

## **2023 PROMOTIONAL TEST PREPARATION**

As test time arrives, we discover that commitment, dedication, hard work and proper guidance are the proper elements for successful candidates. At Top Cop Inc we are totally committed to continuously updating, enhancing, and improving our program. Our staff is comprised of current police supervisors who are here to assist you in all of your test preparation needs.

Our company is current, on point and will take you step by step through your test preparation efforts. This program has been developed based on leading our students to their goals by furnishing them with the proper information and dedication that has led all of our instructors to successfully “beating” their respective promotional exams time and time again.

Our record stands for itself. This program works, and it is time tested. A great portion of what you will need will be presented to you in our classes and in the study material you will be able to bring home with you. The rest of what you need to become a successful candidate will come from your desire to succeed. **GET MOTIVATED NOW!!!** We are here to motivate you. We know what it takes to get promoted, so just follow our strategies and continue a consistent study ethic and you will succeed.

Be committed, be deliberate, have conviction, and stay the course. Stand up to the task at hand and work harder than everyone. Push your limits at all times. We want to thank you for choosing our company and best of luck in your future endeavors.

### **HOW BADLY DO YOU WANT THIS PROMOTION?**

- Ask yourself how much you want this rank. Envision what preparing for the test requires.
- Be enthusiastic at all times during this process and commit yourself to the task.
- Follow our approach of being positive and maintain a strong commitment. Envision success all the time. Envision the defeat of your opponents.
- Be ambitious and focused. Put your game face on.
- Sit down with your family and close friends and explain to them what this process means to you. Tell them that your time will be limited for the next few months and that you will need their support. Explain to them that this preparation effort is temporary, but your promotion will be permanent. Reveal your hopes, dreams, and goals to your family.
- Ignore your competition. Forget about them. It all comes down to you against the test. Let them build the hype, and then tear down their false hopes with a #1 effort. Beat the TEST into submission and before you know it, your “competition” will be calling you “boss.”

- Know that you will be successful if you are committed to this process. If you want this promotion more than anyone else, and you prepare harder than anyone else, your dreams will be realized.
- There is no secret to this process. You need to work diligently, methodically, and tirelessly toward your goal.
- Clear your mind, get focused, and get excited about the opportunity of a lifetime that lies ahead of you.
- Since you are committed and dedicated enough to be here: sit back, relax, and let's begin the process that will lead you to your goals

## **PREPARING FOR THE TEST**

- Envision being successful
- Within the next week buy an item that will remind you of why you are here. Go out and buy the chevrons, bars, striped, eagles, or stars. Place this item somewhere in your residence where you will see it every day. When you look at this item, remember this is what you are working towards.
- When you buy your chevrons, bars, striped, eagles, or stars, get focused. Give yourself credit for being dedicated enough to face the challenge of taking this promotional exam. Act like there is only one chance for you to attain this goal. Remember, there are a lot of candidates out there trying to take away this item and everything that it represents (money, prestige, and pension.) Get motivated! You want the top score. You want to be #1. Envision success 24/7. Do not listen to any negativity at any time. The person that wants it the most and works the hardest will come out on top.
- Now for just one moment (and only one moment), picture your competition wearing the insignia for the next rank. It doesn't look right, so get motivated and work hard!
- Give up that day at the beach, the night at the club, or the day at the golf course. This commitment if only temporary, the promotion will be permanent.
- Study harder than everyone. There is always someone out there willing to do anything it takes to win the prize. Make that person be you. Sacrifice is temporary, and defeat is permanent.
- Study where you have no interruptions. You need quiet, calmness, and dedication.
- Buy a calendar. Prepare a schedule and adhere to that schedule at all times. From here on in until test day you must set goals and exceed those goals. This is how you obtain a top score.

- Remember, when you make an excuse (i.e. I have small children, I have a nagging wife, I work midnights) your competition does not care. They will pass you by while taking your envisioned promotion away. Set your goal and methodically stay on track.
- We cannot stress it enough that you need your friends and family on the same page. Tell them right from the start how much of a commitment is involved in preparing for a promotional exam. Prepare the people close to you and yourself for a lot of hard work.
- Explain to your loved ones the benefits of getting promoted. One promotion may equate to hundreds of thousands of dollars throughout your lifetime between salary, benefits, and pension. The value of a promotion is enduring.
- Do not expect this promotion to be handed to you. All police officers know the type of individuals who want everything handed to them and do not have the courage to prepare for a promotional test. These individuals always try to circumvent the process. You will feel much better and be more respected if you follow the proper lawful procedure of promotional test preparation and test taking. Step up to the plate, be proud, and work hard towards your goal. Once you EARN the promotion, it will make your time of preparation pay off in a large way. Many individuals who are your competition will not understand your fortitude, endurance, and knowledge. All they will have to fall back on is how to try and “cheat the system.” Set an example and be proud of your accomplishments.

## **ORGANIZATION OF STUDY MATERIALS**

- Obtain all of your study materials and place them in a secure area.
- Place them on your desk in separate areas in organized, neat piles.

To start off, you should have areas for the following:

- Attorney General Guidelines & Directives
- Case Law
- 2C, Title 9, Title 39 and 2A, Court Rules
- Supervision and management publications
- Start out studying 2 hours a day. Increase this monthly by one hour up until test day. This is the bare minimum you should study a day. Example: If you are testing in September and it is now June, you should study a minimum of the below hours:
  - 4+ months before your test - 2 hours a day
  - 3 months before your test - 3 hours a day
  - 2 months before your test - 4 hours a day
  - 1 month before your test - As much as possible over 4 hours per day
- Study when you are alert and your energy level is high.
- If you happen to lose focus, stop immediately and take a break.

- Increase your study time in a methodical manner and this will increase your reading comprehension and endurance.

## **MANAGING STRESS**

- Make this experience a positive one
- Always study difficult material first. Then you may take on easier topics later in your study session
- Stay physically fit. Exercise regularly and eat properly
- Establish a study schedule and adhere to it
- Make a list of subjects to study and prioritize them based on past exams and information received in the study group
- Spend more time on your weak subject areas
- Limit alcohol intake

## **TOP COP INC. TEST STRATEGIES FOR LEARNING**

To comprehend and learn properly you must:

1. See something
2. Hear something
3. Write something down

Our strategy is simple:

1. See something: After reading information with your eyes, digest the information, and do not go on until you fully understand what you just read. You will learn the information utilizing visual stimulation.
2. Hear something: A great strategy is to repeat important information verbally while recording yourself so that you may use your sense of hearing to recall and remember vital information. You may listen to your tapes while exercising, doing chores, or relaxing.
3. Write something down: Take notes. Write down information to enable you to memorize and comprehend lists, guidelines, and critical information.

**We recommend that you combine the three skills of seeing, hearing, and writing.**

### **Quick notes**

- Highlight important information. Highlighting key phrases and important lists
- Maintain a master notebook with highly testable areas. As you study, plug information as you go by topic to compartmentalize each subject area.

- Use flash cards so that you may test yourself, and family members can test you as well. Flash cards are great for definitions, criminal statues, lists, and management principles
- Utilize tapes. Use your own voice. Speak slowly and methodically, repeating yourself for emphasis
- No matter how you retain information the best, the key to studying for your promotional test material is **repetition.**

## **STUDY RECOMMENDATIONS**

- Study in blocks of 1 to 2 hours. Take a 10-minute break every hour. This allows you to absorb and retain what you just studied.
- Every day you should know exactly what you are going to study and how much you need to get done. This will be denoted on the calendar we advised you to set up.
- Reading is not enough. You need to not only comprehend what you read but be able to apply this information to a test scenario. If there is any doubt about what you just read, stop and go back. If you are having problems comprehending a certain area, put it on tape and an index card.
- Have a dictionary next to you while studying. If you do not understand a word, circle it, and look it up in the dictionary. One word can change the meaning of a whole passage.
- Study by yourself most of the time. Set aside one day a week to meet with other candidates in your group to exchange ideas, in a group atmosphere.
- Follow our test taking strategies at all times. To be successful, repetition of our methods is essential.

## **STRATEGIES FOR TAKING THE WRITTEN TEST**

- A properly prepared test taker can add 5 to 6 points on his or her score by understanding the test formula and situation.
- The past practice of the NJ CSC is to administer a multiple-choice test designed to measure your knowledge of a particular subject area.
- Multiple choice test questions have 4 answer options from which you may choose
- Your question may be a short reading of a particular situation or it may be lengthier and more in depth. Either way, the strategy is the same.
- There is only one correct answer option

- If you believe there is more than one correct answer, choose the BEST answer option provided.

## **METHODS FOR ANSWERING MULTIPLE CHOICE QUESTIONS**

1. Read the question.

- What is it saying?
- What is it asking?

Read it very carefully.

Do not add or subtract information to the question.

2. Now read the question a second time. Circle or underline key words in the question. Key in on words that tell you what the examiner may want as a correct answer.

3. Read all of your answer choices thoroughly. You may be able to eliminate an obviously incorrect answer.

4. Do not rush to judgment after reading your first answer option. There may be a better answer option available that you have not read yet.

5. Circle or underline key words in each answer option.

- Examples of **absolute** words: ALL, NONE, EVERY, ALWAYS
- Examples of **hard** words: MOST, LEAST, FIRST, LAST
- Examples of **soft-safe** words: MAY, POSSIBLY, SHOULD, GENERALLY, SOMETIMES

6. Mark up your test booklet. You are allowed to write in your test booklet and must utilize this strategy.

7. Use the process of elimination. If you do not know the answer to the question, eliminate any choice that is obviously incorrect.

8. Once you have chosen your answer, print the letter of the answer you selected in the left-hand margin. Using this strategy will eliminate errors when you transcribe your answer to the answer sheet. In your final review of your test you will methodically review the proper answer has been placed in the proper designated area and corresponding number on your answer sheet. Make sure the answer matches the number on the question.

9. You are looking for the best answer from among the options that have been presented.

10. Pick the most complete answer of the alternatives given. Answer B may be correct but may not be the most complete answer. Answer D may be more correct and the best answer because it is more complete.

11. Tackle difficult questions in a methodical manner.
12. Do not be overly aggressive on test day. Look for the answer option that is the least aggressive in nature (i.e. in a use of force scenario.)
13. First impressions are usually correct when you are determining your answer choice. Do not change your answer unless you are 100% sure you erred in your original decision.
14. When you are faced with a lengthy stimulus question (police report, affidavit, etc.) read the question(s) and alternatives first. These types of questions are “time consumers,” and are in your test to make you nervous and knock you off track. The best approach is to see what the test writer is looking for by reading the question(s) and answer choices first to recognize what they are looking for. You can then refer to the stimulus material and carefully note the question area. Simply reread the question and select the best answer alternative given.
15. Do not add or subtract any information to the test question or to the answer options. Each question must be answered based on the specific information furnished.
16. Always take the question and fact pattern at face value.
17. You are now in the test world. Get into the test world and the views of your test writers. Do not base your answers on your individual police department’s procedures. The test writers do not care what you do in your individual department. They want the response based on an ideal. In the test world, everything is proper, correct, and happy unless you are told otherwise. Respond the way a supervisor in the test world would answer. From here on in, never utter the words, “This is the way my department does it.” Answer as if you were in the perfect department unless specifically told otherwise.
18. Some questions are 2 tier, Roman numeral questions. Although they appear to be difficult, they are not. They are simple to break down and work toward your advantage. The 1<sup>st</sup> tier usually consists of 4 to 5 Roman numeral items. The 2<sup>nd</sup> tier consists of multiple choice options a, b, c, d, and e. The easiest way to approach 2 tier questions is to treat each individual Roman numeral item as a true or false question. Literally place a large T or F next to the item. Then refer down to your answer alternatives and select the most appropriate answer. Once you practice this system, you will be very confident of these types of questions.
19. Remember, a correct answer option may be partially complete, but never partially wrong. Once one component or word of an answer is wrong, the whole answer is wrong.
20. In the test world:
  - Politicians should not specifically tell a police supervisor what action to take. They can only “suggest” or “request”.
  - Officers and civilians are smart and capable.
  - People are not criminals and are decent unless told otherwise

Follow the above strategies to enhance your test taking ability and maximize your score. Always read your directions carefully and ask questions if you do not understand the directions. Always examine all answer options before choosing your answer and continuously look at the answer sheet to confirm the answer matches the number of the question. Answer all questions and always monitor your time.

### **EXAMPLE TEST QUESTION**

Police Officer Ashton was hired three months ago. She confides to you that she is having a problem with her neighbor. She states that the neighbor, Danny Hooper, has made sexually suggestive statements to her. The officer states that if this problem is not rectified soon, she will use force upon her neighbor to “send a message.” She states that she thought last night of killing her neighbor in a fit of rage. The officer states that her Sergeant is on vacation in the Bahamas and will not return for 14 days. You are a supervisor in her department. What action should you take?

- A. Remove the officer from active duty.
- B. Inform the neighbor of the officer’s intentions.
- C. Counsel the officer even though you are not her immediate supervisor.
- D. Refer the officer to her sergeant.
- E. None of the above

### **EXAMPLE TWO TIER QUESTION**

Sammy Rojas comes into the front desk at 0436 hrs. to file a civilian complaint. The individual, who wishes to remain anonymous, states that he witnessed three police officers steal various items from the local hardware store. He further states that his twelve year old nephew also witnessed illegal action by the same officers two days ago. In this scenario and situations like this one, which of the below individuals would be permitted to file a civilian complaint?

- I. A known prostitute
  - II. A juvenile
  - III. A felon under arrest for a 1<sup>st</sup> degree crime
  - IV. An anonymous source
  - V. Sammy Rojas in the above scenario
- 
- A. I and II only
  - B. I, II, and III only
  - C. I, II, III, and IV only
  - D. All of the above

# ***ACRONYMS & NUMBERS***

This section's purpose is to illustrate how memorization can be effectively and efficiently achieved.

Our acronyms are listed as examples of what a promotional candidate may build upon.

Many successful test takers have utilized a system such as this to memorize lists and pertinent information for promotional exams.

Current supervisors may also utilize the following lists for reference and for training of their subordinates.

Also find important numbers to know and memorize to assist you in your studies.



**BIAS INCIDENTS OFFENSES:**

**BRASH HAWK**

**Burglary (Trespass, Peering, etc.)**

**Homicide (Murder, Manslaughter, etc.)**

**Robbery**

**Arson**

**Assault (Terroristic Threats, etc.)**

**Weapons Offense**

**Sex Offenses**

**Kidnapping (Criminal Restraint, etc.)**

**Harassment**

**False reports to Law Enforcement**

**BIAS INCIDENTS**  
**INTER-AGENCY COOPERATION**

**SC CCH**

Division of **S**tate Police

**H**omeland Security & Preparedness

Division of **C**riminal Justice

Division on **C**ivil Rights

**C**ounty Prosecutors Office

The Bias Crime Unit at the DCJ shall be notified immediately of all suspected or confirmed Bias Incidents when:

**P.O. HARA, LSU**

**P**olice Officer as a suspected perpetrator

**O**rganized Hate Group suspected involved

**H**omicide

**A**ggravated Assault

**R**ape (Aggravated Sexual Assault / Sexual Assault)

**A**rson

**L**arge **S**cale **U**nrest potential



Once a **ROADBLOCK** has been established and a vehicle or barricade has been positioned in the roadway, there shall be:

**ANA**

**A**dequate distance to see the roadblock

**N**o one in the blocking vehicle(s)

**A**n avenue of escape

### **DOMESTIC VIOLENCE**

18 Criminal Offenses:

**HART, KFC, 5-C's (CCCCC), BLS, SH, Any Crime Death/SBI**

**H**omicide

**C**riminal Trespass

**A**ssault

**C**riminal Coercion

**R**obbery

**C**riminal Mischief

**T**erroristic Threats

**C**riminal Restraint

**K**idnapping

**B**urglary

**F**alse Imprisonment

**L**ewdness

**C**riminal Sexual Contact

**S**exual Assault

**C**ontempt of DV Order

**S**talking

**H**arassment

**Any Crime involving risk of Death/Serious Bodily Injury**

A minor is considered emancipated from his or her parents when the minor:

**MM, PP**

**M**arried

**M**military Service

**P**regnant (or has a child)

**P**reviously declared by a court or administrative agency to be emancipated

## **Law Enforcement Computers**

### **AGE, AIDS, CC, JJ**

Police Records that must remain Confidential:

Abuse of the Elderly

Search Warrants

Grand Jury Info

Child Abuse & Child Sex Assault Victims

Electronic Surveillance

Criminal Investigation Records

Autopsy and ME Reports

Juvenile Delinquency

Internal Affairs Investigations

Juvenile - Family Crisis  
(Runaways, Truancy, etc.)

Domestic Violence

## **PROTECTED INFORMATION**

### **AGE, AIDS, CC JJ, DICE'M**

Info related to any of the topics below, shall not be accessible by Non-Police personnel.

Arrests

Search Warrants

Incident Reports

Grand Jury

Criminal Investigations

Criminal or Gang Intelligence

Electronic Surveillance

Criminal History Records

Evidence Receipts

Autopsy and ME Reports

Juvenile Delinquency

Medical Reports

Internal Affairs

Juvenile – Family Crisis

Domestic Violence

DYFS Reports (Now Child Protection & Permanency)

## **DRUG SCREENING**

Attorney General's Law Enforcement Drug Testing Applies to:

### **A.T.S.**

Applicants

Law Enforcement Officer Trainees

Sworn Law Enforcement Officers

## INTERNAL AFFAIRS

### CS, SAFE, DR, MD

An Incident of Misconduct or Inappropriate Behavior May Fall Into One of More of The Following Categories:

#### Crime

Search (Improper/Unjustified)

Serious Rule Infraction

Above the line:  
**Handled by IA**

Arrest (Improper/Unjust)

Force (Excessive)

Entry (Improper)

Differential Treatment

Repeated Minor Rule Infractions

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Minor Rule Infraction

Below the line:  
**Forward to Supervisor  
of P.O.'s Unit**

Demeanor

## PROGRESSIVE DISCIPLINE

### OW, MS, LDD (KNOW IN THIS ORDER)

- Oral Reprimand or Performance Notice
- Written Reprimand
- Monetary Fine
- Ssuspension **without** Pay
- Loss of Promotional Opportunity
- Demotion
- Discharge from Employment

In lieu of discipline, the below can be used as instructional/remedial devices to address deficiencies or inadequate performance:

### **COPER**

- **C**ounseling
- **O**ral reprimands
- **P**erformance notices
- **E**nhanced supervision
- **R**e-training

### **Internal Affairs**

Police Officers who are the subjects of Internal Investigations may be compelled to submit to various physical tests or procedures to gather evidence.

### **BBB, HH, VV, FURP**

<b>B</b> reath Sample	<b>H</b> air and Saliva Sample	<b>U</b> rine Specimens
<b>B</b> lood Sample	<b>V</b> oice Recordings	<b>R</b> equiring Suspect to Speak
<b>B</b> uccal Swab	<b>V</b> ideotaping	<b>P</b> articipation in a Lineup
<b>H</b> andwriting Sample	<b>F</b> ield Sobriety Tests	

### **Investigation and Adjudication of Complaints Possible Dispositions Include:**

#### **N.U.S.E.**

**N**ot Sustained

**U**nfounded

**S**ustained

**E**xonerated

## **STRIP SEARCH**

### **BABUG**

Removal or re-arrangement of Clothing to permit Visual Inspection of a Person's:

Buttocks   Anus   Breasts   Undergarments   Genitals

## **COMMON BULLYING OFFENSES**

### **BH TRASH**

<u>B</u> ias Intimidation	<u>T</u> hreats
<u>H</u> azing	<u>R</u> obbery
	<u>A</u> ssault
	<u>S</u> exual Offenses
	<u>H</u> arassment

## **N.J. SAFE HAVEN INFANT PROTECTION ACT**

### **SID**

Shows No Signs of Abuse or Neglect

Is No More Than 30 Days Old

Delivered voluntarily by parent or voluntarily arranged for another person to leave the infant at police station

## **EXCEPTIONS TO WRITTEN WARRANT REQUIREMENT:**

### **MACE, PIOS**

<u>M</u> otor Vehicles	<u>P</u> lain View
<u>A</u> bandoned Property	<u>I</u> nventory Procedures
<u>C</u> onsent	<u>O</u> pen Fields
<u>E</u> xigent Circumstances	<u>S</u> earch incident to a lawful arrest

## **(KIRK) GUIDELINES GOVERNING ROADSIDE CHECKPOINTS**

### **SPAPACO**

**S**ocial Utilitarian purpose (Legitimate State Interest)

**P**articipation of Command in The Formulation of an administrative plan. (Stop every 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> vehicle)

**A**dequate on the scene warnings must be given.  
(To avoid frightening the public)

**P**rocedures to follow when stopping motorists (be courteous)

**A** carefully planned procedure that will involve moving of a checkpoint

**C**heckpoints must be sufficiently staffed by uniformed officers

**O**perational reports submitted

### **WAIVER OF RIGHTS**

#### **VIK**

To be valid, a defendant's waiver of his rights must be made:

**V**oluntarily

**I**ntelligently

**K**nowingly

### **2C:39-13 UNLAWFUL USE OF BODY VESTS**

#### **SAMM B(a)KER**

Use or wear a body vest while engaged in:

**S**ex Assault

**A**ggravated Assault

**M**urder

**M**anslaughter

**B**urglary

**K**idnapping

Criminal **E**scape

**R**obbery

**Every victim of the below crimes should receive IMMEDIATE notification upon the arrest of the offender:**

**HARDD SSACCK**

<u>H</u> omicide	<u>S</u> exual Offenses
<u>A</u> rson	<u>S</u> talking
<u>R</u> obbery	<u>A</u> ggravated Assault
<u>D</u> omestic Violence	<u>C</u> arjacking
<u>D</u> eath by Auto	<u>C</u> hild Abuse
	<u>K</u> idnapping

All other offenses: within 48 hours

**JUVENILE DNA COLLECTION OFFENSES**

**SLAMMER K**

Second-degree Aggravated Assault  
Luring or Enticing a Child  
Aggravated Crim Sexual Contact/Crim Sexual Contact  
Murder  
Manslaughter  
Endangering Welfare of Children  
Rape (Aggravated Sexual Assault/Sexual Assault)  
Kidnapping

**JUVENILE MANDATORY COMPLAINT -WARRANT**

**CHERR**

Carjacking  
Homicide (Murder/  
Agg. Manslaughter)  
Escape  
Rape (Agg. Sex. Assault/Sex. Assault)  
Robbery

Offenses Allowing Vehicular Pursuits (in addition to first degree crimes):

**MV BALD SHAKER PUB MVT&R**

Manslaughter  
Vehicular Homicide

Burglary (of a dwelling only)  
Aggravated Assault  
Luring/Enticing a Child  
Disarming a LE Officer

Sexual Assault  
Human Trafficking  
Arson  
Kidnapping  
Escape  
Robbery

Poss. Of Firearm  
Unlawful Poss of Weapon  
Bias Intimidation

M.V. Theft & Receiving

## NUMBERS TO REMEMBER

Juveniles Under 14 = cannot be photographed for criminal purposes, i.e. Mug shots

UNLESS

-Juvenile and parent consents

Or

-Permission granted by a court

Juvenile 14 years of age or older + Crime = OK to Fingerprint

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Juveniles Under 16 = should not be used as informants

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Juveniles Under 12 = under no circumstances be used as a juvenile informant  
(11 yrs. Or younger)

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No Juvenile 11 years of Age or Under Can be placed in detention

UNLESS

Charged with:

1<sup>st</sup> or 2<sup>nd</sup> degree crime

Or

Arson

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ROR of Juvenile = \* At least 14 years of age \*

- No danger to community
  - No parent to be released and ALL reasonable measures have been exhausted
  - I.D. and address of juvenile
  - Verified through positive I.D.
  - Reasonable certainty he will return to home or school
-