

City of Alexandria Police Department 2015 Sergeant Promotional Process

Preparing for the Multiple-Choice Test

Presented by:

Fields Consulting Group, Inc.

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**ALEXANDRIA POLICE DEPARTMENT
PREPARING FOR THE MULTIPLE-CHOICE TEST**

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INTRODUCTION

This orientation manual is meant to be used along with the video, “Preparing for the Multiple-Choice Test.” The video can be accessed on the following website:

<http://www.fcgtesting.com/p/testing/orientations>
Password: 2015prep

The purpose of this manual is to provide information regarding:

- how the Multiple-Choice Test was developed,
- different study techniques, as well as the opportunity to practice the techniques,
- the format of the Multiple-Choice Test, and
- logistics for your Multiple-Choice Test.

The video instructor will refer to this manual throughout the training, so be sure to follow along in the manual while watching the orientation video. You are also encouraged to take notes while you are watching the video. The video is meant to be watched at your own pace. You should pause the video if at any point you feel you need more time to take notes or complete an exercise.

Along with this manual, you should collect the following materials before watching the video:

- Blank paper
- Pencil/Pen
- Highlighter

Troubleshooting guide: If you are having difficulty accessing the video, first make sure that you have typed in the website address and password correctly. Once on the correct page, please note that the video does not start automatically. It may take a few moments to load. Once the video loads, click on the “play” arrow in the bottom left hand corner of the video screen. If the video does not start you should first try the following:

- Try deleting the browsing history and all cookies from the computer’s browser
- Try using a different browser (Firefox, Google Chrome, Internet Explorer)
- Try using another computer (Note: Some computers may not be equipped with the necessary software to play the video)

If you are still unable to view the video after using these techniques you should email jennifer.flraig@fcgtesting.com.

Questions regarding video content can be submitted by emailing jennifer.flraig@fcgtesting.com.

All questions will be reviewed and a list of answers will be sent to candidates prior to the administration of the Multiple-Choice Test.

SOURCE MATERIAL

The following is a list of source material that will be used in the formulation of the 2015 Sergeant Multiple Choice Test:

- City of Alexandria Police Department Directives Manual (directives in effect on Power DMS as of January 30, 2015)
- Virginia State Code, 2014 edition: 16.1 Courts Not of Record; 18.2 Crimes and Offenses Generally; 19.2 Criminal Procedures; 46.2 Motor Vehicles
- City of Alexandria City Code (revisions in effect as of the opening date of the promotional announcement): Title 4 Public Safety (Chapter 1 and Chapter 3); Title 10 Motor Vehicles and Traffic (all chapters); Title 13 Miscellaneous Offenses (Chapter 1 and Appendix A)
- City of Alexandria Administrative Regulations (revisions in effect as of the opening date of the promotional announcement): 6-18 Attendance and Leave; 6-20 Discipline of Employees; 6-21 Grievance Procedure; 6-24 Employee Performance; 6-25 Sexual Harassment; 6-30 Drug and Alcohol Abuse Policy

DEVELOPMENT OF THE EXAM

The Multiple-Choice Test is based on a job analysis. A job analysis is the specific and systematic analysis of the tasks associated with a job. Those tasks are then used to document the Knowledge, Skills, Abilities, and Other Characteristics (KSAOs) required to successfully perform that job. Content in the promotional process is written to directly measure the KSAOs.

The Multiple-Choice Test questions were designed to measure the most critical Knowledge areas, which are listed below. **In order to improve your chance of obtaining a high score, you should ensure you are familiar with each of these Knowledge areas.** You should think about these Knowledge areas as you are reading through your source material. The Knowledge areas for the 2015 Sergeant Multiple-Choice Exam is listed below.

KNOWLEDGE OF THE ORGANIZATION AND RESOURCES OF THE DEPARTMENT

- Knowledge of the organization of the Alexandria Police Department.
- Knowledge of the Alexandria Police Department's authority and jurisdiction.
- Knowledge of the general services and resources provided by the Alexandria Police Department.

KNOWLEDGE OF ADMINISTRATIVE POLICIES AND PROCEDURES

- Knowledge of the correct documentation for a given situation (e.g., incident reports, citizen complaints, injuries, etc.).
- Knowledge of report writing guidelines.

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- Knowledge of training and certification policies and guidelines.
- Knowledge of grooming and uniform policies and guidelines.
- Knowledge of equipment and vehicle maintenance policies and procedures.
- Knowledge of employee accident and injury policies and procedures.
- Knowledge of internal complaint investigation policies and procedures.

KNOWLEDGE OF PERSONNEL POLICIES AND PROCEDURES

- Knowledge of employment policies and guidelines (e.g., recruitment, selection, promotion, EEO, etc.).
- Knowledge of performance management policies and procedures (e.g., performance evaluation, career development, etc.).
- Knowledge of outside employment policies and procedures.
- Knowledge of conduct policies and procedures.
- Knowledge of discipline policies and procedures.
- Knowledge of leave policies and procedures.
- Knowledge of grievance procedures.

KNOWLEDGE OF DEPARTMENTAL COMMUNICATION POLICIES AND PROCEDURES

- Knowledge of the chain of command and the notification process.
- Knowledge of policies and procedures guiding media relations.
- Knowledge of policies and procedures pertaining to communications and radio use.
- Knowledge of policies and procedures for the use of law enforcement data bases (e.g., VCIN, NCIC, PRISM, SRS, Linx).
- Knowledge of policies and guidelines for the use of Mobile Data Browsers (MDBs).

KNOWLEDGE OF OPERATIONAL POLICIES AND PROCEDURES

- Knowledge of non-biased policing policies and procedures.
- Knowledge of policies and procedures guiding community relations and community policing, including integration of SRS principles.
- Knowledge of search policies and procedures for persons/property.
- Knowledge of seizure policies and procedures for property.
- Knowledge of contact/stop policies and procedures.
- Knowledge of frisk policies and procedures.
- Knowledge of arrest and detention procedures.
- Knowledge of prisoner transportation policies and procedures.
- Knowledge of Use of Force policies and procedures.
- Knowledge of Department-issued weapons policies and procedures.
- Knowledge of procedures for infectious disease control.
- Knowledge of policies and procedures for operation of Departmental vehicles.
- Knowledge of policies and procedures for motor vehicle pursuits.
- Knowledge of court policies and procedures.

- Knowledge of parking enforcement procedures.
- Knowledge of traffic enforcement policies and procedures.
- Knowledge of policies and procedures for towing/impounding vehicles.
- Knowledge of traffic accident investigation policies and procedures.
- Knowledge of preliminary criminal investigation policies and procedures.
- Knowledge of interview techniques, policies and procedures.
- Knowledge of policies and procedures for protecting the crime scene.
- Knowledge of policies and procedures for processing evidence at the crime scene.
- Knowledge of policies and procedures for property and evidence management.
- Knowledge of policies and procedures guiding mutual aid.
- Knowledge of hostage situation policies and procedures.
- Knowledge of active shooting policies and procedures.
- Knowledge of suspicious package and bomb incident policies and procedures.
- Knowledge of policies and procedures for following the Incident Command System.
- Knowledge of policies and procedures for HAZMAT, terrorism, and WMD responses.
- Knowledge of procedures for responding to alarms.
- Knowledge of policies and procedures for crowd control and mass arrests.
- Knowledge of policies and procedures for handling juveniles.
- Knowledge of policies and procedures for handling persons with mental and physical disability/illness.
- Knowledge of policies and procedures for handling missing persons.
- Knowledge of policies and procedures for handling runaways.
- Knowledge of procedures for handling domestic violence.
- Knowledge of procedures for handling child abuse or neglect.
- Knowledge of victim/witness assistance policies and procedures.
- Knowledge of policies and procedures for warrants.
- Knowledge of the geographic layout of the City.

KNOWLEDGE OF CITY AND STATE CODE

- Knowledge of elements of violations of motor vehicle code and the corresponding charges.
- Knowledge of elements of crimes against the person and the corresponding charges.
- Knowledge of elements of crimes against property and the corresponding charges.
- Knowledge of elements of crimes involving fraud and the corresponding charges.
- Knowledge of elements of crimes involving health and safety and the corresponding charges.
- Knowledge of elements of crimes involving morals and decency and the corresponding charges.
- Knowledge of elements of crimes against peace and order and the corresponding charges.
- Knowledge of elements of crimes against the administration of justice and the corresponding charges.

DEVELOPING A STUDY PLAN							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEKLY GOALS							

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEKLY GOALS							

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEKLY GOALS							

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEKLY GOALS							

HIGHLIGHTING PRACTICE

On the next two pages is a passage from your source material. You will use this passage to practice the highlighting study technique.

**THE FOLLOWING EXCERPT WAS TAKEN FROM
CITY OF ALEXANDRIA POLICE DEPARTMENT DIRECTIVES MANUAL**

HIGHLIGHTING PRACTICE

10.36.02 DEFINITIONS

AMBER Plan – America’s Missing: Broadcast Emergency Response

The purpose of the AMBER Plan is for Law Enforcement Agencies to collaborate with local broadcasters *in child abduction* investigations for the safe and swift return of missing children.

Emergency Alert System (EAS) – a national civil emergency alert system designed to inform the public of immediate threats to national security, life and property. Employing warning tones, EAS utilizes the public radio/television and broadcast system to share information between public safety agencies and the media; who in turn, transmit emergency information to the public.

Missing child - a person who is:

1. Younger than twenty one (21) years of age, and
2. Whose whereabouts are unknown to *his or her custodial* parent, guardian, or responsible party (*see § Virginia Code 52-32*).

Risk factors - a missing person who fits any or all of the below categories:

1. Thirteen (13) years of age or younger. This age was established by the Federal Missing Children Assistance Act because children of this age group have not established independence from parental control, and most do not have the survival skills necessary to protect themselves from exploitation on the streets. Supervisors and commanders may use carefully considered discretion with cases of habitual runaways.
2. Believed to be *experiencing* one or more of the following *circumstances*:
 - a. Out of the zone of safety for his or her age and/or development stage. The zone of safety will vary depending on the age of the person and his/her developmental stage. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian, or the crib, stroller, or carriage in which the infant was placed. For a school age child, the zone of safety might be the immediate neighborhood or the route taken between home and school. For an adult, the places the person usually frequents should be checked.
 - b. Mentally diminished. If the person is developmentally disabled or emotionally/*behaviorally* disturbed, he or she may have difficulty communicating with others about needs, identity, or address. The disability places this person in danger of exploitation.

- c. Drug dependent, including both prescription and illicit substances. Any drug dependency puts the missing person at risk. The diabetic or epileptic person requires regular medication or his/her condition may become critical. The illicit drug abuser, on the other hand, may resort to crime or become the victim of exploitation.
- d. A potential victim of foul play or sexual exploitation. Significant risk to the person can be assumed if investigation reveals indications of a possible abduction, violence at the scene of an abduction, or signs of sexual abuse.
- e. In a life threatening situation. The environment in which the person is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler, an all-night truck stop for a teenager, a high crime area at night for an unaccompanied adult, *or an outdoor environment in inclement weather for a person of any age*.
- f. Absent from home for more than twenty-four (24) hours before being reported to the police as missing. While some persons may incorrectly assume that twenty-four (24) hours must pass before police will accept a missing person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.
- g. With persons who could endanger his or her welfare. For example, a missing person may be in danger of sexual exploitation or involvement in criminal activity such as burglary, shoplifting and robbery.
- h. Absent under circumstances inconsistent with established patterns of behavior. Most persons have an established routine that is reasonably predictable. Significant unexplained deviations from that routine increase the probability of risk to the person.
- i. Missing under circumstances that would cause a reasonable person to conclude that the person should be considered at risk.

NOTE TAKING PRACTICE

On the next page is a passage from your source material. You will use this passage to practice the note taking study technique.

**THE FOLLOWING EXCERPT WAS TAKEN FROM THE
VIRGINIA STATE CODE**

NOTE TAKING PRACTICE

§ 18.2-415. Disorderly conduct in public places.

A person is guilty of disorderly conduct if, with the intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he:

A. In any street, highway, public building, or while in or on a public conveyance, or public place engages in conduct having a direct tendency to cause acts of violence by the person or persons at whom, individually, such conduct is directed; or

B. Willfully or being intoxicated, whether willfully or not, and whether such intoxication results from self-administered alcohol or other drug of whatever nature, disrupts any funeral, memorial service, or meeting of the governing body of any political subdivision of this Commonwealth or a division or agency thereof, or of any school, literary society or place of religious worship, if the disruption (i) prevents or interferes with the orderly conduct of the funeral, memorial service, or meeting or (ii) has a direct tendency to cause acts of violence by the person or persons at whom, individually, the disruption is directed; or

C. Willfully or while intoxicated, whether willfully or not, and whether such intoxication results from self-administered alcohol or other drug of whatever nature, disrupts the operation of any school or any activity conducted or sponsored by any school, if the disruption (i) prevents or interferes with the orderly conduct of the operation or activity or (ii) has a direct tendency to cause acts of violence by the person or persons at whom, individually, the disruption is directed.

However, the conduct prohibited under subdivision A, B or C of this section shall not be deemed to include the utterance or display of any words or to include conduct otherwise made punishable under this title.

The person in charge of any such building, place, conveyance, meeting, operation or activity may eject therefrom any person who violates any provision of this section, with the aid, if necessary, of any persons who may be called upon for such purpose.

The governing bodies of counties, cities and towns are authorized to adopt ordinances prohibiting and punishing the acts and conduct prohibited by this section, provided that the punishment fixed therefor shall not exceed that prescribed for a Class 1 misdemeanor. A person violating any provision of this section shall be guilty of a Class 1 misdemeanor.

OUTLINING PRACTICE

On the next page is a passage from your source material. You will use this passage to practice the outlining study technique.

**THE FOLLOWING EXCERPT WAS TAKEN FROM
ALEXANDRIA CITY CODE**

OUTLINING PRACTICE

- **Sec. 13-1-5.1 - Possession of open or opened receptacles containing an alcoholic beverage.**

(a) It shall be unlawful for any person, while in the city, to possess an open or opened receptacle containing an alcoholic beverage (i) in or on any publicly or privately owned park, playground, street, alley, sidewalk or other pedestrian walkway or parking lot to which the public has, or is permitted to have, access, or (ii) in a motor vehicle located on any such street, alley or parking lot, whether or not such vehicle is moving. Any person violating this section shall be guilty of a class 4 misdemeanor.

(b) Nothing in subsection (a) shall prevent a person from possessing an open or opened receptacle containing an alcoholic beverage (i) in a place licensed by the Virginia Alcoholic Beverage Control Board ("board") to sell alcoholic beverages at retail for on-premises consumption, (ii) in an area approved by the board and during an event for which the board has granted a banquet license or mixed beverage special events license, or (iii) in a public street which has been temporarily closed for a special event pursuant to a permit issued by the director of transportation and environmental services. (Ord. No. 3551, 12/14/91, Sec. 1; Ord. No. 3798, 5/13/95, Sec. 1)

- **Sec. 13-1-6 - False fire alarms.**

Any person who without just cause therefor calls or summons, by telephone or otherwise, any ambulance or firefighting apparatus, or any person who maliciously activates a manual or automatic fire alarm in any building used for public assembly or for other public use, including but not limited to schools, theaters, stores, office buildings, shopping centers and malls, coliseums and arenas, regardless of whether fire apparatus responds or not, shall be deemed guilty of a class 1 misdemeanor. (Code 1963, Sec. 23-12; Ord. No. 2826, 6/28/83, Sec. 5)

- **Sec. 13-1-7 - Gambling—generally.**

(a) Any person who illegally gambles shall be guilty of a class 3 misdemeanor. If an association or pool of persons illegally gamble, each person therein shall be guilty of illegal gambling.

(b) The making, placing or receipt of any bet or wager in this city of money or other thing of value made in exchange for a chance to win a prize, stake or other consideration or thing of value, dependent upon the result of any game, contest or any other event the outcome of which is uncertain or a matter of chance, whether such game, contest or event occurs or is to occur inside or outside the limits of this city, shall constitute illegal gambling. (Code 1963, Sec. 23-13; Ord. No. 2826, 6/28/83, Sec. 6)

CREATING ACRONYMS

On the next two pages is a passage from your source material. You will use this passage to practice creating acronyms.

**THE FOLLOWING EXCERPT WAS TAKEN FROM
CITY OF ALEXANDRIA POLICE DEPARTMENT DIRECTIVES MANUAL**

CREATING ACRONYMS

10.11B.04 RESPONSIBILITIES

A. Each individual officer will determine the need for a pursuit to be initiated. Officers should view the initiation of a pursuit in the same light as a potential use of Deadly Force. Pursuits are permitted under the following circumstances: **[41.2.2.a]**

1. When an officer has reasonable grounds to believe the suspect has committed, or is attempting to commit, one of the following felonies: Murder; Rape or other felonious sex offense; Abduction; Robbery; Felonious Assault; Arson involving death or serious injury; or
2. When an officer has reasonable grounds to believe the suspect has committed, or is attempting to commit, a crime which involves the display or use of a firearm, even if such crime is classified as a misdemeanor (**if the crime is a misdemeanor, officers will not pursue into another State or the District of Columbia**).

NOTE: Even when the above conditions have been met, the officer must consider the following factors when determining whether to initiate, continue, or terminate a pursuit:

- > Time of day/day of week;
- > Location (schools, business districts, residential);
- > Nature of charges;
- > Weather conditions;
- > Road conditions;
- > Speed involved;
- > Condition of vehicles involved;
- > Volume of traffic (vehicular and pedestrian);
- > Visibility; and
- > Officer's driving capabilities.

In some circumstances, the decision to abandon a pursuit may be the most prudent course of action, such as: **[41.2.2.g]**

- a. If, in the opinion of the pursuing officer or a patrol supervisor, there is a clear and unreasonable risk that outweighs the necessity to further pursue;
- b. If the suspect's identity has been established and the need for immediate apprehension is no longer present;
- c. If the prevailing traffic/pedestrian conditions indicate the futility of further pursuit; or
- d. The location of the pursued vehicle is unknown.

- B. Primary pursuit officer** will advise DEC of the pursuit, the direction of travel, charges, description and updated information relating to the pursuit. **[41.2.2.b]**
- C. Backup pursuit officer** will assist the Primary pursuit officer in effecting the arrest. The Backup officer will update DEC of the pursuit location and other conditions that may be appropriate. **[41.2.2.c]**
- D. DEC** personnel will limit routine radio traffic during pursuits, notify a patrol supervisor or commander of pursuits, dispatch additional units, notify other jurisdictions as necessary, and relay helicopter requests. **[41.2.2.e]**
- E. Patrol supervisor** will actively monitor the pursuit, and will respond when appropriate. The Patrol supervisor may terminate the pursuit at any time the conditions warrant. The Patrol supervisor will request helicopter assistance, when appropriate, and may direct that additional units assist, if necessary. When Alexandria pursuits enter other jurisdictions, the supervisor will ensure all applicable judicial procedures are followed (see 10.11B.08). The Patrol supervisor will conduct a post-pursuit review, and will document the circumstances in a Vehicle Pursuit Report (APD-478), which will be forwarded through normal channels before the end of the supervisor's shift (see 10.11B.09). **[41.2.2.f]**

RETRIEVAL PRACTICE

On the next two pages is a passage from your source material. You will use this passage to practice the retrieval practice study technique.

**THE FOLLOWING EXCERPT WAS TAKEN FROM
CITY OF ALEXANDRIA POLICE DEPARTMENT DIRECTIVES MANUAL**

RETRIEVAL PRACTICE

11.4, Bomb Incidents

10-22-2012

Page 2

11.4.03 INITIAL RESPONSE

- A. Employees of this department should never consider a bomb threat routine or false until all reasonable actions have been taken to establish validity.
- B. **No** emergency equipment (*lights, sirens, etc.*) will be used while responding to a bomb threat.
- C. Whenever practical, arriving units will park their vehicles legally and in a dispersed fashion so as not to unnecessarily attract attention.
- D. The evacuation decision rests with the person responsible for the threatened premises unless a device is located, at which time the scene supervisor will order an evacuation.
- E. *If the person responsible for the threatened premises makes the decision to evacuate, even if a device is not located, the scene supervisor will follow the evacuation procedures listed below to the extent applicable.*
- F. Incoming or outgoing transmissions from police radios, cellular phones, and pagers are not permitted at the site of a bomb threat except for urgent situations when other forms of communications are not possible. If an explosive device is located, transmissions of any kind are prohibited within 100 feet and should be reduced (used for emergencies only) within 300 feet of the device.

11.4.04 SEARCHING

- A. The search must be well planned, organized and executed using the following procedures.
 - 1. A supervisor and at least two (2) officers (and a K-9 unit trained in explosive detection, if available) will be dispatched to the scene. If more assistance is needed, it will be dispatched at the request of a supervisor or higher.
 - 2. All initial responding units will meet at a mutually agreed upon location.
 - 3. The scene supervisor will assign specific duties (for example, evacuation, search, crowd control or traffic control).
 - 4. The scene supervisor will make all decisions relating to evacuation procedures, additional personnel, or the termination of police involvement.
 - 5. If an actual device is located:
 - a. Activate the Incident Command System (ICS) (see Police Directive 13.3, Incident Command System).
 - b. Notify the Fire Department's duty battalion chief and request that an engine and medic unit standby.
- B. In searching for a device, officers should first examine areas open to the general public, including hallways, bathrooms, vacant rooms, supply closets, stairwells, boiler rooms, fire extinguisher cabinets, waste cans, the outside of the building, window and door ledges, and any other areas where common sense indicates.

- C. Volunteers may be used to supplement the police search of a building. Volunteers should be person(s) who have master keys and are familiar with the building. They should be cautioned to notify the police immediately if a suspected device is found, and not to touch it.

11.4.05 EVACUATION

- A. If a device is located, the scene supervisor will organize an orderly evacuation of the building. Proper direction and control must be maintained.
- B. Tell evacuees to:
 - 1. Take with them their personal belongings (coats, purses, briefcases, pets, etc.).
 - 2. Turn off any noisy equipment.
 - 3. Not use cell phones, portable radios, pagers and other similar electronic devices.
- C. Exit routes and evacuation sites should be searched for secondary devices prior to letting people go there.
- D. All persons should be evacuated to a distance of at least three hundred (300) yards.
- E. Elevators should not be used in the evacuation process except for those unable to use the stairs, such as the elderly, infirm or disabled. Officers who need to relocate such persons may seek assistance from the Fire Department if stretchers or other specialized equipment is needed.
- F. After the evacuation, the scene supervisor will ensure all persons from the area to be evacuated are accounted for, including persons with disabilities.
- G. A perimeter should be set up, with crime scene tape if possible, to prevent anyone from entering or reentering the evacuated area. Unless rescue operations are necessary, no one will be allowed into the evacuated area until the device has been removed or rendered safe by bomb technicians.

RETRIEVAL PRACTICE (contd.)

1. You have been dispatched to a bomb incident. If an explosive device is located, transmissions of any kind are prohibited WITHIN:
 - A. 100 feet.
 - B. 500 feet.
 - C. 750 feet.
 - D. 1000 feet.

2. An explosive device has been located in an office building and you are assisting with the evacuation. Which of the following statements is FALSE regarding the evacuation?
 - A. Search exit routes for secondary devices prior to using them to evacuate
 - B. Tell evacuees to leave all of their personal belongings behind
 - C. Evacuate all persons to a distance of at least 300 yards
 - D. Elevators should only be used to evacuate those persons who are unable to use the stairs

**Answers are found in Appendix A.

MULTIPLE CHOICE QUESTION FORMATS

The test will consist of 100 multiple-choice questions. Candidates will have up to three hours to complete the Multiple-Choice Exam once time begins. Time limits will be strictly enforced.

Unless otherwise noted in the question, you should assume that all personnel referenced in the test are members of the Alexandria Police Department and that all events occur within the jurisdictional boundaries covered by the Alexandria Police Department.

Questions will be organized by the source they were taken from and clearly labeled. For example:

**THE FOLLOWING QUESTIONS WERE TAKEN FROM THE
CITY OF ALEXANDRIA POLICE DEPARTMENT DIRECTIVES MANUAL**

Each question will have four options, and only one is the best answer.

You will see two different types of questions on your test: definitional/factual and situational. Below is an example of each type of question.

Definitional/Factual:

With regard to Domestic Violence, a “partner” is considered someone who is or has cohabited within the last:

- A. 12 months.
- B. 18 months.
- C. 24 months.
- D. 36 months.

Situational:

Your officers have collected a loaded gun and ecstasy pills as evidence. If the evidence needs laboratory analysis, how many separate Property Inventory forms (APD-39) are needed?

- A. 1
- B. 2
- C. 3
- D. 4

**Answers are found in Appendix A.

LOGISTICAL PROCEDURES

The written test will be held on March 27, 2015 at 0900, at Alexandria Police Headquarters. An appeals session will be held at 1300 hours in the same room as the test administration. You must bring your own copies of the exam source material for use during the appeals process. Source materials **MUST** be left in your vehicle during the Multiple Choice exam.

PROHIBITED MATERIALS

- Candidates will not be permitted to bring food or drink into the exam room.
- Candidates will not be permitted to wear hats in the exam room.
- Candidates may not bring calculators, cell phones, imaging devices, or any other electronic device into the exam room.
- Candidates may not bring any source materials, notes, or reference material of any description into the exam room.
- Backpacks or other carry bags of any description are prohibited in the exam room. You may bring a purse or wallet.

APPENDIX A

Answers to questions for “Retrieval Practice”:

1. A
2. B

Answers to questions for “Multiple Choice Formats”:

Definitional/Factual: A

CITATION

City of Alexandria Police Department Directives Manual, 11.3.03 – page 2, Definitions, “Partner”

Situational: C

CITATION

City of Alexandria Police Department Directives Manual, 10.28.05 – page 6, A, 5 a-g