

## SAMPLE TEST FOR POLICE/CADET APPLICANTS



This sample test is provided as a courtesy to our Police/Cadet applicants and is not intended to be an exact replica of the test you will be taking. The questions in the sample test are intended to give the applicant an example of what types of questions they may see when taking the actual test.

The test you will be taking is a general knowledge test. You do not need police experience or training to pass the test. The sample test is provided to allow applicants the opportunity to see what they will face when taking the actual test and hopefully alleviate some test anxiety.

The actual test will be divided into the same five categories and sample questions from the five below-listed categories.

At the end, you will also find the Answer Key with a brief explanation of the correct answers.

***\*\*\*We strongly encourage you to take the entire sample test before you look at the Answer Key.\*\*\****

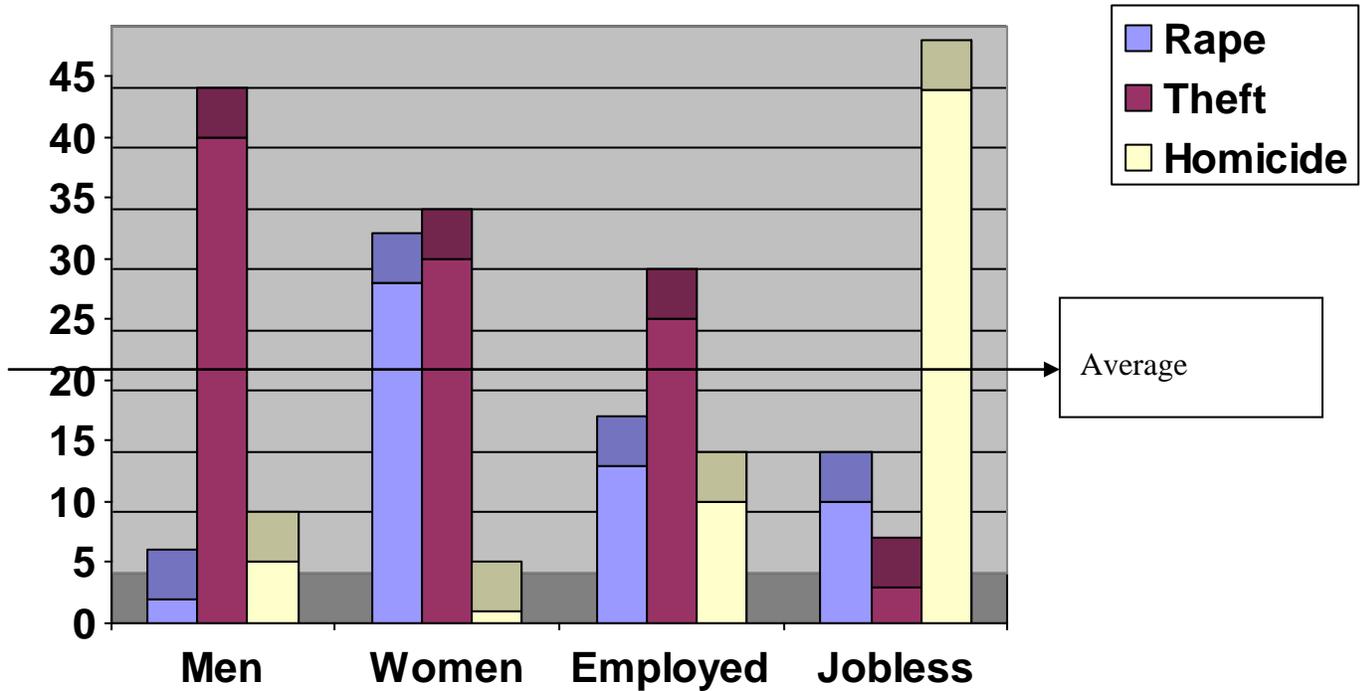
- Part 1 - Interpretations**
- Part 2 - Verbal Problem Solving**
- Part 3 - Reading Comprehension**
- Part 4 - Writing Skills**
- Part 5 - Quantitative Problem Solving**
- and
- Part 6 - Answer Key**

# Part 1 - Interpretations

## Instructions

You will be tested on your understanding of charts, graphs and tables. You will refer to the chart, graph or table below and answer the following questions based on the presentation.

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1. You are most likely to be a victim of theft if you are:
  - a. Male
  - b. Female
  - c. Employed
  - d. Jobless
  
2. For which characteristic represented has a higher than average chance of being victimized in two or more categories:
  - a. Employed
  - b. Jobless
  - c. Male
  - d. Female

II

Rules for completing case number, location, date and time blocks on police reports:

**Case Number** - Incident Report (IR) number provided by Dispatch begins with the last **TWO** digits of the year, followed by a **SEVEN**-digit number - **EX: 080005432**

**Day/Date/Time** - Enter the Day / Date / Time that the report is being taken in the following format.

- Day** - The day of the week using **THREE** characters  
EX: MON – TUE – WED – THU – FRI – SAT – SUN
- Date** - The date using **EIGHT** digits separated by slash ( / ) marks  
EX: June 11, 2004 is written as 06/11/2004
- Time** - The time the report is being taken. Use Military time format  
EX: 11:30 AM is written as 1130

**Location of Incident** - List the actual street address where the incident occurred. Suite or apartment numbers follow the street address starting with a # sign. Include common names in parentheses after the address.

- EX: – Residence:** 5295 Cedar Lane #101 (Harper House)
- EX: – Company:** 10300 Little Patuxent Parkway #203 (Discovery Store - Columbia Mall)

**Location Type** - Enter the **TWO**-digit LOCATION TYPE from the following codes.

- 01 Roadway
- 02 Parking lot
- 03 Commercial businesses
- 05 Family home
- 06 Apartment complexes

**City of Incident** - Enter the **TWO to FOUR** character code for the CITY or known town name by Zip Code information (**EX:** ELK – Elkridge; CLK - Clarksville, Scaggsville). **NOTE:** This must be a Howard County location.

- ANNJ ANNAPOLIS JUNCTION (20701)
- EC ELLICOTT CITY (21043)
- LAUR LAUREL (20723)
- ECW ELLICOTT CITY WEST (21042)
- LIS LISBON (21765)
- CLK CLARKSVILLE (21029)
- ELK ELKRIDGE (21075)

3. At 2100 hours on Thursday, October 25, 2007, Officer Smith responded to a theft call at the Seven-Eleven, 5426 Frederick Road, Ellicott City, 21043.

**HOWARD COUNTY POLICE DEPARTMENT INCIDENT REPORT**

1. PAGE 1	NUMBER OF 1	TOTAL 1	2. <input type="checkbox"/> INSIGHT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> CONTINUATION <input type="checkbox"/> SUPPLEMENT <input type="checkbox"/> TRS				3. CASE NUMBER <b>080004678</b>			
4. DAY THR	5. DATE 10-25-2007	6. TIME 2100	7. FROM DAY WED	8. FROM DATE 10/25/2007	9. FROM TIME 0800	10. TO DAY WED	11. TO DATE 10/25/2007	12. TO TIME 0820		
13. LOCATION OF INCIDENT (STREET NUMBER, STREET NAME, APT NUMBER) <b>5426 Frederick Road ( 7-11 Store)</b>						14. LOC TYPE <b>05</b>	15. CITY <b>EC</b>		15A. BEAT <b>B-5</b>	
16. OFF-1 (CODE & CLASSIFICATION) <b>104 Theft</b>							17. OFF-2	18. OFF-3	19. OFF-4	20. OFF-5
21. <input type="checkbox"/> ATT <input checked="" type="checkbox"/> COMP		22. USED <input checked="" type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUG		23. FORCED ENTRY? <input type="checkbox"/>		24. CAR JACKING <input type="checkbox"/>		25. WEAPON TYPE		

Select which boxes are completed correctly.

- a. Box 5
- b. Box 11 and Box 15
- c. All are filled in correctly
- d. Box 14

4. On Monday, September 20, 2007, at 1:00 PM, Officer Henry responded to Ellen Unger's home, located at 9876 Landing Road, Clarksville, for a runaway report.

**HOWARD COUNTY POLICE DEPARTMENT INCIDENT REPORT**

1. PAGE 1	NUMBER OF 1	TOTAL 1	2. <input type="checkbox"/> INSIGHT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> CONTINUATION <input type="checkbox"/> SUPPLEMENT <input type="checkbox"/> TRS				3. CASE NUMBER <b>080006628</b>			
4. DAY THU	5. DATE 9/20/07	6. TIME 1:00	7. FROM DAY THU	8. FROM DATE 9/20/07	9. FROM TIME 0800	10. TO DAY THU	11. TO DATE 9/20/2007	12. TO TIME 1:00		
13. LOCATION OF INCIDENT (STREET NUMBER, STREET NAME, APT NUMBER) <b>9876 Landing Road</b>						14. LOC TYPE <b>05</b>	15. CITY <b>CK</b>		15A. BEAT <b>B-5</b>	
16. OFF-1 (CODE & CLASSIFICATION) <b>104 Theft</b>							17. OFF-2	18. OFF-3	19. OFF-4	20. OFF-5
21. <input type="checkbox"/> ATT <input checked="" type="checkbox"/> COMP		22. USED <input checked="" type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUG		23. FORCED ENTRY? <input type="checkbox"/>		24. CAR JACKING <input type="checkbox"/>		25. WEAPON TYPE		

Select which boxes are completed correctly.

- a. Box 6
- b. Box 6 and 12
- c. Box 14
- d. Box 15

## **Part 2- Verbal Problem Solving**

### **Instructions**

This section measures ability to review facts and determine the conclusion based on the facts given. Based on the facts given, you will need to decide if the conclusion given is true, false or uncertain. Some of the conclusions are absolutely true and some are absolutely false. If you determine that a given conclusion is absolutely true, mark T. If you determine that a given conclusion is absolutely false, mark F. If the facts given do not provide enough information to tell if a conclusion is absolutely true or false, mark the space X.

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#### **FACTS:**

The suspect lives between John and Ted.  
John lives below Ted.  
Ted lives 2 stories above John.  
Bob lives on the 1<sup>st</sup> floor.  
John lives on the floor above Bob.

#### **CONCLUSIONS:**

T	F	X	5. The suspect lives on the 2 <sup>nd</sup> floor.
T	F	X	6. The suspect lives on the 3 <sup>rd</sup> floor.
T	F	X	7. The suspect lives in a 5-story building.

II

#### **FACTS:**

All of the homes on Elm Street had their mailboxes knocked over.  
Tom Rukamp's mailbox was knocked over.  
Antonio Thomas' house was just built.  
Joyce Trotter lives on Elm Street.  
There are 15 homes on Elm Street.  
All of the homes have long driveways.

#### **CONCLUSIONS:**

T	F	X	8. Tom Rukamp's house has a long driveway.
T	F	X	9. Tom Rukamp lives on Elm Street.
T	F	X	10. Antonio Thomas has a home on Elm Street.
T	F	X	11. Joyce Trotter's mailbox was knocked over.
T	F	X	12. A couple of homes have long driveways.

## **Part 3 - Reading Comprehension**

### **Instructions**

This section tests your ability to read and then comprehend what you have just read. You must read each section and answer the following questions, based on what you have read. Choose the **best** answer from the choices below each question.

I

### **LATENT PRINT EVIDENCE GUIDE**

#### **A. LATENT PRINTS**

The following technique is the basic application of fingerprint powder in the search for latent fingerprints, as recommended in the FBI's Advanced Latent Fingerprint School.

1. Dip the fingerprint brush into the powder supply and then shake lightly to remove excess powder. The powder should then be applied to the object and be distributed evenly and smoothly with the tip of the brush. Care should be taken to brush the latents with the tips of the bristles by using short, quick strokes. If the latents are allowed to come into contact with the sides of the brush, the prints are apt to be destroyed. "Twirling" the fibers of the brush may also destroy the latent print.
2. Once a latent print is developed, it can then be preserved with lifting tape. To use the tape, it is recommended that a short length be folded back on itself, creating a "handle" that prevents the user from leaving his prints on the sticky portion of the tape. The tape should be applied evenly over the latent prints in order to eliminate any possible wrinkles or trapped air, which may result in damage to the latent prints. To lift the print, the tape should be removed from the surface bearing the latent prints by firmly holding one end of the tape and gently lifting in one non-stop motion. Impressions too large to lift on a single strip of tape should be lifted on separate strips until the entire area is obtained.
3. All latent lifts shall be attached to the three-inch by five-inch glossy lift cards, taking care not to develop folds or air pockets in the tape. The back of each lift card must also be completed in its entirety. The reverse side will contain the following information:
  - a. Date and Time
  - b. Crime
  - c. Incident Report Number
  - d. Victim's Name & Address
  - e. Location of the Print Prior to Lifting
  - f. Name & ID Number of the Officer Lifting the Print
  - g. Sketch of the Source of the Prints

4. The lift cards will be placed in an envelope marked “Lifts and Photographs of Latents” and attached to a completed Latent Examination Form (Form 1301). The completed form and attached lift cards will be deposited in the collection box of the Forensic Services Section.

The investigating officer will ensure that evidence, which cannot be processed at the crime scene, is transported to the Property Room. The member transporting the evidence will complete a Property Form, an Evidence Tag or Evidence Envelope, and an Evidence/Latent Examination Request Form. The evidence and the forms will then be placed in the appropriate storage area of the Property Room.

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13. According to the Latent Print Evidence Guide, an officer should not
  - a. use short, quick strokes.
  - b. let the latents come into contact with the sides of the brush.
  - c. shake the brush lightly to remove excess powder.
  - d. attach the latent lifts to three-inch by five-inch glossy lift cards.
14. Identifying information, such as date, time, and sketch of the source, should be on the back of each lift card. The reverse side will contain
  - a. the information in its entirety.
  - b. at a minimum the date, time and incident number.
  - c. a sketch of the source and name of the victim.
  - d. all information relevant to the investigation.
15. If an officer cannot process evidence at the crime scene, s/he should
  - a. contact a property room clerk for assistance.
  - b. request assistance from a crime lab technician.
  - c. transport evidence to the property room and complete a latent examination request form.
  - d. transport evidence to the property room and contact a clerk for assistance.
16. The Latent Print Evidence Guide provides \_\_\_\_\_ evidence.
  - a. techniques for lifting latent prints and the procedure for submitting latent prints
  - b. procedures for lifting prints and submitting evidence
  - c. evidence techniques recommended by the FBI
  - d. FBI recommendations and guidelines for completing a latent print examination

## II

Subject to certain exceptions, smoking is prohibited in any public place or at any public meeting within Any County. Enforcement activities are primarily the responsibility of the County Health Department, supported by the Any County Police Department. Smoking is prohibited in: enclosed indoor areas that are open to or used by the general public, within fifteen (15) feet from the entrance or exit of an indoor area that is open to or used by the public, all bars and restaurants including designated outdoor areas, vehicles owned or leased by Any County Government, and any place of employment.

Some areas within the County are exempt from the smoking ordinance until Feb. 2, 2010. These areas include: private clubs and lodges owned/operated by a membership association, and hotel and motel rooms that have at least seventy-five (75%) percent of all its sleeping rooms designated as smoke-free.

Certain other areas will be unaffected and exempt from the ban. If smoking is an integral part of a theatrical performance, held in a facility primarily used for theatrical performances, the actors alone may smoke during their performance only. Retail tobacco stores also are exempt as long as smoke from the establishment does not infiltrate any other location.

The Any County Health Department will enforce these ordinances when an establishment is not in compliance. The police department will be notified when individuals refuse to comply with the ordinance and shall take action. In the event an officer does not witness a violation, the officer shall inform the owner of the establishment, or his representative, that the alleged violation has been reported. Inform the individual in question that he has allegedly committed a violation of this ordinance, which shall be explained if the situation permits, and request his voluntary compliance henceforth.

When an officer witnesses violations, s/he will keep in mind the primary goal is to achieve voluntary compliance through education. The issuance of a citation is discretionary; however, officers are encouraged to issue a verbal warning as appropriate. Habitual repeat offenders should be issued a civil citation pursuant to County Ordinance Title 18, Section 345.

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17. Smoking is prohibited in Any County, with exceptions granted until
    - a. February, 2011.
    - b. January, 2010.
    - c. January, 2011.
    - d. February, 2010.
  
  18. When the Health Department cannot gain compliance with the ordinance,
    - a. the Police Department will issue a citation.
    - b. the officer may issue a citation.
    - c. the Police Department will issue a warning.
    - d. the officer has no discretion and will issue a warning to educate the violator.

19. Certain areas will be unaffected by the smoking ban and actors
- may smoke while backstage during a performance.
  - may not smoke unless it is an integral part of the performance.
  - may smoke on stage at any time.
  - must have approval by the Health Department to smoke on stage.

## **Part 4 - Writing Skills**

### **Instructions**

This section will test your ability to identify the sentence that clearly and correctly describes a scenario or event. You will be given four sentences that describe the same incident. Choose the sentence that best describes the incident.

- 20.
- During the assault, the suspect punched the victim in the face, knocked him to the ground, and ran into the woods.
  - During the assault, the suspect fled after knocking the victim down and punching him in the face.
  - The victim was knocked down during the assault by the suspect who punched him in the face and fled.
  - The victim was punched in the face during the assault, before he was knocked over when the suspect fled.

## **Part 5 - Quantitative Problem Solving**

### **Instructions**

This section will measure your ability to identify patterns and recognize relationships with numbers in a sequence. There will be a series of numbers followed by an empty space, where the next number would appear. You will choose the correct number that would appear in the sequence from the four answers provided.

21. 3 3 9 9 27 27 81 \_\_\_\_

- a. 28
- b. 75
- c. 33
- d. 81

22. 2 7 4 14 6 21 8 \_\_\_\_

- a. 28
- b. 10
- c. 82
- d. 87

23. 43 34 27 72 64 46 57 \_\_\_\_

- a. 76
- b. 77
- c. 75
- d. 78

24. 21 24 20 25 19 26 18 \_\_\_\_

- a. 27
- b. 28
- c. 29
- d. 25

## **PART 6 - ANSWER KEY**

### **Part 1 - Interpretations**

I

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1. **A is the correct answer.** The red bar represents theft for each subject and is highest over men.
2. **D is the correct answer.** The horizontal line with the arrow is labeled as the average. Two of the categories **red** (Theft) and **blue** (Rape) are above that line over women; therefore, women are above the average in those two categories.

II

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3. **B is the correct answer with Box 11 showing the month, day and year correctly separated with ( / ) marks - xx/xx/xxxx and Box 15 lists the city code correctly as EC.** A is incorrect, as the date is typed with ( - ) marks instead of ( / ) marks. All boxes are not completed correctly so answer C is ruled out. D is incorrect as Box 14 lists the wrong location code for a business.
4. **C is the correct answer with Box 14 showing the correct code for location (05 family home).** A and B are incorrect because the time is not listed in military hours in Box 6 and Box 12 as directed. D is incorrect because Box 15 uses the wrong code for Clarksville as CK, when it should read CLK.

### **Part 2 - Verbal Problem Solving**

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5. F
6. T

To solve 5, 6 and 7, you must use all the facts, starting with the fact Bob lives on the 1<sup>st</sup> floor. The fact John lives on the floor above Bob, indicates John lives on the second floor. Using the fact Ted lives 2 stories above John allows you to determine that Ted is on the 4<sup>th</sup> floor. We now know that the suspect lives on the 3<sup>rd</sup> floor, by using the fact that he lives between Ted (4<sup>th</sup> floor) and John (2<sup>nd</sup> floor).

7. X - There is not enough information to determine how many floors the building contains.

8. T - The fact that all of the homes have long driveways was clearly listed.
9. X - There is not enough information to state for certain that Rukamp lives on Elm Street. He could live on another street that was vandalized.
10. X - There is not enough information. The only fact regarding Antonio Thomas is that his house was just built.
11. T - The first fact states that ALL of the houses on Elm Street had their mailboxes knocked over. The fact that Joyce Trotter lives on Elm Street allows us to determine that her mailbox was also knocked over.
12. F - The fact states all of the homes have long driveways and the conclusion falsely states “a couple” of the homes have long driveways.

### **Part 3 - Reading Comprehension**

13. **B. let the latents come into contact with the sides of the brush.** Section 1 specifically states that you should not let the sides of the brush come into contact with the latents.
14. **A. the information in its entirety.** Section 3, 3<sup>rd</sup> sentence, states that the back of each lift card must also be completed in its entirety.
15. **C. transport evidence to the property room and complete a latent examination request form.** There is no information in the reading about property clerks or lab technicians. The last paragraph in the reading advises the reader to do exactly what is listed in answer C.
16. **A. techniques for lifting latent prints and the procedure for submitting latent prints**  
The best answer in this case is A. The selections of B and C do not apply because the reading does not provide procedures for dealing with evidence. The selection of D is not the best choice because the reading does not deal with the actual examination of latent prints, but rather the application of print powder and the process for submitting the latent to be examined.

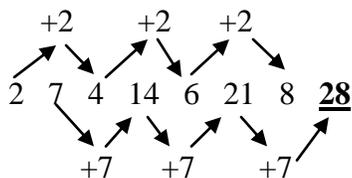
17. **D. February, 2010.** In paragraph 2 of the reading, it states the date that exceptions will be granted.
18. **B. the officer may issue a citation.** The best answer is B. The reading indicates that the issuance of a citation is discretionary; therefore, a warning may be issued. The answers in A and C both use the verb “will”, indicating no discretion. The reader can easily rule out D because it states “the officer has no discretion and will issue a warning...”
19. **B. may not smoke unless it is an integral part of the performance.** Paragraph 3 states, “If smoking is an integral part of a theatrical performance, held in a facility primarily used for theatrical performances, the actors alone may smoke during their performance only.” C is not a valid answer because it states that actors may smoke on stage at any time.

### Part 4 - Writing Skills

20. **A is the best answer.** The sentence is grammatically correct and lists the events in chronological order, making it much easier to read and understand. Answer A is the only sentence that tells the reader the suspect fled into the woods, an important fact that the other sentences omit.

### Part 5 - Quantitative Problem Solving

21. **D is the correct answer.** Each number is repeated twice in the sequence.
22. **A is the correct answer.** Every other number is linked in the sequence, starting with the 1<sup>st</sup> and 2<sup>nd</sup> position. The 1<sup>st</sup> number is 2 and every other number then increases its value by two. The 2<sup>nd</sup> number is 7 and every other number increases its value by seven.



23. **C is the correct answer.** The numbers are mirror images of each other. So the last number 57 translates to 75.

24. **A is the correct answer.** Again every other number is linked, starting with the 1<sup>st</sup> and 2<sup>nd</sup> positions. The odd position numbers are reduced by one value each time. The even positioned numbers are increased by one value each time.

