

EXAM ✓ CRAM

The Police Officer Exam Cram Sheet

This cram sheet is designed to provide you a quick study guide to refer to just before you take the exam. This quick reference will serve you well if you have worked through the chapters in the book and you review the information listed in this quick reference just before entering the test room.

FACTS FOR THE POLICE WRITTEN TEST

1. Create an outline of the study material.
2. Take good abbreviated notes. During the exam, time is very important. Do not waste time writing full words. Create your own spellings of common words. As you use these abbreviated words over and over again, you will create your own shorthand.
For example, you don't have to write People every time you see that word. You can use an abbreviated version such as ppl.
3. Take notes in a consistent pattern. As mentioned in the chapter, you will be required to memorize descriptions of the suspects. If there is a question like that, start memorizing the description from the head and stop at the footwear. If there are several questions about suspect description, use the same method again. By following the same pattern again, your notes will be better organized and easier to remember.
4. When observing or memorizing floor plans, crime scenes, and suspect information, draw diagrams. When allowed to do so, transfer these diagrams from memory to the scratch paper provided during the exam.
5. *Direct routes* are those that require the least amount of time to get from point A to point B.
6. When attempting questions that measure your ability to follow written directions, pay special attention to azimuth.
7. Street grids are street blocks created by streets running east to west and from north to south.
8. In most cities, even number addresses on a street running east and west are on the north side of the street and odd number addresses on the south side of the street. For streets running north and south, even number addresses are on the west side of the street, and odd number addresses are on the east side of the street.
9. Almost all even-numbered interstate highways run east and west, and all the odd-numbered interstate highways run north and south.
10. Forms are very important in police report writing. Expect to see a complete section on filling out forms and reports.
11. Reading the general exam instructions is very important because they specify what you need to do in the entire forms and reports section. Be sure to read them carefully!
12. Follow the question instructions. Do not read too much or too little into the instruction. Most of the time, there are no trick questions.
13. There are two types of questions you are likely to see in the forms and report section of the written exam. In the first type of question, you are given a scenario with a variety of information. You are then expected to fill a form by following the instructions given for the form. In the second type of question, you are given a form with the data already in it. You are to extract the data from the form and answer a series of questions based on the scenario.
14. Good writing skills are an important aspect of police work because you will be required to write many different types of reports.
15. It is important for you to be able to write clearly and effectively. You can do that by keeping your focus on facts and listing them down.
16. Use simple words that are relevant to the situation and avoid jumbled-up sentences.
17. Keep sentences short and simple, and avoid long, complicated ones.
18. It is important for you to proofread whatever you write and try to list things in chronological order.
19. Follow correct grammar rules and make sure that your tenses are correct; you must understand the correct usage of punctuation and other grammar principles.

20. Improve your vocabulary and spelling by writing down new words carefully.
21. Read pronunciation out loud so that it helps you remember the spelling.
22. Try to remember the syllable division of a word for better recall of its correct spelling.
23. You need to have good reading comprehension skills in order to understand test questions in the police officer written test. To increase your reading comprehension, use the following tools:
 - Improve your vocabulary by reading extensively and finding the meanings of words you don't understand by using a dictionary.
 - Read with concentration and understanding, and try to follow a helpful reading technique that you have practiced before.
 - Look at how the information is organized in the text and what method the writer has followed in writing.
 - Try to recognize the purpose for reading the text and at the meaning the writer is trying to convey. Try to anticipate what might come next as you read.
 - Read out loud and review what you have read. Form questions that are answered by the text.
24. Improving memory retention skills will help you to remember facts and recall information for the police officer written test and other related procedures. You can improve your memory by using the following methods:
 - Try to develop an interest in the subject so that you find it easy to remember facts and information.
 - If you understand what you're learning, it will help you improve your recall.
 - Try to link your previous knowledge to newly learned situations so that they make more sense to you and are easy to remember.
 - Try to study at a balanced pace and do not cram at the last moment because that will confuse you and restrict good recall.
 - Making notes will always help you retain information because it requires maximum concentration to summarize and take notes.
 - Generalize or categorize bits of information so that you are able to recall them when your mind gives you a cue for certain information.
4. Also, be sure to create a five-minute introduction about yourself, your goals, and your accomplishments in case your interviewer wants more information than a two-minute introduction provides.
5. Practice delivering the statements discussed in step 4 in front of a mirror. You can also practice with a friend or relative.
6. A *structured oral interview* is in an employment interviewing environment in which all the participating candidates are asked the same questions and their responses are evaluated according to a set standard of answers.
7. An *individual interview* is an employment interview with one person, such as with a human resource manager or chief of police.
8. Remember to send thank you letters to your interviewer. If you are interviewed by a board, be sure to send a letter to every member.
9. Always use the correct spelling of an interviewer's name and title.

FACTS FOR THE POLICE PHYSICAL AGILITY EXAM

Push-Ups

1. Push-ups are physical exercises that require the performer to push his body weight using his upper arms, triceps, and shoulder muscles. Push-ups are used to build upper body strength. As a test, push-ups measure the endurance of the chest, shoulder, and triceps muscles.
2. How to improve your push-up score:
 - Determine the number of correct push-ups you can do in one minute. For example: 52 push-ups in one minute.
 - Multiply the number by .75. This is the number of push-ups that you need to do in each set.
 - The number for the individual set is $52 \times .75 = 39$.
 - Perform three to five one-minute sets of push-ups, maintaining proper form.
 - Do not rest for more than one minute between the sets.
 - If the last set becomes too difficult to finish, rest long enough to finish the set.
 - Perform this routine three times a week.
 - Increase the number of repetitions by one or two repetitions each week.

FACTS FOR THE POLICE EXAM: ORAL INTERVIEW

1. Create an inventory of personal and professional accomplishments.
2. Utilize the inventory created in step 1 to create a professional-looking resume.
3. Create a two-minute introduction about yourself, your goals, and your accomplishments.

Sit-ups

3. Sit-ups are physical exercises that require the performer to sit up by using his stomach muscles. The exercise is used to build stomach muscles.

4. How to improve your sit-up score:

- Determine the number of correct sit-ups you can do in one minute. For example: 40 sit-ups in one minute.
- Multiply the number by .75. This is the number of sit-ups that you need to do in each set.
- Number for the individual set $40 \times .75 = 30$.
- Perform three to five one-minute sets of sit-ups, maintaining proper form.
- Do not rest for more than one minute between the sets.
- If the last set becomes too difficult to finish, rest just enough to finish the set.
- Perform this routine three times per week.
- Increase the number of repetitions by one or two repetitions each week.

Running

5. How to improve your running score:

Use the following chart as a guideline to build your endurance.

Week	Activity	Distance in Miles	Duration in Minutes	Times Per Week
1	Walk	1	17-20	5
2	Walk	1.5	25-29	5
3	Walk	2	32-35	5
4	Walk/Jog	2	28-30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	5
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4

Flexibility

6. Flexibility is the capability of a joint to move through a normal range of motion of bending and stretching the muscles surrounding the joint.
7. How to improve your flexibility score:

The best way to improve flexibility is by proper stretching. Stretching is useful in preventing injury and for treatment of any injury. Add a variety of exercises to your stretching regimen before your workout as a warm-up phase and after your workout as a cool-down process. The best time to increase flexibility is after you have worked out and your body has warmed up. To improve flexibility, think of flexibility training and not just brief stretching periods before workout.

Sprinting/Fast Speed Running

8. Sprinting is quick or fast speed running.
9. How to improve your sprinting score:
- Measure the time for your all-out effort for 110 yards.
 - Divide your all-out time by .80 to determine your training time.
For example: $40 \times .80 = 32$ seconds.
 - Adhere to the following schedule and gradually increase your speed and short distance endurance:

Weeks	Distance in Yards	Reps	Training Time in Seconds	Rest Times	Times per Week
1-2	110	10	32	2-3 seconds	2-3
3-4	110	10	32	2-3 seconds	2-3
5-6	110	10	32	5-6 seconds	2-3
7-8	220	8	64	2-3 seconds	2-3
9-10	220	8	64	4 seconds	2-3

Vertical Jumps

These basic exercises, if performed on regular basis, will help build leg muscles and increase your explosiveness.

Lunges, Squats, Calf Raises, Step ups, Knee Bends Jumping Rope

Below is a sample workout.

Warm Up

Start out with a set of warm-up exercises. Stretching and jumping rope are excellent choices for a warm-up activity. Perhaps 10-15 minutes of jumping rope with stretching afterwards.

Workout

I like to keep my workouts simple and easy to follow on a regular basis. I like to do three exercises per body muscle and keep my body guessing.

Monday

- 3 set of 10 reps Lunges
- 3 set of 10 reps Step Ups
- 3 set of 10 reps Knee Bends

Wednesday

- 3 set of 10 reps Squats
- 3 set of 10 reps Calf raises
- 3 set of 10 reps Step Ups

Friday

- 3 set of 10 reps Lunges
- 3 set of 10 reps Step Ups
- 3 set of 10 reps Knee Bends

GENERAL STUDY GUIDE

1. Prioritize your study tasks.
2. Practice, practice, and some more practice.
3. Manage your time before the test. This includes getting a good night of sleep and eating right the night before and morning of the exam.
4. Use your time management skills during the test.
5. Manage your time during the oral interview.
6. Manage your time during the physical agility test.
7. Try to understand the question completely before answering it.
8. Highlight the keywords.
9. Before you turn in the test to the proctor, always review it.
10. Read all the choices before making a decision. Ignore nothing!
11. When reading the question, look for clues. These clues will help you answer the question.