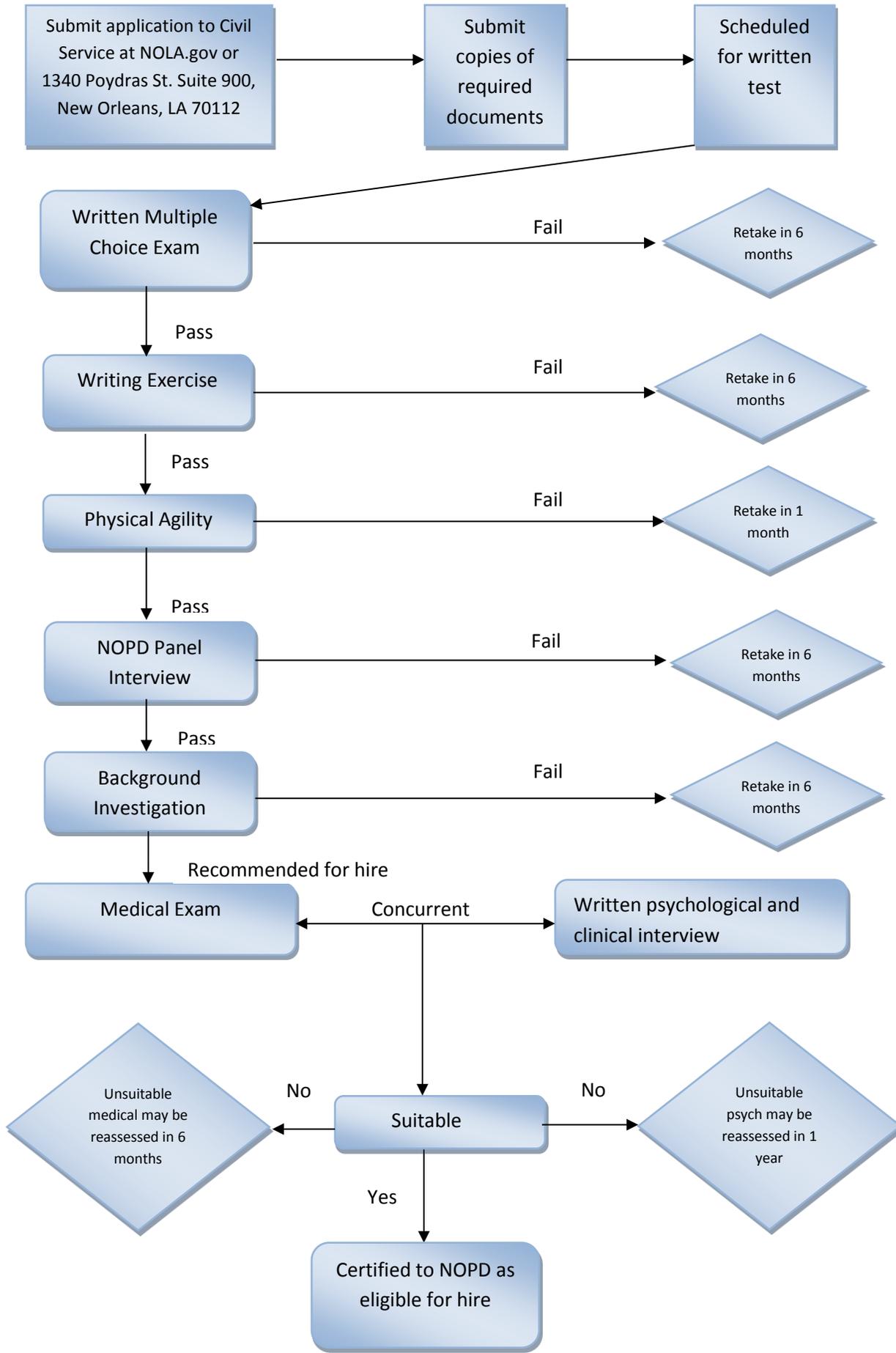




New Orleans Civil Service

Police Recruit Selection Process Overview and Study Guide

N.O.P.D. POLICE RECRUIT APPLICATION AND SELECTION PROCESS



NOPD Police Recruit Selection Process

Overview

This booklet is made up of two sections. The first section provides an overview of the selection process for Police Recruit. The second section contains general test taking strategies and a practice test.

The Process

The Police Recruit Selection Process is a multiple hurdle process. This means that you must successfully complete each step prior to moving on to the next step in the process. Please see the flow chart on the previous page for more information.

To begin the process of becoming a Police Recruit you must apply online at joinnopd.org or nola.gov, in person at 1340 Poydras Street, Suite 900, New Orleans, LA 70112 or by mail to the same address.

Applicants must submit copies of the required documents (driver's license and proof of education) in order to be scheduled for testing.

Multiple Choice Exam

The first part of the testing process is a multiple choice exam. Applicants record their responses on scantron bubble sheets.

The multiple choice exam covers the following knowledge, skills, and abilities:

1. Written Communication
2. Form Completion
3. Knowledge of Grammar, Spelling, and Punctuation
4. Oral Comprehension
5. Reading Comprehension
6. Observation Ability
7. Memory
8. Inductive Reasoning
9. Deductive Reasoning
10. Exercising Judgment
11. Social Judgment/Interpersonal Skills

12. Selective Attention
13. Perceptual Accuracy
14. Recognizing Transformed Objects or Persons.

Each of these knowledge, skills, and abilities are necessary to perform the job of a Police Officer. For example, Written Communication, Form Completion, and Knowledge of Grammar, Spelling, and Punctuation are all necessary for the paperwork and reports that officers must complete on the job. Reading Comprehension and Oral Comprehension are necessary to successfully complete the training that recruits receive at the academy. Social Judgment and Interpersonal Skills are necessary for dealing with the public. You will see examples of some of these types of questions on the practice exam in this study guide.

Writing Exercise

The second part of the testing process is the writing exercise. The writing exercise is administered immediately following the multiple choice test.

For the writing exercise you will take notes while you listen to two police-related incidents. You will then use your notes to write a narrative report describing the incidents. The instructions for the writing exercise are provided in the study guide so that you can become familiar with this step of the selection process. To prepare, you should review rules for grammar, spelling, capitalization, and other components of writing.

These reports will be scored at a later time by a team of trained raters.

The Physical Agility

If you successfully complete the multiple choice and writing exercise tests, you will be scheduled to take the physical agility test. This test consists of the following events:

1. Sit-ups - 14 repetitions in one minute
2. Push-ups - 10 repetitions (untimed)
3. 1 ½ mile run – completed in a maximum of 19 minutes and 50 seconds
4. 300 meter run – completed in a maximum of 2 minutes

Be sure to practice these events prior to test day. Most people can improve their likelihood of successfully completing these events with practice. If you fail to successfully complete any of these events you can retake the agility in one month.

NOPD Panel Interview

Applicants who pass the physical agility will be invited to sit before an NOPD interview board.

The Background Investigation

Applicants who pass the panel interview will be scheduled for a background investigation by the New Orleans Police Department Recruitment and Applicant Division. The background investigation may include the following:

- | | |
|------------------------------|----------------------------|
| 1. Voice Stress test | 6. Employment record check |
| 2. Written background packet | 7. Credit record check |
| 3. Oral taped interview | 8. NCIC check |
| 4. Fingerprinting | 9. Reference check |
| 5. Urinalysis | |

Psychological and Medical Exams

A conditional offer of employment may be made to applicants who pass the background investigation. Applicants will then be scheduled to take a medical examination and undergo psychological screening. The psychological screening consists of multiple choice testing and an interview with a licensed psychologist.

The medical examination is used to determine whether the applicant is in good enough physical condition to perform the essential functions of the job. These essential functions include:

1. Patrolling a specified beat or district by walking, by motorcycle or by car;
2. Operating a vehicle;
3. Pursuing and apprehending fleeing suspects, i.e., running after suspects, jumping ditches, climbing
4. through windows, climbing fences and walls, and running several blocks;
5. Escorting prisoners.

The medical exam will include a physical examination, a lumbar-spine X-ray, a chest X-ray, and an EKG stress test.

Local Applicants

Upon application, candidates who reside in the New Orleans Metropolitan area will be scheduled for the next available written test session. Upon successful completion of the written testing, you will be scheduled for the next physical agility test. Upon successful completion of the physical agility, applicants will be invited to a NOPD panel review. If you pass the panel review you will be contacted by NOPD to set up an appointment for your background investigation. After

the background investigation is complete (a two to three month process). Applications who receive an acceptable background finding will receive a conditional offer of employment will be scheduled for the psychological screening and medical exam.

Out of Area Applicants

Applicants who reside outside of the immediate area will be required to make two, three day trips to New Orleans in order to complete the testing process for Police Recruit.

The first three day trip will include the multiple choice test, writing exercise, physical agility, panel interview and providing information to begin the background investigation.

After the background investigation is complete (a two to three month process), applicants will travel to New Orleans for a second three day trip. Applicants will be made a conditional offer of employment by NOPD and undergo the psychological screening and medical exam.

Exam Taking and Preparation Strategies

The Police Recruit written multiple choice examination is not intended to be one for which you have to study. Your education and personal experiences have prepared you for being a Police Officer. Yet, if you prepare yourself for the exam, you will be:

- more familiar with the testing process
- more familiar with the types of questions on the exam
- less nervous
- and more likely to do your best!

Try these tips. You may do better on the exam.

1. Complete the practice exam. Look at its format and the different types of questions.

Work on the areas in which you are weak. Test Preparation aids for police officer tests are available in bookstores and at libraries.

2. Be at your best and be well rested the day of the exam. Be on time. Allow yourself sufficient time to arrive and find the exam site. Downtown parking may be difficult. It may help to identify a paid lot in advance, get dropped off at the test site, or take public transportation.

3. When reading or listening to passages, concentrate on comprehending the meaning and main ideas. Practice this tip by reading the below passage and answering the question which follows.

The three major components of the Louisiana Criminal Justice system are the police, the courts, and the corrections agencies. In Louisiana, the police consist of the state police departments, the sheriff's departments, and the municipal police. Included in the court system are the State Supreme Court, the Appellate Courts, the District Court, and the Municipal Courts. Included in the corrections system are the Louisiana Department of Corrections and parish jails.

Which of the following best describes the topic of this paragraph?

- A. police departments in Louisiana
- B. jailing criminals in Louisiana
- C. the parts of the Louisiana Criminal Justice System
- D. the major parts of the court system in Louisiana

Answer C is the correct answer because it includes all of the subjects in the passage. Answers A, B, and D each deal with specific subjects within the passage.

4. Read each exam question completely and carefully. Examine what each question asks and what the possible answers convey. Look for key words such as: always, best, except, generally, sometimes, not, or usually. Eliminating incorrect answers can aid in finding the correct answer.
5. After carefully reading each question and its possible answers, decide and do one of the following:
 - If you know the answer, mark it on the separate answer sheet.
 - If you are fairly sure of the answer but would like to give it further thought, mark your answer on the answer sheet and make a note on scratch paper. If time permits, go back and review the question and answer.
 - If you do not know the answer, guess. Incorrect answers do not count against your final score.
6. Choose the answer that is generally best. Each question on the written multiple choice exam is provided with four or five possible answers. For each question, you must decide which is the **best** answer. The best answer is the one that is most appropriate under ordinary conditions. It is the answer that most people would consider correct. Please see the example below.

In reading this booklet, it is most important that a person:

- A. read it more than once.
- B. understands what he/she reads.
- C. reads slowly.

Some people will probably read this booklet slowly, and some may benefit from reading it more than once. However, what is most important is that a person understands what he/she reads in this booklet. Therefore, choice B is the best answer.

7. Do not fear questions which test your ability to read, understand, and use what you have read.

When reading passages are long and complicated, remember to look for the main idea and the information needed to answer the question. Here's another example of a question dealing with the passage about the Louisiana Criminal Justice System:

The three major components of the Louisiana Criminal Justice system are the police, the courts, and the corrections agencies. In Louisiana, the police consist of the state police departments, the sheriff's departments, and the municipal police. Included in the court system are the State Supreme Court, the Appellate Courts, the District Court, and the Municipal Courts. Included in the corrections system are the Louisiana Department of Corrections as well as the parish jails.

Which of the following are components of the corrections system in Louisiana?

- A. the State Supreme Court and the parish jail
- B. the police departments and Louisiana Department of Corrections
- C. the Appellate and Municipal Courts
- D. Louisiana Department of Corrections and the parish jails

The correct answer is D. Most people would not be able to answer this question without reading the passage. However, the question is relatively simple if you read the passage.

8. Do not fear questions which ask what a Police Officer should do in a particular situation.

Such questions do not require knowledge of Police Department rules but logical reasoning and judgment. For example,

A Police Officer is walking a beat. Which of the following should the Officer attend to first?

- A. The officer observes a group of teenagers talking in an alleyway.
- B. A citizen informs the officer that a poker game is taking place a block away.
- C. The officer observes two men knock down an elderly woman and take her purse.

The correct answer is C. A is not correct because it is not illegal or a threat to person. B is not correct because while it may be illegal, it is not a threat to a person as is C. Also, C is more immediate.

9. Do not leave any questions unanswered. There is no penalty for guessing. Narrowing down the possible answers to the two most likely answers increases your chance of guessing correctly.
10. Limit the changing of your answers. Often when test answers are changed, the original answer selected was the correct response. Choose your answers based on facts given in the question. Remember to read the whole question, look for the main idea, and select the best answer.
11. When listening to passages or police related incidents, take notes carefully and efficiently.
Concentrate on the most essential elements.
12. Use your time efficiently. Do not spend too much time on any one question. Quickly review each section of the exam before answering its questions to know how many questions you have to complete within the allotted time. Eliminate possible answers which you know are wrong and direct your full attention to those answers which are potentially correct.

Police Recruit Practice Exam

Directions: For each question, circle the appropriate answer.

Questions on the following sections will not appear on this practice exam because they require live administration, however, a description of these sections is provided in this practice exam:

Associated Memory, Verbal Memory, Selective Attention, Oral Comprehension, Observation Ability, and Written Communication. The answers to the practice exam appear on page 26.

SECTION 1: PERCEPTUAL ACCURACY

EXAMPLE FOR PART 1

Find the number-letter combination that exactly matches the one on the left.

	A	B	C	D
5259B6	5259A6	5289B6	*5259B6	5229B6

Find the number-letter combination that exactly matches the one on the left. You have one minute to complete this section.

	A	B	C	D
1. 4669L74E	4669L47E	4696L74E	4669L7E	4669L74E
2. 814M7158	814M1758	814M7158	814M7518	814M9158
3. 06952J917	06952J197	06952J917	06925J917	06952J717
4. 173N87881	173N87881	173N7881	173N8781	173N87818
5. 128C9269	128C2969	128C9269	128C9629	128C7269
6. 2GV87B9	2GV78B9	2GW87B9	2GV87B9	2GV87B7
7. 9158X17	9158X17	9518X17	9158X71	9128X17

8.	E235P4	E235P4	E253P4	E235F4	E285P4
9.	68917293	68971293	68917923	68917293	6897273
10.	72F9SW1	72F9SV1	72FSW1	72F9SW1	72F7SW1

ORAL COMPREHENSION

For this section of the exam you will listen to an audio recording of a short lecture on a police-related topic. During this lecture you are encouraged to take notes. After the tape is finished, you will use your notes to answer questions about the information on the audio.

OBSERVATION ABILITY

This section of the exam requires you to examine photographs and answer questions based on the photographs.

WRITTEN COMMUNICATION

This section of the exam requires you to choose the description that best describes particular photographs.

The remaining items on the practice exam are included. Complete the practice exam by circling the appropriate answers, and then compare them to the key on page 26.

DEDUCTIVE REASONING

Answer questions 1 and 2 below after carefully reading the information below. You may refer back to this material if you wish.

NOPD PROCEDURE REGARDING VICTIM AND WITNESS ASSISTANCE

PR336.1 VICTIM AND WITNESS ASSISTANCE

The Victim/Witness Assistance Unit is under the supervision of the Commander of the Bureau of Investigations. The Victim/Witness Assistance Unit Coordinator is required to maintain up-to-date information about the program.

PR336.2 DISTRICT LEVEL RESPONSIBILITIES

During an initial investigation, the reporting officer shall ensure the victim has received the necessary medical attention and issue to him/her a copy of the brochure entitled "Rights of Crime Victims," along with a completed NOPD item number slip (Form #26).

(a) Officers shall verbally advise the victim/witness of the following:

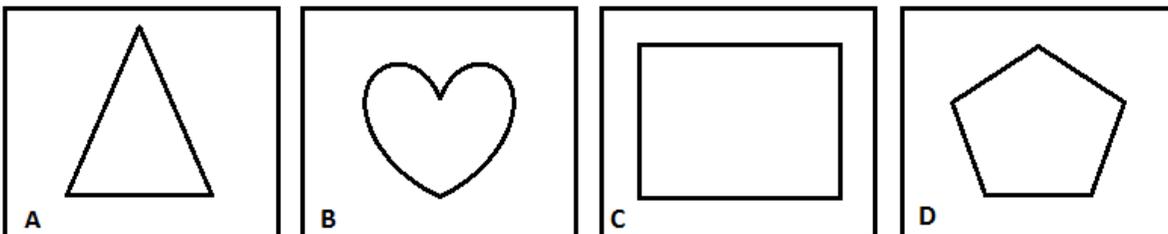
1. As a victim/witness, you may be contacted by a representative of the NOPD or Orleans Parish District Attorney's Office about this matter.
2. All New Orleans Police and D.A. personnel have clearly marked identification as either "New Orleans Police Department" or Orleans Parish District Attorney's Office."
3. Examine any ID's, Badges, or other documents carefully.
4. If there is any doubt, please call the NOPD or the D.A.'s Office to verify identity.
5. Victims may conduct an inmate query via www.opcso.org

6. Domestic violence victims have the right to initiate criminal or civil proceedings with the assistance of the Domestic Violence and Family Justice Center.
1. If Officer Donahue is on an initial investigation involving a crime victim. She should:
- A. ensure that the victim has received necessary medical attention.
 - B. give the victim a copy of the "Rights of Crime Victims" brochure.
 - C. provide the victim with a completed item number slip.
 - D. all of the above.
2. Officer Hammond is arriving on the scene of a domestic violence incident. The victim greets him at the door. The perpetrator has just left the house. Officer Hammond should advise the victim:
- A. that the victim has the right to "safe haven" provided by NOPD.
 - B. to check on the status of the perpetrator via www.opcso.org
 - C. that the Commander of the Bureau of Investigations will be assisting her.
 - D. the victim has the right to initiate criminal or civil proceedings with the assistance of the Domestic Violence and Family Justice Center.

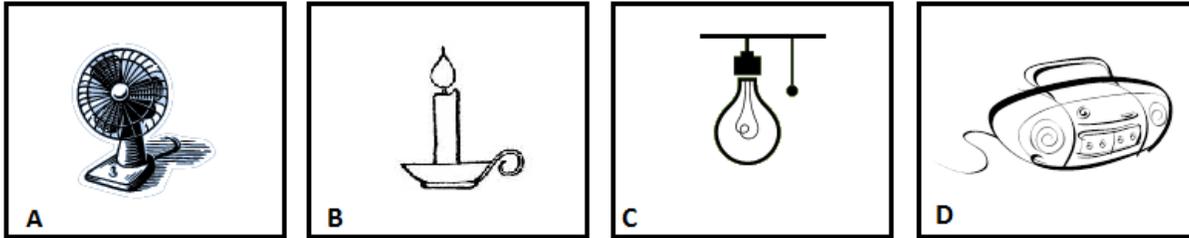
INDUCTIVE REASONING

This part of the test involves the ability to identify similarities and differences in groups of objects. Look at the things or objects in each frame and find the one which does not appear to belong with the others in the group.

3.



4.



READING COMPREHENSION

Answer questions 5 and 6 on the next page after carefully reading the information below. You may refer back to this material if you wish.

I. SEARCH OF VEHICLES

A. Stopping Cars

1. The Police must have reason to stop a car. Although stopping a car is a very limited invasion of the driver's right to privacy, the Police Officer may not lawfully make even this limited invasion of the driver's privacy unless he or she has a reason.
2. Courts have held that if an Officer stops a car for absolutely no reason, a technical arrest has occurred. Thus, any incriminating evidence discovered by the Officer after stopping the car would not be allowable in court. Therefore, the first rule regarding vehicles is:

You must have a reason to stop a car.

II. VEHICLES ARE "EMERGENCIES"

- A. The Supreme Court has specifically declared that the great mobility of motor vehicles makes them, in certain situations, Police emergencies. The courts have recognized that when confronted with a problem concerning an automobile, Police must act immediately or not at all. The Officer who is investigating someone in a car rarely gets a second chance. The Officer's time is limited and the decisions are final. Consequently, investigations focusing on people in mobile cars are extreme situations where Police judgments must come quickly.

III. SEARCHING VEHICLES WITHOUT A WARRANT

- A. Even though the mobile motor vehicle is viewed in certain situations by the courts as a Police emergency, the law is that searches of vehicles without warrants may be made only when Police have probable cause to believe that someone in the car has committed a crime, or that the vehicle contains contraband or the fruits of a crime. Only when the Police have probable cause to make the search, may they make a search of a motor vehicle and then the search should be made immediately.
5. The first rule for Police Officers in regard to stopping vehicles is:
- A. vehicles are "emergencies."
 - B. you must have a reason to stop a car.
 - C. the Officer investigating someone in a car rarely gets a second chance.
 - D. stopping a car is a very limited invasion of the driver's right to privacy.
6. Searches of vehicles without warrants may be made by Police only when they have probable cause to believe that:
- A. someone in the car has committed a crime.
 - B. the vehicle contains contraband.
 - C. the vehicle contains the fruits of a crime.
 - D. Any of the above.

EXERCISING JUDGMENT

A Police Officer is walking a beat. Which of the following situations should he/she respond to first? (Note: The word "respond" means to attend to personally).

- 7.
- A. A woman is in the middle of a busy street fixing her flat tire.
 - B. A fender-bender has occurred on the side of a nearby street corner.
 - C. A car is going down the road without a muffler or license plate.

- 8.
- A. A 2-year old child is standing near the deep end of a crowded public pool with no supervision.
 - B. A woman is running from a teenager who is carrying a knife.
 - C. A man is pouring a container of waste oil into a sewerage drain.

FILLING OUT FORMS

For this section of the test, you should read the instructions on this page for filling out the "Event Section of a NOPD Incident Form". Questions 9 and 10 on pages 21 and 19 require you to examine a filled in "Event Section" and decide which box, if any, is filled out incorrectly according to the instructions given below. You may refer back to this page.

Instructions for completing the Event Section of a NOPD Incident Form

Box #1 - SIGNAL: Indicate the complaint number as described on the following page "Police Complaint Calls."

Box #2 - INCIDENT: Give a brief, concise description of the incident being investigated. Example "Armed Robbery", "Natural Death."

Box #3 - DATE/TIME OF OCCURRENCE: The date and time of occurrence as determined by the preliminary investigation (include a.m. or p.m.).

Box #4 - DISTRICT: Enter district where the incident occurred.

Box #5 - LOCATION OF OCCURRENCE: Enter the complete location of the incident including the street address and apartment, if applicable. When no specific address can be connected with the location of occurrence, indicate as: "S/W corner of Canal and Broad", "1-2/10ths miles W. of I-10".

Box #6 - DATE/TIME OF REPORT: Indicate the date and time the officer arrived on the scene to take the report (include a.m. or p.m.).

Box #7 - WEATHER: Indicate the appropriate code number that describes the weather conditions at the time of the incident.

Box #8 - TEMPERATURE: Indicate the estimated temperature in degrees Fahrenheit at the time of the incident.

Box #9 - LIGHTING: Indicate the appropriate code letter that describes the lighting conditions at the time of the incident.

POLICE COMPLAINT CALLS

- 19 Drunk
- 20 Auto Accident
- 20-F Fatal Accident
- 29 Death
- 29-S Suicide
- 30 Homicide
- 30-C Homicide by Cutting
- 30-S Homicide by Shooting
- 34 Aggravated Battery
- 34-C Cutting
- 34-S Shooting
- 35 Simple Battery
- 37 Aggravated Assault
- 38 Simple Assault
- 42 Aggravated Rape
- 43 Simple Rape
- 44 Aggravated Kidnapping
- 51 Arson

52	Fire
60	Aggravated Burglary
62-B	Business Burglary
62-C	Theft from Interior of Auto
62-R	Residence Burglary
64	Armed Robbery
64-G	Armed Robbery (Gun)
64-K	Armed Robbery (Knife)
65-P	Purse Snatching
67	Theft
67-A	Auto Theft
67-P	Pickpocket
67-S	Shoplifting
69	Possession of Stolen Property
81	Indecent Behavior
82	Prostitution
83	Soliciting for Prostitution
94	Illegal use of Weapon (Discharging Firearm)
98	D.W.I.
99	Reckless Driving
100	Hit and Run
103-D	Disturbance
103-M	Mental
106	Obscenity (Exposing person, etc.)
284	Peeping Tom
966	Drug Law Violation

9. An officer responds to a shooting outside an apartment at 2701 Decatur in the Eighth District at 2:00 pm on 6/13/15. The shooting had reportedly taken place 15 minutes earlier. It was a clear, sunny day and the temperature was approximately 97 degrees.

NOPD INCIDENT REPORT

EVENT SECTION

1. Signal	2. Incident	3. Date/Time of Occurrence
34-S	Shooting	6/13/15 1:45 P.M.
4. District	5. Location of Occurrence	6. Date/Time of Report
8 th	2701 Decatur	6/13/15 2:00 P.M.
7. Weather	8. Temperature	9. Lighting
1	97 degrees	P

CODES

Weather	Lighting
1. Clear	G - Good
2. Cloudy	
3. Rain	F - Fair
4. Fog	
5. Other	P - Poor

Which box is filled out INCORRECTLY?

- A. Box #1
- B. Box #2
- C. Box #4
- D. Box #9
- E. All of the above have been completed correctly.

10. An officer pulls over a woman for reckless driving at the corner of Read and Hamilton in the Seventh District at 4:00 pm on 7/21/15. The weather was cloudy and the temperature was 90 degrees. The lighting was fair.

NOPD INCIDENT REPORT

EVENT SECTION

1. Signal	2. Incident	3. Date/Time of Occurrence
99	Reckless Driving	7/21/15 4:00 P.M.
4. District	5. Location of Occurrence	6. Date/Time of Report
7 th	Corner Read & Hamilton	7/21/15 4:00 P.M.
7. Weather	8. Temperature	9. Lighting
2	90 degrees	F

CODES

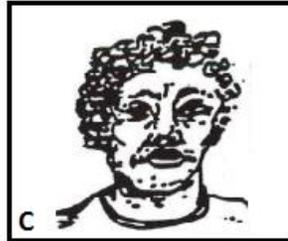
Weather	Lighting
1. Clear	G - Good
2. Cloudy	
3. Rain	F - Fair
4. Fog	
5. Other	P - Poor

Which box is filled out INCORRECTLY?

- A. Box #2
- B. Box #3
- C. Box #6
- D. Box #7
- E. All of the above have been completed correctly.

RECOGNIZING TRANSFORMED OBJECTS

11. Below is a picture of Steve Hartley. Steve Hartley is wanted by the Police. Which of the four lettered pictures is Steve Hartley in disguise? Choose "E" if the best response is none of the above.



12. Below is a picture of Mike Jones. Which of the four lettered pictures is Mike Jones in disguise? Choose "E" if the best response is none of the above.



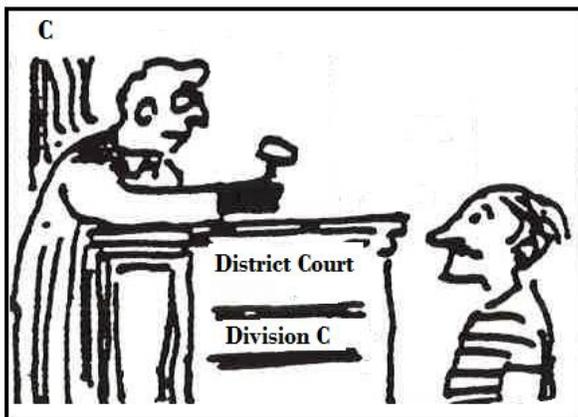
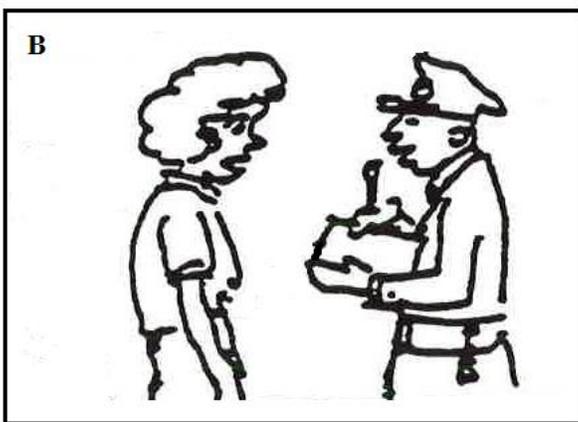
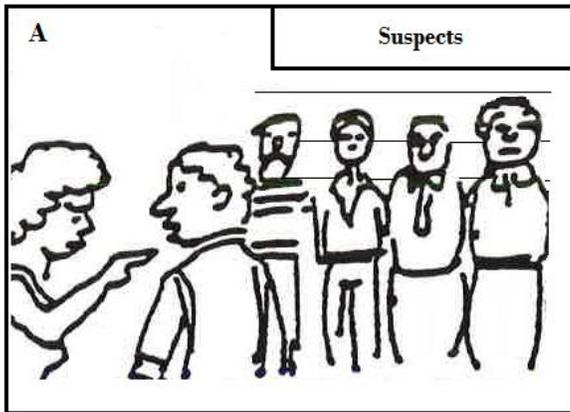
GRAMMAR, SPELLING, & PUNCTUATION

Please read each sentence for grammar, punctuation, and spelling and select the one that is most correct.

- 13.
- A. After they shoots the grocery clerk, they took the money.
 - B. After they shoot the grocery clerk they took the money.
 - C. They took the money after they shot the grocery clerk.
 - D. After shooting the grocery clerk, they took the money.
- 14.
- A. The witness stated that three shots were fired from the apartment downstairs.
 - B. The witness stated that three shooting was heard from the downstairs apartment.
 - C. The witness stated that three shots were fired from the downstairs apartment.
 - D. The witness stated that three shots were fired from the downstairs apartment building.

SOCIAL JUDGMENT/INTERPERSONAL SKILLS

15. Put the four pictures below in their proper sequence.
- A. DBAC
 - B. DABC
 - C. CDBA
 - D. BDAC





KEY

Section 1

Part 1

1. D

2. B

3. B

4. A

5. B

6. C

7. A

8. A

9. C

10. C

Section 1

Part 2

1. C

2. E

3. A

Section 2

1. D

2. D

3. B

4. B

5. B

6. D

7. A

8. B

9. D

10. E

11. B

12. C

13. C

14. A

15. A

Writing Exercise

The actual test instructions for the writing exercise are provided for you ahead of time so that you can become more familiar with the format of the exercise. Reading through these instructions will let you know what to expect. We recommend that you brush up on your writing skills prior to the testing session.

POLICE RECRUIT

Writing Exercise Instructions

Police Officers must be able to accurately record the details of the incidents to which they respond. They must also be able to write a clear, thorough, and organized report of the incident, describing exactly what happened. This writing exercise will require you to listen to a recording of an incident, take detailed notes of what occurred, and write a report of the incident.

In a moment you will listen to two incidents. Each incident depicts an officer responding to a situation and collecting information from the individuals involved. You are to assume the role of the officer's partner. While your partner interviews the victims, you must also take notes so that you can later write a report of the incident.

You will hear each incident only ONCE, thus it is important that you listen closely and make detailed notes. After each incident, you will be given 20 minutes to write a report based on the information in your notes. This report MUST include each of the five basic elements of a report that are relevant to the incident. The five basic elements of a report are: who, what, where, when, and why.

1. Who Was Involved -- Identify all persons directly involved in the incident in as much detail as possible.
2. What Happened -- State what happened and who did what to whom, including what was said or done by those involved and a complete description of any materials involved.
3. When It Happened -- Tell the time and date of the incident.

4. Where It Happened -- Identify where the incident took place.

5. Why It Happened -- Explain what caused the incident, if there is a cause.

Note: Sometimes one or more of the five elements will not be relevant or available to include in reports. This is often true with the "why" element.

In addition, your report should include only the facts. Do not include your opinions or assumptions. These facts and details should be written in complete sentences, in narrative form. Finally, your report must be written or printed legibly on the paper provided. If the people scoring your report cannot read what you have written, you will not be given the benefit of the doubt that your information is correct. If you print in all upper case letters, be sure that your punctuation and capitalization are clearly identifiable. For example, you might underline letters that should be capitalized to distinguish them from your other capital letters.

You will receive paper and pencil to prepare and write your report. When writing your report, if more paper is needed, raise your hand to notify the test proctor. The final report must be written or printed on the "Writing Exercise Form." If you use the scrap paper to organize your thoughts, keep in mind that there may not be enough time to write the complete report on the scrap paper and to copy it onto the "Writing Exercise Form." **IT IS ESSENTIAL THAT YOU ALLOW YOURSELF ENOUGH TIME TO WRITE THE FINAL REPORT ON THE "WRITING EXERCISE FORM."** You will be given a warning when five minutes and one minute remain. Also, you must be certain to put your name and social security number on both of the Writing Exercise Forms.

SCORING PROCEDURES

Your report will be scored based on the following two factors:

1. Content. The report must be accurate in the description of the five elements that make up the incident. All applicable elements must be included in complete detail. The report must also be accurate in the description of the statements made by the witnesses.

2. Writing style and mechanics. The information should be included in the report in the order in which it occurred. Correct words should be used. Correct spelling, capitalization, punctuation, grammar, and logical sentence and paragraph structures should also be used.

Summary of Instructions

For each incident:

1. Remember that you are the officer's partner.
2. Remember that the tape will be played only once.
3. Listen to the incident carefully and take detailed notes while your partner is interviewing the victim(s). Remember that you are interested in details related to the five basic elements: who, what, when, where, and why.
4. Take notes with the scrap paper and pencils provided.
5. Refer to your notes to write a report of the incident. This report must include the five basic elements: who, what, when, where, and why. You will be given 20 minutes to write your report. We recommend that you first organize your thoughts on the scrap paper provided before writing your report on the "Writing Exercise Form." If you decide to organize your report first, remember to allow yourself enough time to write the final report on the "Writing Exercise Form".
6. Be sure to print or write the report on the "Writing Exercise Form." If you print in all uppercase letters, be sure to make your capitalization and punctuation clear.
7. Raise your hand to notify a test monitor if you need any additional paper.
8. Put your name and social security number at the top of your final report on the "Writing Exercise Form."

An example of a well written report and a list of errors that would have caused the report to be scored lower is provided below.

Sample Report

On September 27, 2015, Ms. Joan Blanchard parked her car in the CBD Parking Garage at 3:00 p.m. Ms. Blanchard, who lives at 2638 Memphis Avenue in New Orleans, discovered that two items were missing from the car when she returned at 5:00 p.m. Ms. Blanchard stated that she left the windows of her maroon, 2007, two-door, Nissan Sentra cracked. The items taken from the car were a camera, valued at \$200, and a Samsung cell phone, valued at \$150.

The following are examples of mistakes that would have lowered the score of the above report:

1. Ms. Blanchard lives at 2636 Memphis Avenue. (incorrect address)
2. The items were stolen at 3:00 p.m. (incorrect time, this is when the car was parked)
3. The items taken from the car was a camera and a cell phone.
(incorrect verb tense)
4. A samsung cell phone was stolen from the car. (Samsung is a proper noun and should be capitalized)
5. Ms. Blanchard's car was broken into on September 27 2015. (comma missing between 27 and 2015)
6. Ms. Blanchard craked the windows of her car. (cracked is misspelled)
7. In addition, the report would receive a lower score if the information was not presented in a logical order (i.e., chronologically or with similar items grouped together).

Thank you for your interest in becoming a member of the New Orleans Police Department. We hope this booklet helps to ensure your success on test day. Best of luck!