to Work Notice";
- The Supervisor shall complete the number of days lost or on light duty as the forms are completed weekly. This number is to be cumulative and is to only include those days that were to be worked by the employee.
- If an employee is initially reported as returning to duty (light), another report will be required when the employee returns to full duty.

*A recurring injury is a recurrence or aggravation of an injury that an employee has previously reported. A recurrence or aggravation is considered a continuation of the original injury and requires corroborating medical documentation. The recurrence or aggravation may occur on or off duty:*

- If an employee on full duty status seeks follow up treatment for a prior injury, and is credited with disability leave, (code 08), the Supervisor must submit another Supervisor's Follow-up and Return to Work Notice indicating a "recurrence;"
- For claim purposes, the date of recurrence is the first day of scheduled work the employee misses, no matter when the actual recurrence injury happens, such as off duty;
- Employees shall report recurring injuries/illnesses in the same manner as original injuries/illnesses, including a Follow-up Incident Report, an Attending Physician's Statement and a Physician Notification Form.

The Attending Physicians Statement (Attachment E) and the Physician Notification Form (Attachment F):

NOTE: The Physician Notification Form is used for Deputy Sheriffs only.

- Must be filled out by the employee's attending physician. These forms are necessary to preclude the employee being billed personally for any medical treatment received, and they provide the basis for establishing disability leave or light-duty eligibility. The employee's Supervisor shall forward these completed forms to the Agency Injury Claims Coordinator, Personnel Services Section;
- In lieu of an Attending Physicians Statement, the employee may submit a signed statement from the attending physician. The statement must, at a minimum, include the diagnosis,

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## NOTE TAKING PRACTICE

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course of treatment, prognosis, and recommended duty status of the employee.

*Time absent from the job for medical treatment on the date of injury or illness shall be charged to administrative leave.*

*When an employee does not return to work following a job-related injury or illness that has been documented by an Attending Physician's Statement and/or Physician Notification Form, he/she shall be placed on a leave status accrued by the employee prior to the incident of injury (e.g., accrued Sick Leave, Annual, Compensatory, etc.).*

*Following review by Pensions and Benefits within the Office of Human Resources Management, employees disabled while working are to be fully recompensed for any accrued leave used during the period of temporary disability, provided:*

- It is determined the disability resulted from an injury or illness sustained directly in the performance of duties; and,
- The Office of Human Resources Management (OHRM), Pensions and Benefits Division, determines the disability meets the eligibility criteria established by OHRM.

Disability leave is limited to the period specified in the Attending Physician's Statement and may be granted for up to 30 calendar days:

- The Office of Human Resource Management determines whether an employee is authorized to receive disability leave.
- Disability shall not be granted when the Office of Human Resources Management decides the employee's disability is not work-related. In such cases, the employee shall be placed on either sick leave, annual leave, or LWOP status;
- If an employee is on extended disability leave (longer than 30 calendar days), additional Attending Physicians Statements and Physicians Notification Forms must be submitted by the employee for every 30 days that the employee remains on disability leave;
- Employees may be granted disability leave in half-day increments for follow-up medical appointments after a return to light-duty. Once employees are released by the MRO or MAB or their personal physician to full duty, they are no longer eligible for disability leave for follow-up medical appointments.

Disability leave shall not exceed 180 calendar days for any one injury or illness. If an employee remains totally incapacitated after the 180 days of disability leave,

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he/she is placed on sick leave, annual leave or LWOP, as appropriate.

Employees on extended disability leave, long term light duty assignment related to on-the-job injury or illness, or a light duty assignment related to a non-service connected injury or illness, must be referred to the Medical Advisory Board (MAB) for a fitness for duty examination prior to the 120<sup>th</sup> day of leave/assignment. This will ensure that the County's medical provider has evaluated the employee before the 180<sup>th</sup> day. Requests for additional grants of disability leave/light duty assignments can then be decided based on the Medical Advisory Board's report:

- The Sheriff shall review the request along with other relevant documentation to decide the appropriateness of recommending continuance of disability leave;
- Employees may be granted up to two additional 90-day periods of disability leave;
- Employees who may be eligible to receive one or both of the authorized 90-day extensions of disability leave, must be referred to the Medical Advisory Board for a re-evaluation prior the 60<sup>th</sup>- day of each 90-day extension;
- Employees applying for any extension of disability leave shall have their duty status and medical condition, including a report from the treating physician stating the current diagnosis, prognosis and treatment plan, reviewed by the Medical Advisory Board.

All bills for treatment received shall be submitted to the Agency Injury Claims Coordinator, Personnel Services Section.

The Agency Injury Claims Coordinator, Personnel Services Section, shall submit and forward reports and documents to the County Claims Service, the Office of Human Resources Management, and Pensions and Benefits.

It is important that the above described reports and documents be submitted as required. Otherwise, timely payment to medical providers may be delayed and/or the employee may be back charged sick leave in lieu of undocumented disability leave.

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Effective/ revised July 1, 2015

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## OUTLINING PRACTICE

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Outlining helps to organize material for memorization through association to “key” ideas. When you outline an area of study, use only short phrases or key words to serve as triggers to remember the detailed information. The following is an example of an outline format.

- I. Major Heading 1
  - A. Sub Heading 1
    - 1. Sub, sub heading 1
      - a. sub, sub, sub heading 1
      - b. sub, sub, sub heading 2
    - 2. Sub, sub heading 2
  - B. Sub Heading 2
- II. Major Heading 2
  - A. Sub Heading 1
  - B. Sub Heading 2

On the next two pages is an excerpt from your source material. You will use this information to practice the outlining study technique.

**THE FOLLOWING EXCERPT WAS TAKEN FROM  
PRINCE GEORGE’S COUNTY SHERIFF’S OFFICE GENERAL ORDERS MANUAL  
TITLE: MANAGEMENT OF AGENCY ASSESTS, PROPERTY, AND EQUIPMENT  
GENERAL ORDER: CHAPTER 7, 7-106**

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## OUTLINING PRACTICE

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### 7-106 MANAGEMENT OF AGENCY ASSETS, PROPERTY AND EQUIPMENT

The purpose of this directive is to establish uniform procedures for the management and inventory of assets, to include the reporting of lost or damaged Office of the Sheriff and/or County-owned equipment.

#### 7-106.1 POLICY

It is incumbent upon all members of the Agency to conserve and protect all assets, and resources over which they have control. As integral parts of the Agency's fiscal and asset management system, periodic audits and inventories ensure accountability and efficiency.

#### 7-106.2 DEFINITIONS

**Office of the Sheriff Equipment** - equipment or parts thereof owned and issued by the Office of the Sheriff, or; equipment or parts thereof issued to the Office of the Sheriff by the Prince George's County Government. This term does not include consumable equipment.

**Damage** - includes any physical damage. This term does not include malfunction or normal wear.

**Loss** - includes accidental loss and/or theft.

#### 7-106.3 CLASSES OF PROPERTY / EQUIPMENT

**Consumable Items** - equipment expected to be expendable, by its type and intended use. Examples include: agency forms, hand cleanser, safety flares, etc.

**Equipment** – all agency-issued, owned or controlled items designed or intended for repeated use or deployment and not otherwise classified as a fixed asset, consumable item or issued item of uniform wear.

**Fixed Assets** - equipment items as may be determined by the Office of Central Services (OCS), not acquired by operating lease agreements, and which include:

- Serialized items (bearing any identification number);
- Agency firearms and electronic control weapons (e.g., Tasers);
- Items with an initial acquisition cost of \$5,000 or more and having a usable life of not less than one year, except permanently mounted vehicle equipment;
- Agency computer items (to include hard-drives, monitors, printers, laptops, Mobil Data Terminals (MDT's), and;
- Communications equipment costing \$500.00 or more.

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### 7-106.4 EMPLOYEE RESPONSIBILITIES

Employees are held responsible for their uniforms, motor vehicles, and other equipment issued to them or in the employee's control or possession.

Where it is established that equipment has been damaged or lost through negligence or misuse, replacement of the item(s) may be at the employee's expense. Employees at fault for the careless handling, damage or loss of County property shall be held accountable for the violation(s) and reasonable replacement costs.

Every employee of the Office of the Sheriff will assume personal responsibility for all County property issued to him/her or placed in service for his or her use or convenience.

### 7-106.5 TRANSFERS AND INVENTORIES OF EQUIPMENT AND FIXED ASSETS

The inventory and transfer of agency fixed assets and other agency equipment shall be coordinated through and managed by the Agency Assets Management Division.

The Agency will conduct annual inventories of fixed assets and document transfer of fixed assets for future inventories. The Agency shall report on fixed assets and/or other capital items, as required by the Office of Central Services, the Office of Information Technology and other governmental agencies with authority with respect to certain types of equipment.

Whenever practical, equipment items or fixed assets listed on completed Requisition / Turn-in Forms, Equipment Custody Receipts or Inventory Control Sheets will be grouped according to item type (e.g., all cameras together; all cell-phones or computer hard-drives together, and; all furniture items together, etc.).

The Agency Manager, Assets Management Division, shall monitor compliance with this General Order and report non-compliance through the Bureau Chief, Bureau of Administration to the Policy Compliance Division, who will direct appropriate disciplinary action.

The Office of Central Services or the Agency Manager, Assets Management Division, may require additional forms and/or alternative distribution procedures to be completed in the transfer of fixed assets or certain equipment items.

Effective: September 25, 2016

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## OUTLINING PRACTICE

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### 7-106. 5.a Transfers – Equipment and Consumable Items (Non-Fixed Assets)

Whenever any component of the agency or individual employee assumes custody of an item of equipment or consumable items (which is not a fixed asset), the component Commander, civilian *Manager* or the individual employee shall document the transfer of custody on a Requisition / Turn-in Form, PGC # 1097 (Attachment 'A').

Requisition / Turn-in Forms are to be used to record both long-term and temporary transfers of equipment and consumable items such as the issuance of equipment or uniform items to a Deputy or office supplies to any employee.

Signatures on Requisition / Turn-in Forms will be obtained at the time equipment or consumable items are received.

Distribution of completed Requisition / Turn-in Forms shall be as follows:

- Original: shall be submitted by the form preparer, to the Agency Assets Manager, for forwarding to the appropriate section within the Assets Management Division (i.e., Supply Section, Vehicle Services) or Budget & Finance;
- Copy #1: shall be retained by the component Commander, civilian *Manager* or the individual employee transferring custody of the item, and;
- Copy #2: shall be retained by the component Commander, civilian *Manager* or the individual employee receiving custody of the item.

### 7-106. 5.b Transfers – Fixed Assets

Whenever any component of the agency or individual employee assumes custody of a fixed asset, the component Commander, civilian *Manager* or the individual employee shall document the transfer of custody on a Equipment Custody Receipt, PGC # 1890 (Attachment 'B').

Equipment Custody Receipts are to be used to record both temporary and long-term transfers of fixed assets. Examples include a Division Commander or supervisor issuing or retrieving a Taser or other fixed asset to or from a Deputy, or; any sworn member turning an agency firearm into the Armorer for repair, etc.).

Signatures on Equipment Custody Receipts will be obtained at the time equipment or fixed asset items are received.

Distribution of completed Equipment Custody Receipts shall be as follows:

- Original: shall be submitted by the form preparer, to the Agency Manager, Assets Management Division
- Copy #1: shall be retained by the component Commander, civilian *Manager* or the individual employee transferring custody of the fixed asset, and;
- Copy #2: shall be retained by the component Commander, civilian *Manager* or the individual employee receiving custody of the fixed asset.

**REMAINDER THIS COLUMN LEFT BLANK  
INTENTIONALLY**

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INTENTIONALLY**

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## CREATING ACRONYMS

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Acronyms are abbreviations of several words used to improve memory and are used throughout public safety. Words such as ICS and NIMS are acronyms. Here are the steps to creating an acronym:

1. Write the facts you want to remember (keep filler words to a minimum)
2. Underline the first letter of each fact (if there are multiple words, only underline the first word)
3. Arrange the underlined letters to form an acronym that is a real word or a nonsense word that you can remember

You will be permitted to write in your test booklets on test day. You may find it helpful to write down your acronyms once time starts. This can serve as a memory aid as you are working through the test.

On the next page is an excerpt from your source material. You will use this information to practice creating acronyms.

**THE FOLLOWING EXCERPT WAS TAKEN FROM  
PRINCE GEORGE'S COUNTY SHERIFF'S OFFICE GENERAL ORDERS MANUAL  
TITLE: OFFICE OF THE SHERIFF  
GENERAL ORDER: CHAPTER 2, 2-101**

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## CREATING ACRONYMS

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### 2-101 OFFICE OF THE SHERIFF<sup>1</sup>

The *Executive* Office of the Sheriff is comprised of the Sheriff; the Executive Assistant to the Sheriff; the Executive Aide to the Sheriff, and; those components of the Agency which report directly to the Sheriff and his/her Executive Staff, instead of through one of the Bureau Chiefs. The functions and duties of these components are outlined and explained in the following sections.

#### 2-101.1 DUTIES AND RESPONSIBILITIES OF THE SHERIFF

The Sheriff is an elected State Official who has duties and responsibilities assigned by the Constitution of the State of Maryland, the Common Law and Statutory Law of the State of Maryland. Duties of the Sheriff are found in the following list.

The Sheriff:

- Is the final authority for all matters of policy; operations, and discipline;
- Establishes orders, rules, and regulations for the administration of the Agency;
- Is the final approval authority for all additions, deletions, or changes to the General Orders Manual (GOM);
- Provides for Agency staffing by presenting requests for funding to the Prince George's County Council and through such other venues as may be appropriate for this purpose;
- Administers funds to accomplish the Agency's goals and objectives;
- Provides for the establishment and maintenance of goals and objectives for the Agency;
- Is the authority for all planning, direction, coordinating, controlling, and staffing activities of the Agency;
- Is architect and approval authority for the Agency's organizational structure;
- Provides for the oversight of the efficiency and effectiveness of all Agency operations and functions;

- Provides direction to maintain all Agency functions and operations within the framework provided by law;
- Establishes the various duties and responsibilities for components of the Agency and its employees;
- Provides training and leadership to employees in order to accomplish the goals and objectives of the Agency;
- Provides for the maintenance of cordial and effective relationships between the Agency and other government agencies, political entities, the business community, civic organizations and the citizens;
- Establishes standards of performance and moral character for the Agency's employees.

#### 2-101.2 EXECUTIVE ASSISTANT TO THE SHERIFF

The Executive Assistant to the Sheriff is a civilian position reporting directly to the Sheriff. The Executive Assistant to the Sheriff provides personal support to the Sheriff in carrying out the Sheriff's daily activities. Examples of some of the Executive Assistant to the Sheriff's responsibilities include:

- Assists the Sheriff in the research and preparation of reports;
- Represents the Sheriff at meetings;
- Reviews and distributes all correspondence directed to the Sheriff and oversees the preparation of all outgoing responses;
- Attends various functions and makes presentations on behalf of the Agency or the Sheriff.

#### 2-101.3 EXECUTIVE AIDE TO THE SHERIFF

The Executive Aide to the Sheriff is a sworn position reporting directly to the Sheriff. The Executive Aide to the Sheriff provides personal support to the Sheriff in carrying out the daily activities of the Sheriff. Examples of some of the Executive Aide to the Sheriff's duties include:

- Supports the Sheriff in the preparation of reports, project documents, and correspondence;

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<sup>1</sup> CALEA 11. 1. 1  
OFFICE OF THE SHERIFF  
PRINCE GEORGE'S COUNTY, MARYLAND  
GENERAL ORDERS MANUAL

Effective: August 25, 2013

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## RETRIEVAL PRACTICE

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Retrieval practice involves recalling information with minimal cues. To begin, identify a passage of information that you want to read. It shouldn't be too long, no more than 2 pages. Read that passage and then put it aside. Next, take a few minutes to write what you remember. Do NOT look back at the passage that you read. This step is important because this is what helps commit the information to your long term memory. When trying to remember everything you have just read, you are organizing information within the long term memory and are creating cues and connections that the brain later recognizes. It helps you remember the information better than just reading it.

On the next two pages is an excerpt from your source material. You will use this information to practice the retrieval practice study technique.

**THE FOLLOWING EXCERPT WAS TAKEN FROM  
PRINCE GEORGE'S COUNTY SHERIFF'S OFFICE GENERAL ORDERS MANUAL  
TITLE: HARASSMENT AND SEXUAL HARASSMENT  
GENERAL ORDERS: CHAPTER 1, 1-108**

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## RETRIEVAL PRACTICE

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### 1-108 HARASSMENT AND SEXUAL HARASSMENT

The purpose of this order is to establish guidelines and procedures for all Office of the Sheriff Personnel pertaining to harassment and sexual harassment. The Office of the Sheriff will maintain a working environment in which all employees are provided courteous and fair treatment, and the opportunity to perform their duties free of all forms of workplace harassment, including sexual harassment.

#### 1-108.1 POLICY

All employees of the Prince George's County Office of the Sheriff are required to comply with the procedures as set forth in this general order. Employees shall avoid situations which involve actual or apparent harassment and/or sexual harassment. Harassment of all kinds, undermines the integrity of employee relationships, lowers morale, interferes with the efficiency of the organization, and may result in civil rights violation suits and/or disciplinary actions.

Supervisors shall ensure the workplace has an environment free from harassment of all types including, but not limited to sexual harassment, and harassment based on race, national origin, religion, sexual orientation, color, age, disability, gender, or any other prejudice. Supervisors shall take prompt and appropriate corrective action when they observe or are made aware of conduct that may be interpreted as harassment or sexual harassment regardless of an informal or formal complaint.

Any substantiated violation of this general order will be investigated, and the violator will be subject to appropriate disciplinary action.

There shall be no retaliation against any employee or citizen for filing a harassment or sexual harassment complaint, or for assisting, testifying, or participation in an inquiry or investigation of such a complaint. During an investigation, nothing precludes employees from invoking their rights as afforded by contract, law or contacting a higher authority.

When employees, other than victims, become aware of any conduct believed to be harassment or sexual harassment or discrimination, whether or not the conduct is directed at them, witnessed by them, or related to them by another employee, they shall report the incident to their supervisor.

OFFICE OF THE SHERIFF  
PRINCE GEORGE'S COUNTY, MARYLAND  
GENERAL ORDERS MANUAL

### 1-108.2 DEFINITIONS

**Arbitrary Discrimination** – is an action or activity that unlawfully or unjustly results in unequal treatment of persons or groups based on race, national origin, religion, sexual orientation, color, age, disability, or gender. Arbitrary discrimination can include action or inaction based upon **prejudice, stereotyping, or racism** and can exist in the following formats:

- **Disparaging Terms** – are words used to degrade or infer negative connotations pertaining to age, color, national origin, sexual orientation, race, ethnic group, religion, gender, or disability. Such terms may include slurs, symbols, posters, or insignia.
- **Personal Discrimination** – is any action taken by an individual to deprive a person or group of a right because of age, color, national origin, sexual orientation, race, ethnic group, religion, gender, disability, or any other prejudice. Such discrimination can occur overtly, covertly, by an act, or by an omission.

#### **Equal Employment Opportunity (EEO)**

**Coordinator** – that individual within the Agency who has been assigned the responsibility to administer the provisions of this section. The EEO Coordinator is responsible to ensure that EEO law is fully and successfully implemented within the Agency. The EEO Coordinator is responsible for resolving complaints of discrimination and harassment wherever they may occur throughout the Agency.

**Harassment** – is unwelcome or unsolicited verbal or physical conduct that is sufficiently severe or pervasive that it interferes with an employee's job performance or creates an intimidating, hostile or offensive working environment. Harassment based on race, religion, color, national origin, age, sexual orientation, gender or disability violates Prince George's County Government's policy and will not be tolerated. Harassment can arise when unwelcome and offensive comments or conduct are directed at an individual, as well as when such comments and conduct are made in the workplace generally such that they create a hostile or offensive working environment for an individual.

**Prejudice** – is any set of rigid and/or unfavorable attitudes toward a particular group or groups which is formed with disregard for facts, e.g., an unsupported judgment, usually accompanied by disapproval.

**Racism** – is the incorrect assumption that a race determines specific cultural and psychological traits, with the belief that one race is superior to another. This belief of racial superiority allows discrimination to

Effective: December 5th, 2019

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## RETRIEVAL PRACTICE

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exist when dealing with other races believed to be inferior.

**Sexual Harassment** – is defined as unwelcome or unsolicited sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive working environment. Sexual harassment can arise when unwelcome and offensive comments or conduct are directed at an individual, as well as when such comments or conduct are made in the workplace generally such that they create a hostile or offensive working environment for an individual. This conduct may include these forms:

- **Verbal** - innuendoes, slurs, suggestive comments, jokes, propositions, or threats;
- **Non-Verbal** – suggestive objects, pictures, suggestive or insulting sounds, whistling, or obscene gestures;
- **Physical** – includes touching, pinching, brushing the body, or assault.

**Stereotype** - is a preconceived or oversimplified generalization involving negative beliefs about a particular group or class of people. Negative stereotypes are frequently the basis for prejudicial attitudes and beliefs. Stereotyping overlooks people as individuals and categorizes them as members of a group that all think, act, and behave in the same manner and fashion.

### 1-108.3 PROCEDURE

All employees will share in the responsibility of creating a work environment that is free from discrimination, insults, intimidation and other forms of harassment. Harassment based on race, religion, color, national origin, age, sexual orientation, disability or gender is in violation of this general order and will not be tolerated in the workplace.

OFFICE OF THE SHERIFF  
PRINCE GEORGE'S COUNTY, MARYLAND  
GENERAL ORDERS MANUAL

### 1-108.4 COMPLAINT AND INVESTIGATION

As a means of providing its employees with a work environment that is free from harassment and sexual harassment, the Office of the Sheriff has established procedures for handling these complaints:

- When an employee observes behavior or finds a casual remark to be offensive, the employee should report the allegation of harassment and/or sexual harassment no later than thirty (30) days after the last alleged incident of harassment/sexual harassment to the designated agency coordinator. Whenever an employee alleges that a coordinator is involved in the harassment allegation(s), the employee should report his/her allegations to the Personnel Officer;
- **Complaint Procedures** – to initiate the resolution of a complaint, the employee shall make arrangements with either the EEO Coordinator or the Personnel Officer to pickup an EEOC Complaint Form (Attachment). The employee shall complete the form and return it as soon as possible;
- **Screening Procedures** – upon receipt of the complaint, the EEO Coordinator shall schedule an appointment with the employee. At the screening appointment, the EEO Coordinator shall discuss with the employee, the complaint and a method of resolution;
- **Resolution Procedures** – the options available to the EEO Coordinator for resolution of complaints are:
  - (1) Handle informally
  - (2) Conduct an investigation
  - (3) Assign for investigation
- **Final Determination Procedures** – the EEO Coordinator shall notify the employee and appropriate management officials in person, by mail, or by memo of the outcome of the complaint.

ATTACHMENT: EEOC Complaint Form

REFERENCES: Civil Rights Act of 1964  
Executive Order No. 60-1995  
Executive Order No. 61-1995  
Personnel Law  
Administrative Procedure 221  
EEO Act of 1972

Effective: December 5th, 2019



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**RETRIEVAL PRACTICE**

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1. According to the General Orders Manual, which of the following is an example of a form of non-verbal sexual harassment?
  - A. Touching
  - B. Obscene gestures
  - C. Slurs
  - D. Innuendos
  
2. According to the General Orders Manual, arbitrary discrimination can include actions or inactions based upon prejudice, stereotyping, or:
  - A. harassment.
  - B. in-group socialization.
  - C. racism.
  - D. NONE OF THE ABOVE

\*\*Answers are found in Appendix A.

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## MULTIPLE CHOICE QUESTION FORMATS

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The DFC test will consist of 50 multiple-choice questions. Unless otherwise noted in the question, you should assume that all personnel referenced in the test are members of the Prince George's County Sheriff's Office and that all events occur within the jurisdictional boundaries covered by the Prince George's County Sheriff's Office.

**IMPORTANT NOTE:** The video includes a section titled "*Guessing the Best Answer.*" The tips suggested are for guessing **ONLY**. They are in no way intended to imply that any correct test answers were developed using these methods. Always utilize your knowledge to choose the best answer; however, if guessing is your only option, these are the strategies we recommend.

The questions will be organized by the source they were taken from and clearly labeled. For example:

**THE FOLLOWING QUESTIONS WERE TAKEN FROM THE  
PRINCE GEORGE'S COUNTY SHERIFF'S OFFICE GENERAL ORDERS MANUAL**

Each question will have four options, and only one is the best answer. *ESCI* writes three different types of questions: definitional, factual and situational. Below is an example of each type of question. These questions are only meant to familiarize you with the format of questions in an *ESCI* Test.

**Definitional:**

According to the General Orders Manual, \_\_\_\_\_ is the hierarchy of authority that extends from the top to the bottom of the organization.

- A. Span of Control
- B. Authority Command
- C. Seniority Order
- D. Chain of Command

**Factual:**

According to the General Order Manual, the use of lethal force is justifiable when lesser force is insufficient to accomplish a lawful purpose and may be used in circumstances such as:

- A. self-defense.
- B. defending another person from death.
- C. maintaining the custody of any dangerous person threatening a use of deadly force.
- D. ALL OF THE ABOVE

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**MULTIPLE CHOICE QUESTION FORMATS**

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**Situational:**

A deputy is involved in an accident that occurred while driving a County vehicle. According to the General Orders Manual, which of the following actions should his/her supervisor complete prior to the end of his/her shift?

- A. Notify Public Safety Communications via radio of the location of the accident
- B. Complete a Vehicle Accident Report Form
- C. Investigate to determine fault and cause by obtaining photographs of the scene
- D. The supervisor is not responsible to complete any actions on behalf of the deputy

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## GENERAL TEST TAKING TIPS

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The following is a list of tips you should use while taking the Multiple-Choice Test.

- **Assume you are a DFC** -- Throughout the test you will be asked how you would perform if you were in the rank for which you are testing. Do not answer the questions from the perspective of your current rank. It is important to have an understanding of the roles and responsibilities of a DFC before taking the test.
- **Scan the test before you begin answering questions** -- Skim all of the questions in the test to familiarize yourself with the format and organization of the test. You may want to consider starting with a section that contains questions from a source that you are particularly strong or weak in.
- **Read questions thoroughly and carefully** -- Skipping over one word may change the meaning of the question!
- **Answer what is asked** -- Make sure you understand what the question is asking so you can choose the best answer. Pay attention to words like “NOT” or “all of the following EXCEPT” as they will change the entire meaning of the question.
- **Underline key words** -- You will be able to mark in your test booklet, and doing this will help you pay attention to important information in the question.
- **Read all answer choices** -- Don’t stop reading the answer choices if you think the first one is correct because there may be a better answer. All questions will have four answer options, so be sure to choose the one that is the BEST answer.
- **Narrow answer choices** -- If there are choices you know cannot be correct, cross them out. This way, even if you have to guess at the correct answer, you have a better chance of getting it right.
- **Avoid reading into the question** -- Use only the information provided in the question; do not add additional information. Remember to choose the BEST answer from the options provided.
- **Complete your answer sheet correctly** -- As you move through the test, you should check to make sure that the number of the bubble you are filling in corresponds to the number of the question you are answering. Fill in bubbles completely and only bubble one answer. Erase changed answers completely so that the electronic scanner will not read two answers. Remember that *ESCI* test items will only have answers that correspond to letters A, B, C, and D. The bubble sheet has a bubble labeled “E.” Never choose this option.
- **Don’t spend too much time on one question** -- If you are having trouble answering a question, don’t waste too much test time trying to figure it out. Circle the question in your test booklet and come back to it later (be sure to skip the answer on the bubble sheet). Information in another question may trigger your memory to help you answer the question.

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## **LOGISTICAL PROCEDURES**

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Please refer to the Office's issued announcement for the published reading list as well as exam report dates, times, and other pertinent information. Follow all report times included in the announcement.

### **Registration**

Be prompt. Late arrivals will not be permitted without authorization from OHRM, the Sheriff, or his designee. You must have your Sheriff's Office photo identification card for registration.

### **Dress Code**

Follow any PGSO announced guidelines regarding the dress code.

### **Prohibited Materials**

Candidates will not be permitted to bring food or drink into the exam room.

Candidates will only be permitted to wear a non-digital (analog) wristwatch with no audible alarm. Candidates will not be permitted into the exam room with digital watches, stop watches, clocks, or any other digital devices.

Candidates may not bring personal digital assistants, cell phones, two-way radios, pagers, cameras, imaging devices, smart watch, or any other electronic device to the examination site.

Candidates may not bring any source materials, texts, notebooks, paper, folders, notes or reference material of any description into the exam site.

Backpacks, brief cases, carry bags, and luggage of any description are prohibited at the examination site. **WALLETS AND PURSES ARE PERMITTED.**

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**APPENDIX A**

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**Answers to questions for “Retrieval Practice”:**

1. B (Source: General Orders Manual, Chapter 1, Harassment and Sexual Harassment, Section 1-108.2, Definitions, Sexual Harassment)
2. C (Source: General Orders Manual, Chapter 1, Harassment and Sexual Harassment, Section 1-108.2, Definitions, Arbitrary Discrimination)