

City of Portland

Police Written Test Guide

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About This Informational Guide

This information guide is designed to familiarize you with the City of Portland Police Officer Written Test. This guide provides you with information on the following:

- I. Overview of Written Testing Process
- II. Effective Test Preparation Strategies
- III. Answer Sheets
- IV. Sample Test
- V. Frequently Asked Questions

I. Overview of Written Testing Process

The examination for police officer is the same for both entry level and lateral officers and is usually given during the day. The written exam is administered in the morning and consists of 169 multiple-choice questions. Two hours are allowed for the exam. You will spend an additional 2-3 hours in the afternoon completing questionnaires.

The written test consists of four components:

- Accuracy of Observation
- Written Communication Skills
- Reading with Understanding
- Biographical Inventory

Accuracy of Observation - This multiple choice component presents a visual stimulus for examinee observation. The stimulus is then removed and 40 questions are presented regarding the content of the visual stimulus.

Written Communication Skills - This part of the multiple-choice examination assess the candidate's writing skills. The Written Communication skills component consists of 40 multiple-choice questions

Reading with Understanding - This component requires candidates to read three separate passages and answer 35 questions to demonstrate comprehension of regulations, policies and procedures.

Biographical Inventory – This component consists of 54 questions.

II. Effective Test Preparation Strategies

This section contains a number of different suggestions that may help you prepare for and take the written test battery. As you read these suggestions, try to determine which ones will be most helpful to you. *Please keep in mind that these are only suggestions and that different people may find some of the suggestions more helpful than others.*

Advanced Preparation for the Testing Session

Familiarize Yourself with Instructions and Type of Test Questions

Carefully read and become familiar with the instructions and the type of test questions that are described in this informational guide. You will feel more comfortable during the written test if you are familiar with the instructions and types of questions prior to the actual test administration. Reading and responding to the example questions that are included in this guide will help you become familiar with the general format of the written test.

Take Care of Your Well-Being before the Written Test

Be sure to get enough sleep—a good night’s sleep is especially critical the night before the written test. You should also take steps to increase the quality of your sleep. Disrupted sleep affects memory, mood, and general well-being. Caffeine in the evening, or excessive caffeine at any time, may make it more difficult to fall asleep and will also affect the quality of your sleep. A good diet may also affect your ability to perform well in the written test. Make sure that you get enough nutritional foods before the written test.

Manage Your Anxiety

If you feel anxious before or during the written test, take several slow, deep breaths to relax. Also, be aware that it is normal to be somewhat nervous during a test even if you are well prepared.

Practice Your Reading Skills

Effective reading skills are critical for success on the written test. Your ability to read and clearly understand the instructions, questions, and/or situations will impact how well you will do on the written test. Barriers to effective reading skills include:

- **Anxiety** - Anxiety may cause you to lose track of what you are reading.
- **Daydreaming/Lack of Focus/Preoccupation** - Not concentrating on what you read, or being preoccupied with something so that you “tune out” what is read.
- **Skimming instead of Reading** – Skimming may cause you to miss an important piece of information that could affect the accuracy of your response.

During the Testing Session

Stay Relaxed and Focused on the Test

During the testing session, it is important to stay relaxed and focused on the test. To perform your best, you need to be positive and confident. Work quickly, but accurately. You may find it helpful to wear a watch to the testing session this will help you monitor the time. You should try to complete all questions on the test, but if you find yourself working a little slowly, do not sacrifice accuracy for speed.

Read the Instructions/Questions Carefully

Each test component has different instructions. The instructions will clarify any issues that are specific to the test component you are taking. Be sure that you understand what to do for each test component. If you have any questions, be sure to ask them before the test begins.

Know the Time Limits

The test administrator will read aloud the time limit for each test during the instructions. Make a note of the start time. **DO NOT** set your watch alarm. It is important to use the time limits to pace yourself. Occasionally check your testing progress against the time limit. If you are having difficulty answering a question, go on to the next question. If you have time left when you get to the end of the test, you may go back and answer any skipped questions. Finally, do not panic if others finish before you. Everyone takes tests at different speeds. Stay focused and complete as many of the questions as you can in the time provided.

III. Answer Sheets

You will be provided with a “scannable” answer sheet that you will use to record your answers to the test questions. When using a scannable answer sheet, it is very important that you follow the rules below; otherwise your answer to a test question may be scored as incorrect.

Remember to:

- Uses only the No. 2 lead pencils you have been given.
- Make neat, dark marks that completely fill the bubble of your answer.
- Make no stray marks of any kind.
- Erase cleanly and completely your old answer if you change your mind about an answer.
- If you erase, be extremely careful not to leave any eraser marks or smudges on the response.
- Only record one answer for each question.
- When recording your answer, ensure that the answer sheet question number is the same as the test booklet question number.

The answer sheet consists of a front and back page. Before beginning the test, you will be asked to complete the front page of the answer sheet. Your name, SS# and recruitment # or name is required. The front page is pictured below.

SIDE 2

101	A T	B F	C O	D O	E O
102	A T	B F	C O	D O	E O
103	A T	B F	C O	D O	E O
104	A T	B F	C O	D O	E O
105	A T	B F	C O	D O	E O
106	A T	B F	C O	D O	E O
107	A T	B F	C O	D O	E O
108	A T	B F	C O	D O	E O
109	A T	B F	C O	D O	E O

126	A T	B F	C O	D O	E O
127	A T	B F	C O	D O	E O
128	A T	B F	C O	D O	E O
129	A T	B F	C O	D O	E O
130	A T	B F	C O	D O	E O
131	A T	B F	C O	D O	E O
132	A T	B F	C O	D O	E O
133	A T	B F	C O	D O	E O
134	A T	B F	C O	D O	E O

151	A T	B F	C O	D O	E O
152	A T	B F	C O	D O	E O
153	A T	B F	C O	D O	E O
154	A T	B F	C O	D O	E O
155	A T	B F	C O	D O	E O
156	A T	B F	C O	D O	E O
157	A T	B F	C O	D O	E O
158	A T	B F	C O	D O	E O
159	A T	B F	C O	D O	E O

176	A T	B F	C O	D O	E O
177	A T	B F	C O	D O	E O
178	A T	B F	C O	D O	E O
179	A T	B F	C O	D O	E O
180	A T	B F	C O	D O	E O
181	A T	B F	C O	D O	E O
182	A T	B F	C O	D O	E O
183	A T	B F	C O	D O	E O
184	A T	B F	C O	D O	E O

Figure 2: Sample of Back

To record your answers to the test questions on front and back page, find the number that corresponds to the question you are currently answering and completely fill in the circle that corresponds to the answer you have chosen (A, B, C, D or E).

IV. Sample Test

Accuracy of Observation

You have TWO (2) minutes to observe as much of the entire scene as possible. When time is called, you must turn the page and stop studying the picture.

Look at the sample statements below and note how the response to each question is marked on the sample answer sheet.

1. December is part of the twelve months in a year.
2. July comes before June in the calendar year.

Key

A = True

B = False

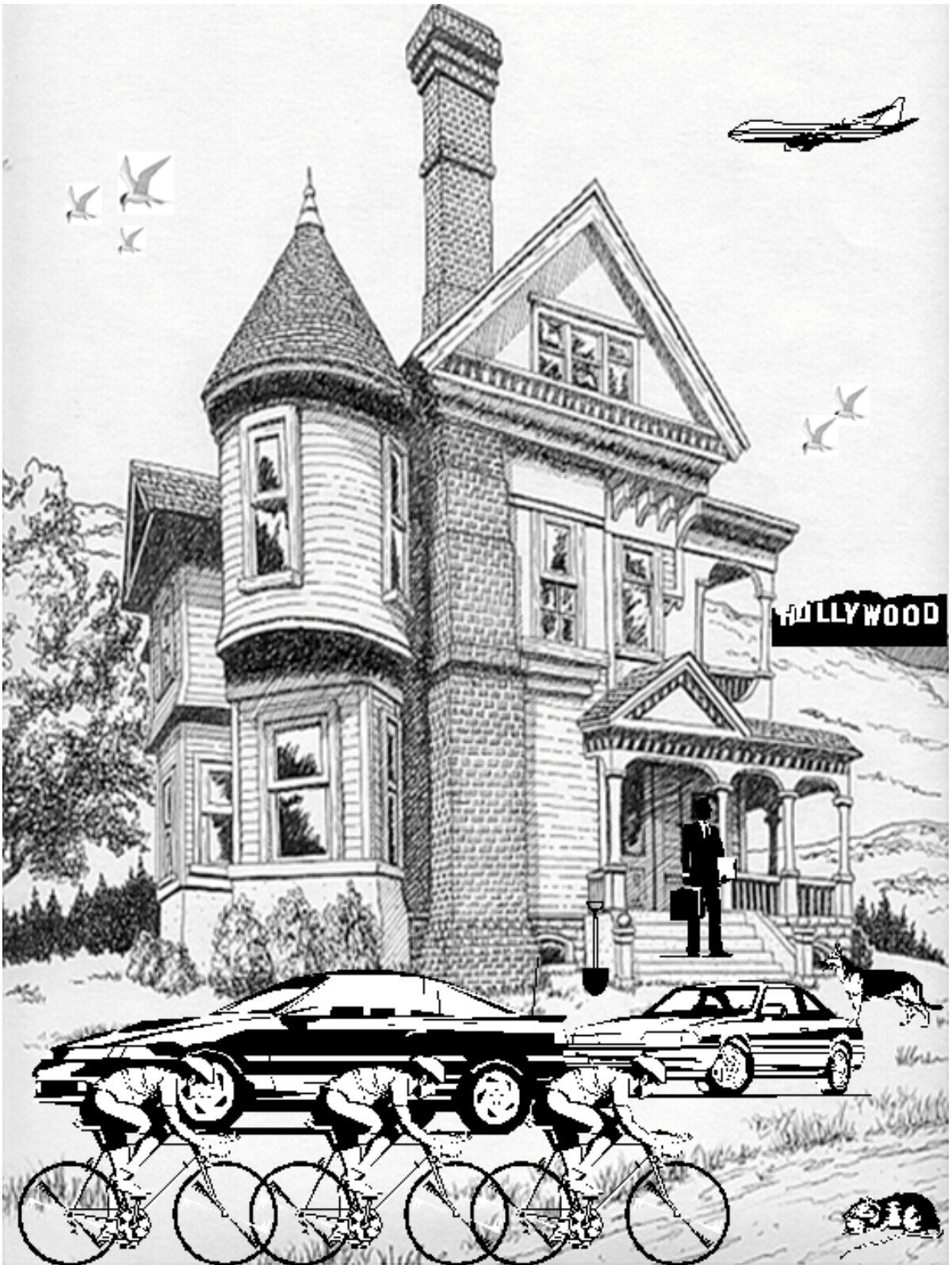
As you can see, the first sample statement is true. Letter “A” has been marked on the Sample Answer Sheet for number 1 to indicate the sentence number 1 is true.

The second sample statement is false. Letter “B” has been marked on the Sample Answer Sheet for number 2 to indicate that sentence number 2 is false.

Be sure the number of the answer space you mark is the same as the number of the question you are answering. Be sure you mark only one answer for each question.

1	<input checked="" type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
2	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E

Do not turn the page until told to do so.



Observation

1. How many people are there in the picture?
 - A. One
 - B. Two
 - C. Three
 - D. Four
2. Where are the cars parked?
 - A. Behind the house
 - B. Between the house and the bicyclists
 - C. In front of the bicyclists
 - D. Next to the trees
3. According to the picture, where is the house located?
 - A. Johnson
 - B. Irving
 - C. Hollywood
 - D. Redding
4. How many total birds are there in the picture?
 - A. One
 - B. Two
 - C. Three
 - D. Five
5. How many birds are flying to left of the chimney?
 - A. One
 - B. Two
 - C. Three
 - D. Four

Read each of the following statements about the picture carefully and decide whether it is true or false. Use the key to record your answer on the answer sheet:

Key

A = True

B = False

6. There are two bicyclists in the picture.
7. There are seven animals in the picture?
8. The gentleman in the picture is holding nothing in his hands.
9. Two of the bicyclists are not wearing helmets.
10. All trees are located on the right side of the house.
11. There are two chimneys on the house.
12. There was a shovel and broom on the outside of the house near the front porch.
13. The house is a three story home.

The following items are either an object or person that was or was not in the picture you reviewed. Use the key below to answer the questions:

Key

A = Yes, it was in the picture

B = No, it was not in the picture

14. two cars
15. one German Shepard dog
16. a rat
17. a man with an umbrella
18. one airplane

Answers to items 1-18

1. D
2. B
3. C
4. D
5. C
6. B
7. A
8. B
9. B
10. B
11. B
12. B
13. A
14. A
15. A
16. A
17. B
18. A

Written Communication Skills Sample Test

This portion of the test assess your written communication skills by having you read sentences and determine if they are grammatically correct. All questions have only two possible answers: they are correct or they are incorrect.

Although you will not know the exact types of errors that will be included in the test, you can prepare to recognize incomplete sentences, incorrect word usage, and subject/verb disagreements.

Be sure to read the questions, both here and on the actual test, carefully before determining if the sentence is correct or incorrect.

Sample Test Instructions

Read the sample sentences below. For each sentence you are to determine if the sentence is grammatically correct or not, then use the Sample Answer Sheet to mark your answer for each numbered sentence as follows:

A = The sentence is correct

B = The sentence is incorrect.

Sample Written Communication Skills Sentence:

1. The three of us went too the river and saw the boat races.

	A	B	C	D	E
1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Sample Answer Explanation:

1. The correct answer that you should have marked on the answer sheet is “B”. The sample provided is incorrect because it has the word “too” where the word “to” should have been used.

Please turn this page and complete the sample test.

Sample Written Communication Skills Test

This portion of the test consists of written sentences. You are to read each sentence and decide whether it is correct or incorrect. There are no intentional spelling, punctuation or capitalization errors. Use the answer key below to record your answer on the answer sheet:

A = The sentence is grammatically correct

B = The sentence is not grammatically correct

19. Hit and run on 82nd and Burnside.
20. The bags of fruit goes to the children.
21. You are required to complete the task.
22. The issues raised in the meeting was about overtime pay.
23. The girls went shopping but left there money at home.

Answers to items 19 – 23

- 19. B
- 20. B
- 21. A
- 22. B
- 23. B

Explanation of Correct Answers

- 19. The correct answer you should have marked is “B”. The sample provided is incorrect because the sentence does not tell us what or who was hit and run.
- 20. The correct answer you should have marked is “B”. The sample provided is incorrect because the subject and the verb do not agree.
- 21. The correct answer you should have marked is “A”. The sample provided is grammatically correct.
- 22. The correct answer you should have marked is “B”. The sample provided is incorrect because the subject and the verb do not agree.
- 23. The correct answer you should have marked is “B”. The sample provided is incorrect it has the word “there” where the word “their” should have been used.

Reading with Understanding

This part of the test contains a set of policies titled Administrative Rules. You are to read the rule, Employee Behavior & Expectations and answer the questions that follow. This is not a memory test; you may refer back to the written information as often as you wish. You should not assume anything that is not stated in the text.

Read these instructions and the example carefully, and then note how the answer has been indicated on the Sample Answer Sheet.

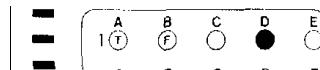
Multiple Choice Instructions:

When given multiple-choice questions, select the **ONE BEST ANSWER** of the choices given. Blacken the space over the correct letter on the answer sheet.

Multiple-Choice Example:

1. The capital of Oregon is:

- A. Portland
- B. Eugene
- C. Beaverton
- D. Salem



The correct answer to number 1 is “D”. Salem is the capital of Oregon. You will notice that the Sample Answer Sheet the letter “D” has been blackened for sample item number 1.

Please turn this page and complete the sample test.

EMPLOYEE BEHAVIOR & EXPECTATIONS

ADMINISTRATIVE RULES (Sample)

4.09 USE OF CITY RESOURCES

Purpose

Citizens of Portland entrust the elected officials, bureaus, and employees with appropriate management and use of the City's resources. This rule defines City resources and appropriate/inappropriate use of those resources. Bureaus are permitted to have work rules or procedures regarding the use of City resources, which are more restrictive, but such bureau work rules must at minimum comply with this Citywide standard. Inappropriate or personal use of City resources, including, but not limited to, tools and equipment, work time, and supplies, is prohibited except as provided in this administrative rule.

Examples of Inappropriate
Use of City Resources

Examples of inappropriate use of City resources include:

1. Theft, regardless of the item's value and/or the City's intent to retain.
2. Borrowing and/or use for purpose of benefit, monetary or otherwise, to the employee, any one individual or group of individuals.
3. Using work time to support or oppose a candidate or ballot measure. However, providing factual information about a ballot measure is not prohibited.
4. Negligence which results in damage, loss and/or personal injury.
5. Willful destruction.
6. Misuse of City-paid time.
7. Any use which fails to meet the criteria under Appropriate Use of City Resources Section of this administrative rule.

Searches in Areas and
Property in which the City
Maintains Joint Control or
Full Control

The City reserves the right to search, without employee consent, all areas and property over which the City maintains joint or full control. All City vehicles, equipment, offices, desks and lockers are subject to search by management. Searches shall be conducted in the presence of the employee, if practical. If the employee is not available, or if the employee so requests, a reasonable time will be allowed for a representative to be present before a search is conducted. The limitation on the City's right to examine City property contained in this paragraph does not apply to property used jointly by more than one (1) employee.

24. According to the above policy and procedure, the city does not have the right to:
- A. search all city vehicles, equipment, offices, desks and lockers without the presence of the employee.
 - B. search, without employee consent all areas and property over which the City maintains joint or full control.
 - C. search without giving the employee a reasonable time for a representative to be present before a search is conducted.
 - D. establish more restrictive work rules
25. According to the above policy and procedure, the purpose of the Employee Behavior & Expectations Policy is to:
- A. explain individual bureau rules can be more restrictive
 - B. explain appropriate/inappropriate uses of City resources
 - C. explain inappropriate use of City tools and equipment
 - D. ensure employees know what is expected of them.
26. According to the above policy and procedure, which of the following is not considered property eligible for search?
- A. all areas and property including city vehicles
 - B. property purchased by the employee but used for strictly for work purposes
 - C. city equipment, office desk and locker
 - D. property used jointly by more than one employee
27. According to the above policy statement, which of the following is not an inappropriate use of City resources:
- A. using work time to support or oppose a political initiative
 - B. destruction of property or equipment
 - C. borrowing resources to use for non-work projects
 - D. using resources directly related to the job the employee was hired to perform

Answers to items 24 – 27.

- 24. C**
- 25. B**
- 26. B**
- 27. D**

Explanation of Correct Answers:

- 24. The correct answer you should have marked is “C”. The policy allows for answers A, B and D but does not allow for C.
- 25. The correct answer you should have marked is “B”. The purpose of the policy is to explain appropriate/ inappropriate uses of city resources.
- 26. The correct answer you should have marked is “B”. The policy does not address property purchased by the employee.
- 27. The correct answer you should have marked is “D”. Using resources directly related to the employee’s job they were hired to perform is not listed as an example of inappropriate use of City resources.

V. Frequently asked questions

The following are frequently asked questions regarding the Written Test Process:

- **How long will the written tests take?**

A maximum of 2 hours is allowed for the written test. Some applicants will complete the test in less time. However, you should plan to be at the test location for approximately six hours for check-in, test administration, breaks, lunch and the completion of the questionnaires.

- **Will breaks be provided during the examination?**

Yes. There is a 1 ½ hour lunch break between the AM and PM sessions.

- **What order will the tests be administered?**

The Accuracy of Observation will be first, followed by Written Communication Skills, Reading with Understanding and last will be Biographical Inventory.

- **What should I bring to the written test?**

Applicants must bring photo identification (e.g., drivers license, state ID, passport). Applicants will not be granted access to the testing site without proper identification. You may also bring lunch to eat during the lunch break.

- **What should I NOT bring to the written test?**

Any electronic devices, such as cellular phones, personal digital assistants (PDAs), digital watches, pagers, etc. brought into the written test location must be turned off during the test process. The use of such devices will be strictly prohibited.

- **Who will be administering the written test?**

Representatives from Portland Police Bureau and the Bureau of Human Resources will be administering the written test.

- **When will I learn the results of my written test?**

Written test results will be mailed within three weeks of your test date. All candidates taking the test will be notified of their test results.

- **Can I reschedule the written test?**

Yes. If you cannot make your scheduled test date it will be your responsibility to schedule yourself for the **next** test administration.

- **Can I do anything to prepare for the written test?**

Yes. Please study the information in this guide to help you become familiar with the test, their instructions, and the type of questions that may be asked. In addition, there are numerous books on test taking and test taking strategies that you may find helpful in preparing for the written test. These books can be found at libraries and most large bookstores.