



Montana Highway Patrol

Study Guide for the National Police Officer Selection Test



Developed for the Montana Highway Patrol by Stanard & Associates, Inc.

The National Police Officer Selection Test

This portion of the study guide is designed to help prepare you for the written exam, The National Police Officer Selection Test. Applicants are urged to review this section of the guide thoroughly. People who take the time to familiarize themselves with the test's content, requirements and ways to prepare for it tend to feel more confident on the day of the test and have a better chance of achieving their highest possible score.

This section of the guide is divided into five parts.

Preparing for the Test: Suggestions for things to do prior to testing to help you achieve your highest possible score on the written exam.

About the Test: Information about the content of the test, the time limits for each section of the test, and the proper method for recording your answers.

Sample Test Items: Sample questions are provided for each of the four sections of the test.

Sample Test Answer Key: The answers to each of the sample questions, along with explanations for the answers in the Arithmetic and Reading Comprehension sections, are provided.

Preparing For the Test

You will increase the chances of obtaining your best possible score if you spend a fair amount of time preparing for the test. This includes using this study guide to familiarize yourself with the test ahead of time, paying proper attention to your physical well-being before the test, taking care to avoid becoming overly anxious about the test and using a good test-taking strategy. Preparing like this can help you achieve your best possible score on the test.

Using this Study Guide

It is best to take the time to work through the sample problems provided in this guide. Knowing ahead of time the kinds of questions that will be on the test will help you to use your time more efficiently during the actual test. It can also help make you less anxious about the test-taking process.

For optimal test results, read this study guide thoroughly and answer the sample test items beginning on Page 9. Make sure you read all the directions carefully and each test question completely before answering. Then check your answers against the Answer Key.

About the Test

Test Format

The National Police Officer Selection Test is made up of four separately timed test sections. The first three, Mathematics, Reading Comprehension and Grammar, use multiple-choice and True/False response **formats**. The fourth section, Incident Report Writing, requires you to write your answers in complete sentences in the space provided in the test booklet.

Though most of the questions in this test battery relate to police work, **no prior knowledge of law or law enforcement is needed to answer the questions.**

Time Limits

It is important to know the amount of time allowed for each section so you can pace yourself and not spend too much time on any one question causing you problems. The number of test items and time limits for each section of the test are listed below.

Section	Test	Number of Items	Test Time
I	Mathematics	20	20 minutes
II	Reading Comprehension	25	25 minutes
III	Grammar	20	15 minutes
IV	Incident Report Writing	10	15 minutes

Sample Test Items

Working through the sample questions on the following pages should help you become comfortable with the types of questions you will encounter on the test. It will also help you to identify any areas you may want to spend extra time reviewing. For example, if you find you have difficulty answering the arithmetic questions, you may want to brush up on your arithmetic skills prior to the actual test date. There are resources in local libraries, bookstores and on the Internet that can help reinforce math, reading, grammar, and writing skills.

Section I: Arithmetic

In this section of the exam, you will be provided with situations that require the use of basic arithmetic. You will read each situation and solve the problem.

You are allowed to use a calculator in this section.

1. Officer Garcia typically works the 3 pm to 11 pm shift but Sgt Kelly asked her to report for duty at 1:15 pm because of a special training program. Assuming she works her entire shift, how much overtime can Officer Garcia report for that day?
 - A. 45 minutes
 - B. 1 hour, 15 minutes
 - C. 1 hour, 30 minutes
 - D. 1 hour, 45 minutes
 - E. 2 hours

Questions 2 and 3 are based on the following information.

In preparing a report on a burglary at a local insurance office, an officer listed the following stolen items and their value.

Laptop computer	\$1200
Printer/fax machine	\$ 450
Decorative sculpture	\$ 850
Digital camera	\$ 725

2. What is the total value of the stolen goods?
 - A. \$2,775
 - B. \$2,925
 - C. \$3,150
 - D. \$3,210
 - E. \$3,225

3. What is the value of all the stolen goods **EXCEPT** the decorative sculpture?
 - A. \$2,375
 - B. \$2,275
 - C. \$2,025
 - D. \$1,375
 - E. None of the above

Section I: Arithmetic (continued)

4. During one 5-day period, Officer Leo drove 388 miles. If Officer Leo drove 140 miles on one day, how many miles did he average on each of the other days?
- A. 60 miles
 - B. 62 miles
 - C. 124 miles
 - D. 248 miles
 - E. 528 miles
5. Burglars broke into a sporting goods store and stole six hunting rifles with a total retail value of \$3750. What is the average retail value of each hunting rifle?
- A. \$875
 - B. \$750
 - C. \$625
 - D. \$575
 - E. \$325

There are 20 questions like these in Section I of the National Police Officer Selection Test. You will have 20 minutes to answer them. Remember, your score will be based on the number of questions you answer correctly. There is no penalty for guessing, so try to answer every question.

Section II: Reading Comprehension

This section measures your ability to understand what you read. You will read passages relating to police duty and then answer questions based on these passages. **No prior knowledge of law or law enforcement will be needed to answer the questions.** All the information needed to answer the questions will be provided in the passage.

THE PASSAGES IN THIS SECTION ARE NOT INTENDED TO REPRESENT ACTUAL LAW OF ANY PARTICULAR STATE. THE PASSAGES PRESENT POTENTIAL RULES AND LAWS RELATING TO POLICE WORK.

Three different types of questions will be asked in this section.

Section II: Reading Comprehension (continued)

- (1) True/False questions in which a statement will be given concerning a passage or sample report form. The statement will be either accurate and true based on the passage or form, or the statement will be inaccurate and false according to the passage or form.
- (2) Questions in which you will be asked to choose the correct answer according to the information presented in the passage or on a sample report form.
- (3) Questions in which you will be asked to choose the alternative that best completes the sentence. Again, answers should be based on the information in the passage or on the report form.

Questions 6-10 are based on the following passage.

The town of Westburg tabulated its accident reports for the past five years to determine the cause of a significant rise in vehicle accidents in recent years and to identify measures to lower this disturbing trend.

It was noted that 55% of all accidents in Westburg involved a teen driver and 30% involved senior citizens (those over 70 years of age). Approximately 70% of all traffic accidents occurred between 6 am and 6 pm. Reports show that during the last five years, 12% of all traffic accidents resulted in a death.

Inattentive driving was the primary reason listed for traffic accidents with cell phone usage (45%), texting (30%), and fellow passengers (20%) blamed as the distraction. For traffic accidents involving fatalities, 65% involved alcohol and 80% occurred between 9 pm and 3 am.

Similar studies of other towns in the state found that one, Eastburg, saw a 25% drop in traffic accidents after passing an ordinance prohibiting teens 18 years old and younger from driving a motor vehicle after 9 pm. Exceptions to this ordinance are teens returning from a school function or a job, or with a parent present in the passenger seat. Westburg is considering adopting an ordinance similar to the one in Eastburg in order to reduce traffic accidents.

6. According to the passage, what percentage of traffic accidents that resulted in death occurred in Westburg over the past five years?
- A. 65%
 - B. 45%
 - C. 30%
 - D. 12%
 - E. That information is not stated in the passage.

Section II: Reading Comprehension (continued)

7. According to the passage, interacting with a fellow passenger while driving was reported as a contributor to traffic accidents.
- A. True
 - B. False
8. According to the passage, which of the following statements is accurate?
- A. Traffic accidents resulting in death usually occur at night.
 - B. Most traffic accidents occur between 3 am and 6 am.
 - C. Teen drivers account for 30% of all traffic accidents.
 - D. Traffic accidents in Westburg were reduced by 25% after the town adopted an ordinance restricting teen driving.
 - E. The primary cause of accidents involving a death was cell phone usage.
9. According to the passage, which of the following teens driving a car in Eastburg is in violation of their town's ordinance?
- A. 17-year-old Jamie, who is driving home from a school basketball game at 9:30 pm
 - B. 16-year-old Susan, who at 10:00 pm, is driving home from the shopping mall with her mom in the front passenger seat
 - C. 18-year-old Kevin, who is driving his girlfriend home at 9:30 pm
 - D. 19-year-old Jess, who is driving home from a movie at 11:00 pm
 - E. 18-year-old Tom, who is driving home at 10:00 pm after getting off work from the pizza parlor
10. According to the passage, elderly drivers account for what percentage of traffic accidents in Westburg?
- A. 15%
 - B. 30%
 - C. 45%
 - D. 55%
 - E. 70%

Question 11 is based on the definition below. Do not assume anything to be true that is not stated in the passage or in the question.

Police often use informants when investigating crimes and informants are motivated to help the authorities for a variety of reasons.

Section II: Reading Comprehension (continued)

The **self-aggrandizing** informant is motivated by vanity to provide information, believing it will win favorable attention from authorities.

The **mercenary** informant seeks financial gain for information.

The informant motivated by **fear** typically negotiates with authorities seeking a trade-off; that is, information for less prison time or protection of self or family members from harm.

The informant motivated by **revenge or jealousy** volunteers information due to a deep need to get even.

An informant who seeks to make amends for previous misconduct or crimes by informing on partners in past crimes is known as a **repentance** informant.

11. Officer Sanchez is investigating the murder of a clerk in a convenience store and has questioned many people in the neighborhood. One person, Mike Green, has come forward and tells Sanchez that he's lost his job recently and could use some "cash" for the information he has. He then relates the information he has on the murder and a neighborhood gang member is apprehended. Officer Sanchez concludes that Mike Green is motivated by
- A. fear
 - B. revenge
 - C. repentance
 - D. vanity
 - E. financial gain

Section II: Reading Comprehension (continued)

Questions 12 and 13 are based on the incident report form and the incident description below.

INCIDENT REPORT--POLICE DEPARTMENT					
1. ADDRESS OF INCIDENT		2. OFFENSE		3. CODE	4. DATE
5. NAME OF VICTIM: INDIVIDUAL OR BUSINESS			6. ADDRESS		PHONE
7. ASSIGNED OFFICERS/BADGE NUMBERS		8. AGE OF VICTIM	9. RACE OF VICTIM	10. VICTIM'S DATE OF BIRTH	
11. NAME OF SUSPECT			12. ADDRESS		
13. AGE	14. RACE	15. SEX	16. DATE OF BIRTH	17. HEIGHT	18. WEIGHT
19. HAIR	20. EYES	21. PHYSICAL DESCRIPTION			
22. CHARGES					
23. ITEM	24. BRAND	25. SERIAL NUMBER		26. VALUE	
27. ITEM	28. BRAND	29. SERIAL NUMBER		30. VALUE	
31. ITEM	32. BRAND	33. SERIAL NUMBER		34. VALUE	
35. _____ SIGNATURE OF OFFICER/BADGE NUMBER					

John Johnson, owner of Johnson's Jewelers, 321 Spruce Road, called police at 6:00 am on Tuesday, March 23. He reported that his jewelry store had been broken into some time the night before. Officers Chris Sands and Peter Knight arrived on the scene at 6:15 am to investigate the incident. Mr. Johnson told them that he could immediately see that he was missing a \$4,000 diamond pendant necklace, a pair of pearl earrings valued at \$1500, and an emerald tennis bracelet costing \$2800.

Section II: Reading Comprehension (continued)

Use the information on the previous page to answer questions 12-13.

12. The incident report can be fully filled out based on the information in the passage.
- A. True
 - B. False
13. According to the information in the passage, what was the value of the diamond pendant necklace?
- A. \$ 321.00
 - B. \$1,500.00
 - C. \$2,800.00
 - D. \$4,000.00
 - E. \$8,300.00

There are 25 questions like these in Section II of The National Police Officer Selection Test, and you will have 25 minutes to answer them. There is no penalty for guessing. Your score will be the percentage of problems you answer correctly. Therefore, you should try to answer each problem.

Section III: Grammar

This section of the exam requires you to identify errors in grammar, punctuation, or spelling. There are two types of questions presented in this section.

The first type presents incomplete sentences and you are to choose the alternative that best completes the sentence. For these items, be sure to read carefully any material appearing before or after the item. The right answer may be dependent on this material.

The second type of question presents sentences that may contain a spelling error and you are to choose the alternative that contains the misspelled word.

For questions 14-16, choose the alternative that completes the sentence correctly.

14. The department rolled out ____ new program aimed at teaching defensive driving techniques to teenagers.
- A. it's
 - B. its'
 - C. its

Section III: Grammar (continued)

15. Complaints about unruly teens ____ nearly doubled since last year.
A. have B. has C. was D. is
16. Officers Rogers and Malloy received recognition for _____ work in organizing the program and rallying public support for it.
A. there B. their C. they're

For questions 17-18, choose the alternative that contains the misspelled word.

17. Canines used by law enforcement personnell to locate illegal drugs must be specially trained for these assignments.

Which word in the sentence above is misspelled?

- A. assignments
- B. specially
- C. illegal
- D. personnell
- E. None of the above

18. The patrol officer approached the abandoned car carefully after she noticed a foul smell coming from it.

Which word in the sentence above is misspelled?

- A. approached
- B. carefully
- C. abandoned
- D. foul
- E. None of the above

There are 20 questions in Section III of The National Police Officer Selection Test. You will have 15 minutes to answer them. There is no penalty for guessing. Your score is based on the number of questions answered correctly, so try to answer each question.

Section IV: Incident Report Writing

Section IV tests your writing skills. On the following page is a completed sample incident report form. Use the information contained on the form to answer the questions that follow. You should write your answers in the spaces provided. All your answers must contain the correct information and be written in complete sentences. The sentences must be grammatically correct and all words should be spelled correctly.

Read the sample question and answer below.

SAMPLE QUESTION

What is the victim's date of birth?

EXAMPLE OF A CORRECT ANSWER

The victim's date of birth is August 5.

Note that the answer above contains the correct information, is a complete sentence and the grammar and spelling are correct.

EXAMPLES OF INCORRECT OR INCOMPLETE ANSWERS

August 5

The answer above is not a complete sentence.

Victim's date of birth is August 5.

The answer above is not grammatically correct. The word "the" is missing.

The victim's date of berth is August 5.

In the above answer, birth is spelled incorrectly.

Section IV: Incident Report Writing (continued)

Questions 19-23 are based on the completed incident report form below. Read the report carefully before you answer the questions on the next page.

INCIDENT REPORT--POLICE DEPARTMENT					
1. ADDRESS OF INCIDENT		2. OFFENSE		3. CODE	4. DATE
32 W. Maple Street		Robbery		R6-470	Dec 15, 2009
5. NAME OF VICTIM: INDIVIDUAL OR BUSINESS			6. ADDRESS		PHONE
Kathryn Jones			6214 N. Drake Street		343-7107
7. ASSIGNED OFFICERS/BADGE NUMBERS		8. AGE OF VICTIM	9. RACE OF VICTIM	10. VICTIM'S DATE OF BIRTH	
Bill Smith #586 Pat Cramer #142		52	White	9/30/57	
11. NAME OF SUSPECT			12. ADDRESS		
Carson Lee			3611 Vine Street		
13. AGE	14. RACE	15. SEX	16. DATE OF BIRTH	17. HEIGHT	18. WEIGHT
21	White	Male	6/11/88	6' 1"	220 lbs.
19. HAIR	20. EYES	21. PHYSICAL DESCRIPTION			
Brown	Brown	Wearing black jeans, beige sweater			
22. CHARGES					
Robbery					
23. ITEM	24. BRAND	25. SERIAL NUMBER		26. VALUE	
Cash				\$230.00	
27. ITEM	28. BRAND	29. SERIAL NUMBER		30. VALUE	
Wristwatch				\$600.00	
31. ITEM	32. BRAND	33. SERIAL NUMBER		34. VALUE	
Cell Phone	Nokia	N-8642L397		\$399.00	
35. <u>Bill Smith #586</u> SIGNATURE OF OFFICER/BADGE NUMBER					

Section IV: Incident Report Writing (continued)

Use the information from the completed incident report form on the previous page to answer questions 19-23.

19. Where does the victim live?

20. What is the name of the suspect?

21. With what is the suspect charged?

22. How old is the victim?

23. What is the value of the stolen wristwatch?

There are 10 questions in Section IV of The National Police Officer Selection Test and you will have 15 minutes to work on them. To receive maximum credit, answers must contain the correct information, be complete sentences, contain no misspelled words and be grammatically correct.

Sample Test Answer Key

A more detailed explanation of the arithmetic and reading comprehension answers is provided on the following page.

- Section I**
1. D 1 hour, 45 minutes
 2. E \$3,225
 3. A \$2,375
 4. B 62 miles
 5. C \$625
-

- Section II**
6. D 12%
 7. A True
 8. A Traffic accidents resulting in death usually occur at night.
 9. C 18-year-old Kevin, who is driving his girlfriend home at 9:30 pm
 10. B 30%
 11. E financial gain
 12. B False
 13. D \$4,000
-

- Section III**
14. C its
 15. A have
 16. B their
 17. D personnell– the correct spelling is *personnel*
 18. E None of the above
-

- Section IV**
19. The victim lives at 6214 N. Drake Street.
 20. The suspect's name is Carson Lee.
 21. The suspect is charged with robbery.
 22. The victim is 52 years old.
 23. The value of the wristwatch is \$600.

Note: The correct answers in Section IV may be written in several formats. For example, the answer to #20 can also be written as, *The name of the suspect is Carson Lee.* As long as the answer contains accurate information, is written in a complete sentence, contains no misspellings and is grammatically correct, the response will be counted as correct.

Explanation of Arithmetic and Reading Comprehension Answers

Section I: Arithmetic

Question 1: D If Officer Garcia arrives at work at 1:15, she is arriving one hour and 45 minutes before her normal start time, which is the amount of overtime she can report for that day.

Question 2: E $1200 + 450 + 850 + 725 = 3,225$

Question 3: A Subtract 850 (the value of the decorative sculpture) from the total amount calculated in Question #2: $3,225 - 850 = 2,375$

Question 4: B First, subtract 140 from 388 to determine how many miles Officer Leo drove in the remaining 4 days. $388 - 140 = 248$. Second, divide 248 by 4 to figure out the average number of miles the officer drove each of the 4 days. $248 \div 4 = 62$.

Question 5: C Divide the total retail value of the guns (3,750) by the number of guns stolen (6) to determine the average retail value of each gun.
 $3750 \div 6 = 625$

Section II: Reading Comprehension

Question 6: D As stated in the passage: *Reports show that during the last five years, 12% of all traffic accidents resulted in a death.*

Question 7: A This statement is true because the passage states: *Inattentive driving was the primary reason listed for traffic accidents with cell phone usage (45%), texting (30%), and fellow passengers (20%) blamed as the distraction.*

Question 8: A is the correct answer because the passage states: *For traffic accidents involving fatalities, 65% involved alcohol and 80% occurred between 9 pm and 3 am.* **B** is incorrect because the passage states: *Approximately 70% of all traffic accidents occurred between 6 am and 6 pm.* **C** is incorrect because the passage states: *It was noted that 55% of all accidents in Westburg involved a teen driver...* **D** is incorrect because it was the town of **Eastburg**, not Westburg, that reduced its accident rate by limiting teen driving hours. **E** is incorrect because, although cell phone usage is mentioned in the passage as a cause of inattentive driving, alcohol was mentioned for *accidents involving a death* (see sentence cited for Answer A).

Explanation of Arithmetic and Reading Comprehension Answers (continued)

Section II: Reading Comprehension (continued)

Question 9: C Jamie (A) is not in violation of the ordinance because he is driving home from a school function. Susan (B) is not in violation because her mom is in the passenger seat. Kevin (C) is in violation of the ordinance because he is 18 years old and driving after 9 pm and none of the exceptions noted in the passage apply to him. Jess (D) is not in violation of the ordinance because she is 19 years old. Tom (E) is not in violation of the ordinance because he is driving home from work.

Question 10: B As stated in the passage, *It was noted that 55% of all accidents in Westburg involved a teen driver and **30% involved senior citizens** (those over 70 years of age).*

Question 11: E Mike Green asked for cash, a form of financial gain, in exchange for information.

Question 12: B The incident report cannot be filled out completely because information, such as a suspect's name and description, is not provided in the passage.

Question 13: D As stated in the passage, *Mr. Johnson told them that he could immediately see that he was missing a **\$4,000 diamond pendant necklace...***