

ALBUQUERQUE POLICE DEPARTMENT CADET WRITTEN ENTRANCE EXAMINATION:

TEST GUIDE

This study guide has been developed by the Testing Division of the Human Services Department to assist you in preparing for the Albuquerque Police Department's entry level Police Cadet examination. This information is intended to help you familiarize yourself with the types of questions that will be administered, as well as the various types of material that will be covered in the examination.

It is suggested that you read the entire study guide as soon as possible. This will help you identify areas in which you anticipate problems. If you find that you are weak in one or more areas, your local librarian should be able to assist you in locating materials, which will help you do in-depth studying.

If you are able to answer all questions in the study guide easily and correctly, you will probably do well on the actual examination. **If you cannot answer all of the questions correctly, you would be well advised to study before the test.** Your study efforts will help you on the test, and later, on the job, if you are hired.

This study guide consists of six sections:

- The first section provides an overview of the information, which will be covered in the examination.
- The second provides information on how to take the test and how to record your responses on the answer sheet.
- The last four sections of this study packet, contain information and sample test items for each of the following:

Observation and Recall/Cognitive Abilities: questions 001 - 004

Personal Maturity and Integrity: questions 005 and 006

Technical Skills: questions 007 - 009

Written and Oral Communications: questions 010 - 015

SECTION 1: OVERVIEW



The Albuquerque Police Department City of Albuquerque written examination consists of five sections:

- **OBSERVATION AND RECALL:** Measures your ability to make detailed observations on the basis of written, oral and visual data and recall the data clearly and accurately.
- **COGNITIVE ABILITIES:** Measures your ability to think toward a good conclusion.
- **PERSONAL MATURITY AND INTEGRITY:** Measures your ability to handle situations requiring strong personal ethics as well as the ability to make mature calm decisions in difficult situations.
- **TECHNICAL SKILLS:** Measures your skill in writing, making basic mathematical calculations, reading and interpreting charts and basic map reading skills. A calculator may be used for this section of the written exam.
- **WRITTEN AND ORAL COMMUNICATION:** Measures your ability to use proper grammar, spelling and punctuation in preparing written documents. It also measures your ability to read text books, statutes and procedural orders commonly found in the job setting.

These test sections measure knowledge skills and abilities necessary to succeed in the field of law enforcement. The minimum qualification score for this 100 question multiple-choice test is 70 or better. Scores of 69 or below do not meet our minimum requirements in order to continue in our process. The applicant who does not meet our minimum requirements, must wait for the next cadet class recruitment process before they can re-test.

SECTION 2: GENERAL INSTRUCTIONS

EXAMINATION ANSWER LIST:

All items on the written examination are in multiple-choice format. During the exam you will record your answers on the separate answer sheet which will be provided for you at the beginning of testing. **You will not make any marks in the test booklet.** Your answers will be recorded by darkening the circle on the answer sheet, which corresponds to both the question number in the test booklet and the answer you have selected as the **best answer**. **Check frequently to ensure that the number next to your answer is the same as the number of the question you are answering.**

Mark only one answer per test question. Questions for which more than one answer have been marked will be scored as **incorrect** even if one of the answers is correct. If you decide to change an answer, erase your first answer completely, then darken the space corresponding to the answer you feel is the **best answer**. Avoid making any stray pencil marks on the answer sheet.

Your score on the examination is based on the number of correct responses. If you do not know an answer and cannot make an educated or informed choice then simply guess on an answer. It is better to guess than to leave a question blank.

Sample Question:

Question as it will appear in the text booklet:

1. To record an answer on the Albuquerque Police Cadet entrance exam, you darken.

- A: One circle
- B: Two circles
- C: Three circles
- D: Four circles

Item as it would appear on the answer sheet:

- | | A | B | C | D | E |
|----|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

“A” is the right answer. Remember, you may darken only one answer. If you darken more than one answer, the item will be incorrect.

- | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | A | B | C | D | E |
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 3: OBSERVATION AND RECALL COGNITIVE ABILITIES

PART 1: Test Questions

1. You will have the opportunity to view a photograph for 60 seconds. After the time allotment is complete, you will be required to answer questions relating to the photograph.
2. You will study a “wanted” poster for 60 seconds. You will also be required to answer specific questions relating to your observations.
3. You will be required to read through three brief passages in a three-minute time frame and answer questions relating to the content of the passages.
4. You will listen to a statement read by the City Human Resources test giver and answer related questions.
5. You will complete a map reading exercise. While instructions are read, you will be looking at a map.

Each group of questions is designed to measure your ability to observe and recall details. Your study efforts should focus on **recalling visual information (seeing), auditory information (hearing) and written information (reading)**.

We have included three exercises to help you study for this portion of the testing. Continue practicing these exercises until you can accurately respond to the questions asked.

Part 2: OBSERVATION AND RECALL

Exercise I

1. You will require the assistance of another person. Have your study partner select a photograph.
2. Have your partner allow you to study this photograph for **60 seconds**.
3. Have your partner ask you **specific** questions about the photograph.
4. In responding to the questions **do not** look at the photograph. Rely only on your memory of the photograph. Continue practicing with different photographs until you can accurately respond to the questions being asked.

Exercise II

1. Have your study partner select a news article (5 to 7 columns).
2. Have your partner carefully read the article out loud for two minutes.
3. Your partner should then ask you specific detailed questions about the article.

The observation and recall cognitive abilities section of the City Police Entrance exam should be easy for you if you practice each of the three ways described above.

On the following page, there is a sample photograph and questions based on this photograph. While this is not the actual photo used on the exam, it will help to illustrate the types of questions which will appear on the examination.

SUB TEST QUESTIONS 001, 002, 003

1. Study the photograph on page the next page for **60 seconds**.
2. When time is up, turn to page 21 and answer questions **001, 002, 003**.
3. Do not return to the photo until questions **001, 002, 003** have been answered.

.001 How many children appeared in the photograph you just viewed?

- A. 7
- B. 8
- C. 9
- D. 10

Correct answer:C

.002. From the details in the photograph, this photograph is most likely taken in:

- A. Thailand
- B. Mexico
- C. Ethiopia
- D. United States

Correct answer:A

Explanation: From both the ethnicity of the children (Asian in appearance) and the architecture in the background, it is most likely the photograph was taken in a foreign country. Of the choices, Thailand is the answer. (The photo was taken in Thailand).

.003. Which of the following statements regarding the photograph is false?

- A. None of the children are wearing shoes.
- B. The doors behind the children in the picture are open.
- C. Two of the children are holding some papers.
- D. The children in the picture appear to be happy.

Correct answer:A

Explanation: A close look at the photograph will show that the child on the far left is wearing a shoe (a portion of his right foot is visible). The same child has a folded paper in his right hand. The child at the top of the photo is not smiling, but his pose suggests playfulness. Therefore, it appears as though he is happy or at least having fun.

Part 3: COGNITIVE ABILITIES

The questions contained in the second half of the cognitive abilities of the City Police Written examination are designed to measure your ability to separate speculation from fact and to draw logical conclusions. It also is designed to measure your ability to prioritize information, discern patterns, trends and similarities.

In some of the questions, you will be given several pieces of information and asked to draw factual conclusions based on the information. In other questions, you will be given a series of numbers or letters and asked to determine the next item in the sequence based on the recognition of the pattern.

Once you understand how an answer is obtained, it will be easier to determine the correct answer on future questions. A study partner can assist you by preparing similar questions.

Note: Drawing or listing information can be very helpful in determining the correct answer.

.004. Mary has two sons. Their names are Bill and Joe. Joe's step-father is named John and his father is named Dick. Joe's step-mother is named Lillian. Which of the following is a definite statement of fact.

- A. Dick is, or was at one time, married to Lillian.
- B. Mary and Dick are now divorced from each other.
- C. Bill's step-father is named John.
- D. Bill's father is named Dick.

Correct answer:A

Explanation: If Lillian is Joe's step-mother, she had to have been married to Joe's father at one time or another so sentence A is a fact. Mary and Dick produced a child, but there is no definite statement that they were married. Sentence B is possible, but not a definite fact. Sentences C and D are wrong for the same reason, it has not been established that Bill and Joe share the same father.

SECTION 4: PERSONAL MATURITY AND INTEGRITY

In the Personal Maturity and Integrity section, you will be presented with a variety of situations for which you must select the best course of action. You should select the best or most correct answer taking into consideration personal ethics, honesty and integrity. The situations are designed to also examine your level of maturity in handling sensitive issues of various kinds. Several sample questions follow:

.005. You are in your car and in line at a traffic light. The traffic is very heavy and you have already sat through three red lights. A driver several cars behind you has become very impatient and is trying to jump to the front of the line, by pulling into the a parking lot on the right hand side of the street and driving in the parking lot until he is even with the first car in line. When the light changes, he begins to move his vehicle back into the street from the parking lot in a very aggressive manner. The other drivers refuse to allow him in and as you watch him, he becomes more and more agitated and careless as he tries to push his way into line. You are the next vehicle in line. What would you do?

- A. Let him in the line of traffic.
- B. Block his vehicle and then get out and explain what a hazard he is presenting to other drivers.
- C. Let him wait his turn like everyone else.
- D. Get his license number and report the matter to the Police.

Correct answer:A

Explanation: Answers **B** and **C** will just escalate the situation. Answer **D** is inappropriate because the police cannot do anything since a crime has not occurred. Answer **A** is the best way to remove the hazard immediately.

.006. You witness a shooting in a parking lot (you are a civilian, not a police officer). You are alone, but you have a weapon in your vehicle. The person doing the shooting is in a car with two other men and the vehicle is leaving the parking lot. What do you do?

- A. Help the victim as soon as the vehicle leaves.
- B. Fire at the tires of the vehicle to keep it from leaving the area.
- C. Leave the area to avoid becoming involved. Call the police as quickly as possible.
- D. Follow the vehicle to get its license number and then report the matter to the police.

Correct answer:A

Explanation: Answer **B** is not correct because it would escalate the situation and possibly lead to other injuries. Answer **C** and **D** are incorrect because they fail to provide immediate assistance to the victim. Answer **D** is also incorrect because it puts you in unnecessary danger. Answer **A** is the best answer of those provided.

SECTION 5: TECHNICAL SKILLS

Section five is based on your basic technical skills. This section is designed to measure your ability to make accurate mathematical calculations. Calculators will be allowed during the examination, but you must bring your own if you plan to use one. **Calculators will not be provided.** This section of the test will also measure your ability to read maps, but sample questions are not provided.

The math questions are presented in a word-problem format. You will be asked to add, divide, subtract and calculate averages. If you have difficulty with the math questions provided on this study guide, you may wish to review basic math techniques. Your local library should have fifth grade to eight grade math books, which will be helpful to refresh your basic math skills. Or, if you have school age children their schoolbooks may provide helpful information.

.007. You are asked for your estimated time of arrival at the scene of an incident. The time is now 10:00 p.m. You are 10 minutes away from the scene and traveling at a rate of 60 miles per hour. Assuming that you are able to maintain this speed. What is your estimated time of arrival?

- A. 10:03 p.m.
- B. 10:10 p.m.
- C. 10:15 p.m.
- D. 10:20 p.m.

Correct answer: B

.008. You are told by your supervisor that you will receive a 3% cost of living increase this year. Your current salary (before deductions) is \$1,800 per month. What will your salary be after the increase?

- A. \$54.00
- B. \$540.00
- C. \$1,854.00
- D. \$2,340.00

Correct answer: C

.009. Your supervisor asks you to determine the average number of gallons of gasoline you use each shift based on your usage over the last 10 days. Your daily usage for this period of time (in gallons) was 8, 7, 6, 9, 5, 8, 8, 7, 6, and 6. What was the average number of gallons used each day?

- A. 5
- B. 7
- C. 9
- D. 70

Correct answer: B

SECTION 6: WRITTEN AND ORAL COMMUNICATIONS

In this section, you will be instructed to read several passages. After you read the information, you will respond to the question or questions relating to the passage. These passages are taken from materials, which you as a police officer will be required to read and interpret at both the Academy and on the job as an officer. Several sample questions follow:

.010 “The crime of obtaining property by false pretenses always involves misrepresentations by the accused of past or present fact. The accused must be aware that his statement is false whereas the victim believes it to be true. The property must be delivered in reliance on the misrepresentation to the detriment of the victim and the benefit of the accused.” According to the information contained in this paragraph, which of the following examples provides the best illustration of obtaining property by false pretences?

- A. Carol asks to borrow her mother’s car to go to the mall with a friend. On her way to the mall, she runs into a friend who invites her to a party at her house. Instead of going to the mall, she goes to the party. While the car is parked at the friend’s house, it is struck by another vehicle causing \$2,500.00 in damage.
- B. Tom is selling his car through a newspaper ad. The newspaper mistakenly prints the mileage as 45,000 rather than the actual mileage of 85,000. Tom does not inform a potential buyer of the error.
- C. Sue stops Bill as he is leaving a pawn shop after purchasing an expensive piece of jewelry. Sue tells Bill she is a police officer and must confiscate the piece of jewelry as a part of a fencing investigation. Sue is not an officer, but Bill believing she is an officer, turns the item over to her. Sue then sells the item at another pawn shop and keeps the money.
- D. Arnold tells his friend Joe that he has a “sure-fire” plan to make \$5,000.00. The plan involves a bet at the horse races. Arnold wants Joe to split the \$100.00 bet. They both lose their money.

Correct answer: C

Explanation: Choice **C** is the only situation in which the accused obtains property through a false statement of fact. In situation **A**, Carol intended to go to the mall at the time she borrowed the car. In situation **B**, Tom was not the one who made the false statement, he simply failed to correct it. In situation **D**, Arnold states an option rather than a fact and Joe has the opportunity to assess the information for himself.

.011. “Burglary consists of the unauthorized entry of any vehicle, watercraft, aircraft, dwelling or other structure, movable or immovable, with the intent to commit any felony or theft therein.” Of the following types of structures, which would apply to the type of structure defined in this statute?

- A. A house boat
- B. A motor home
- C. A storage shed
- D. All of the above

Correct answer: D

Explanation A house boat is a type of watercraft; a motor home is both a vehicle and a dwelling structure; a storage shed is an immovable structure. Although each answer is correct, the BEST answer is (most correct) is D.

.012. “Reckless driving is a voluntary act done with a conscious disregard of the consequences.” According to this definition of reckless driving, which of the following conditions is not necessary in the crime of reckless driving?

- A. The accused must willfully do the act.
- B. The accused must consciously do the act.
- C. The accused must volunteer to drive instead of letting a more competent driver operate the vehicle.
- D. The accused must knowingly fail to consider the consequences of driving carelessly or recklessly.

Correct answer:C

In addition to measuring your reading skills, this section of the City of Albuquerque Written examination is designed to measure ability to correctly identify proper grammar. You will need to read each question carefully for instructions. Some questions will give you four sentences: you are to choose the one sentence which contains no errors. Other questions will ask you to identify a misspelled word. As you make your selection, consider proper spelling, grammar, punctuation and word usage.

.013. Which of the following words is misspelled?

- A. concise
- B. deter
- C. offender
- D. witnessed

Correct answer:C

014. Of the following sentences, which is technically correct considering proper spelling, grammar, capitalization, and punctuation?

- A. He didn't want to go to there house.
- B. He stuttered a lot before he answered the question.
- C. He reported the crime at 9:00 a.m. on Saturday.
- D. The sergeant, took the report.

Correct answer: C

Explanation: Sentences **A** uses "there" instead of "their": sentence **B** uses "a lot" which does not need to be there. Sentence **D** contains a comma which does not belong in the sentence.

.015. Select the correct sentence from those presented.

- A. I want you too know how I feel.
- B. Todays society has many problems.
- C. John and Tom has a reason to be angry.
- D. The supervisors will be meeting on Friday.

Correct answer: D

Explanation: Sentences **A** misuses "too" (it should be "to"); sentence **B** omits an apostrophe (it should be "today's"); sentence **C** lacks verb/noun agreement (it should be John and Tom have a reason to be angry).

We hope that the information contained in this study guide has been beneficial to you. If you are wanting to obtain more information on subject material from this study guide, we suggest contacting your local librarian for a work-book on Police Entrance Exams. We wish all applicants the best of luck with your pursuit in becoming one of Albuquerque's finest, an Albuquerque Police Officer.