

Time Oriented Questions

In-Basket Type questions

Unstructured type- Candidates receive a variety of items of information, such as memos, charts, tables, maps, rosters etc., typically found in the “in basket” of an incumbent in the rank to which the candidate is seeking promotion. Candidates are asked to handle and respond to such items of information. The responses of the candidates are not therefore structured and are limited only by the resourcefulness and ingenuity of the candidate. Captain candidates will see this type on their oral exam.

Structured type – Candidates receive a variety of items of information, such as memos, charts, tables, maps, and rosters etc., typically found in the “in basket” of an incumbent rank to which the candidate is seeking promotion. However here, the candidates are asked specific multiple-choice questions involving items of information they have received. **You will most likely see this type.**

Strategy for Structured type in BASKET:

Before a strategy can be developed, some definitions and concepts are in order.

Items of information – memos, charts, tables, maps, rosters etc., etc., are given to the candidate.

Relationships – There are relationships between the items of information given to the candidate and the multiple-choice questions. For example, there may be a multiple-choice question which simply asks the candidate what to do about the situation involving Officer Aguiar. The question itself sheds no light into what the situation involving Officer Aguiar is about. However, examination of a table provided the candidate reveals that Aguiar’s sick record has skyrocketed far beyond his prior sick record and beyond anyone else in the department. Hence the relationship exists between the table and that relationship assists the candidate in answering the multiple-choice question.

Universe – This refers to the establishment by the items of information of such things as the identity of the candidate, where the candidate works, and when (meaning time and date) things are occurring. In a sense, a fake world is being created and must be lived in by the candidate in order to correctly answer the multiple-choice questions of the structured in basket. **Please note** that universe information is sometimes changed by subsequent items or by question stems.

The actions a candidate should take when answering the multiple-choice questions of a structured in basket.

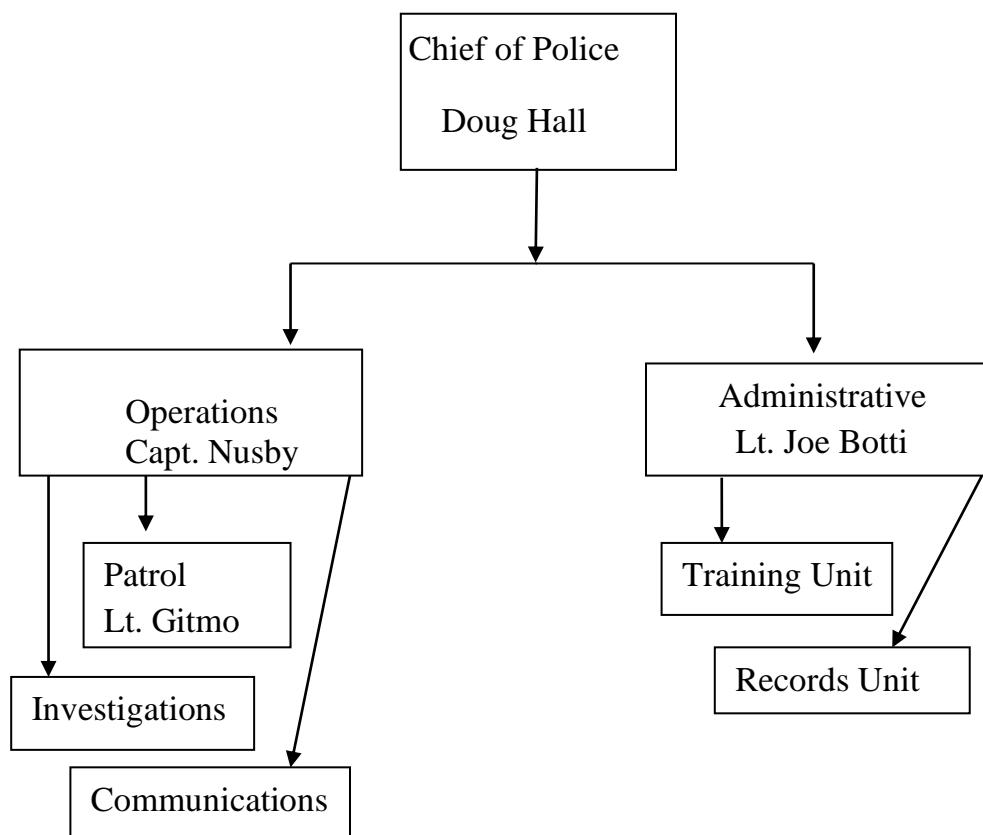
- Scan the items of information to get an idea of what kind of information is being provided.
- Scan the questions and their choices to get an idea of what is being asked.
- Then using the leads just acquired, from scanning the questions and their choices, find the answers by closely examining the material that has been provided.
- Now read the multiple-choice question closely along with its choices and answer the question.
- Go on to the next multiple-choice question paying particular attention to the stem of the question (ex. The part before the choices) because often the universe is slightly changed by the stem. For example, the candidate may be given another identity, the time of day may change, which could impact on what response would be appropriate, or the location could be changed, which could also impact on what response is appropriate.

Question #1 through #12 are inter-related

Directions: You are Lieutenant Gitmo. Today is June 3rd. Answer the following questions based on the information provided to you.

Vernon Township Police Department

2121 Main St.



TO: Lieutenant Gitmo
From: Chief Doug Hall
Date: June 2, 20XX
Subject: Police Officer Contract Negotiations

The current Police Officer contract expires at the end of this year. The city began negotiations with the police officers' bargaining unit early last week, and the two parties are already at an impasse. In the past when we've been in this type of situation, we've experienced such unannounced job actions as precipitous drops in average shift ticket issuing figures. I am assigning you to review the department's production in this area to determine if this is, in fact, occurring. Please advise as to your recommendations.

May Average of Traffic Summonses Issued

Day Shift Monthly Average per Officer YTD = 20

EAST

Sgt. Decomis	10
Ofc. Fugnitti	8
Ofc. Gonzalez	31
Ofc. Zerion	48
Ofc. Villardi	19
Ofc. Jackson	20
Ofc. Canevaro	16
Ofc. Mattingly	18
Ofc. Ruth	19

WEST

Sgt. Petrick	9
Ofc. Aguiar	18
Ofc. Smitty	18
Ofc. Avelles	16
Ofc. Perez	17
Ofc. Loach	19
Ofc. Pecola	18
Ofc. Everest	16
Ofc. DelRay	18

Night Shift Monthly Average per Officer YTD = 15

EAST

Sgt. Argento	11
Ofc. Parcells	18
Ofc. Lewhich	17
Ofc. Spitor	17
Ofc. Giyard	16
Ofc. Borrero	15
Ofc. Gotti	18
Ofc. Tyson	12
Ofc. Gibson	16

WEST

Sgt. Mulvaney	8
Ofc. Knight	15
Ofc. Bellachock	17
Ofc. Healter	18
Ofc. Raybo	16
Ofc. Blackburn	17
Ofc. Hollyfield	15
Ofc. Ripken	17
Ofc. Cuba	17

Morning (Overnight) Shift Monthly Average per Officer YTD = 13

EAST

Sgt. Gaeta	10
Ofc. Bird	13
Ofc. McHale	14
Ofc. Haller	12
Ofc. Hamsha	14
Ofc. Napper	13
Ofc. Monti	14
Ofc. Bundy	15
Ofc. Depp	13

WEST

Sgt. Berenger	11
Ofc. Pierce	14
Ofc. Mariano	13
Ofc. Golla	13
Ofc. Jokin	14
Ofc. Manram	12
Ofc. Douglass	14
Ofc. Sammi	12
Ofc. Joulie	13

1. Should you immediately report Officer Fugnitti to the Chief?
 - A. Yes, because he obviously violated the Chief's directive.
 - B. No, because this may simply be an anomaly.
 - C. Yes, because the Chief specifically asked to be informed of such events.
 - D. No, because Officer Fugnitti obviously didn't intend to violate department policy.
2. What is the first thing that you should do in this particular case?
 - A. Speak with Officer Fugnitti, since he is the subject of your concern, to see if there are any personal or work-related problems which may have caused the situation to develop.
 - B. Review Officer Fugnitti's personnel file and ticket issuing statistics for the last several months.
 - C. Issue a memo to the east section, day shift patrol officers indicating that they should not follow the lead of one maverick officer in this matter.
 - D. Issue a memo to all patrol officers making them aware of the fact that unannounced job actions will not be tolerated.
3. What role might Lieutenant Botti play in this situation?
 - A. He should not play a role because his job function is completely different from yours.
 - B. He should not play a role because he is not your subordinate.
 - C. He could provide information on Officer Fugnitti that might help in your analysis of the situation.
 - D. He may be able to explain the Chief's memo more fully since staff officers are always more closely aligned with the Chief's thinking than line officers are.
4. If, in the final analysis, you decide to report Officer Fugnitti to the Chief, what should you include in your report?
 - I. Your recommendations
 - II. Officer Fugnitti's ticket issuing statistics
 - III. The department's ticket issuing statistics
 - IV. Officer Fugnitti's partner's ticket issuing statistics
 - V. Day shift ticket issuing statistics
 - VI. Lieutenant Botti's recommendations
 - A. I, VI only
 - B. II, III, IV only
 - C. I, II, V only
 - D. II, V only

5. It appears that all the sergeants listed above are below average in issuing traffic summons. Should you respond in the same manner as you did with the handling of Officer Fugnitti's situation?
- A. No, the sergeants' duties and responsibilities are different than those of a patrol officer and therefore it can be expected that their traffic summonses counts would be lower.
 - B. Yes, you should treat every matter fairly and equitably. There should be no signs of preferential treatment amongst supervisors.
 - C. No, the Chief only mentioned checking into the police officers' numbers.
 - D. Yes, all the sergeants in the patrol division are your responsibility and you expect them to lead by example and keep pace with the subordinates their subordinates.

Vernon Township Quality Forum
522-22nd St.,
Vernon, New Jersey 07462

Chief Doug Hall
Vernon Township Police Department
3715 Palisade Ave.,
Vernon, NJ

Dear Chief Hall:

First of all, I'd like to take this opportunity to thank you for your community involvement, and specifically for the efforts you and Captain Baker have made during the past year to improve relations among the various ethnic groups living in Vernon. Your appearance at public gatherings and involvement in school assemblies have helped immeasurably to minimize the tensions that might otherwise result in unpleasant eruptions.

Unfortunately, I must also bring up some bad news. A considerable number of our Asian-American members, as well as a sizable number of Asian-American non-members, who are simply interested in furthering better group relations, have mentioned to me that they have been stopped by your officers for relatively minor violations and have been treated very rudely by the officers during those stops. Coincidentally, all of the stops were made in the eastern section of town during the mid-morning and early afternoon hours.

I'm sure you'll agree that our best intentions may be for naught if those intentions are not carried out where it ultimately counts most: in the community. I would appreciate your looking into this and letting me know what you find.

Sincerely,
Jonathan Wong, Chairman

6. The Chief's secretary has just delivered the letter from Mr. Wong to you and told you that the chief has been called away to deal with a personal emergency and is not expected back for a week and has left you in charge of handling this situation. What is your best course of action?
- A. Call Sergeant Gaeta, the east section day shift squad leader, and advise him that profile stops are illegal and that he should relay that information to his officers.
 - B. Contact Lieutenant Botti, the officer in charge of the Administrative Bureau, and ask him to schedule Human Relations/Sensitivity training for all patrol officers as soon as possible.
 - C. Prepare a written response to Mr. Wong apologizing for the officers' behavior and reassuring him that the department is truly committed to seeking harmony in the community.
 - D. Call Mr. Wong and arrange to meet with him and as many of the complainants as possible to gather more information.
7. In reference to Question #6. What would be your next best course of action?
- I. Meet with Officers Gonzalez and Zerion
 - II. Advise the Chief the results of contact attempt with Mr. Wong
 - III. Review the East District's traffic stops and summonses issued
 - IV. Complete a report for Internal Affairs
- A. I and II only
 - B. I, II and III only
 - C. II and III only
 - D. All of the above

To: Lieutenant Gitmo
From: Chief Hall
Date: June 2, 20XX
Subject: Vernon's Upcoming Parade

Vernon's bi-centennial parade will be held on July 30, and will run along Jamesway Drive between Miller Boulevard and Essex Lane. Marilyn Monroe, the Vernon Township Outreach Center Director, is the parade director this year. The last parade we had in Vernon caused traffic problems that would have impeded emergency vehicle response if there had been any emergencies and we don't want that to happen again this year. Therefore, I'm directing you to develop a plan for handling the parade. After I've reviewed and approve the plan you will be in charge of implementing it. Please give me your plan first thing in the morning, June 10th.

8. Should your plan include speaking with the other lieutenant shift commanders about using their officers on overtime for parade duty if that becomes necessary?
 - A. Yes; overtime is often required for such events, and it is best to be prepared for that possibility.
 - B. No; overtime has negative management connotations and, therefore, should always be avoided at all costs.
 - C. Yes, the final responsibility in this matter may be appropriately delegated to the other lieutenant shift commanders.
 - D. No; your instructions made no mention of the use of overtime.
9. Continuing with the prior scenario, the task of conducting the briefing for those working the parade:
 - A. must be done by you since you are in charge of the operation.
 - B. may be delegated to anyone you choose, but you must attend since you are in charge of the operation.
 - C. may be delegated to any of the sergeants since most working the parade will probably be from the day shift.
 - D. may be delegated to either of your squad sergeants working on the date and time of the parade.

10. What is the first thing you should do after receiving the parade assignment?

- A. Ask Chief Hall for an extension of his June 4th deadline.
- B. Review last year's parade plan.
- C. Ask the Chief for details on problems associated with the last parade.
- D. Contact Marilyn Monroe.

11. You have developed your parade plan, submitted it to the captain, and he has approved it. Furthermore, the plan's elements have been communicated to all department supervisors. You are in your office reviewing reports. Ms. Canevaro, a local businesswoman, has heard that you are in charge of the police department's parade plan. She arrives at the desk and asks the desk sergeant to speak with you and the desk sergeant informs you of her request. How should you respond?

- A. Go to the desk and speak with her.
- B. Ask the desk sergeant to speak with her.
- C. Call the Public Information Officer/Community Relations Officer, and ask him to speak with her.
- D. Schedule an appointment for the following day.

Vernon Township Police Department
3715 Palisade Ave
Vernon, NJ

MEMORANDUM

To: All Police Officers
From: Sgt. Mulvaney
Date: May 31, 20XX
Subject: Reports

Lieutenant Botti says reports are not being submitted on time, they often do not have the right citations. This causes him to look bad in the captain's eyes and can cause problems with the prosecutor's office.

Be advised that from now on any officer not getting his reports in on time or getting in with wrong information on them is going to be disciplined.

See me if you have a question about this.

12. Upon receiving your copy of Sergeant Mulvaney's memo, you investigate the situation and found that Sergeant Mulvaney has been a police officer for 4 ½ years, was appointed to the rank of sergeant last month and, because of an acute labor force shortage, was immediately assigned as a squad leader under your command. You have also learned that Sergeant Mulvaney intended this memo for his squad only. After he typed it, he gave it to the administration secretary for duplication and distribution. The secretary, seeing the "TO" line, assumed that it was to go to all sworn officers and placed the memo in all sworn officers' mailboxes. How should you proceed?

- I. Initiate paperwork recommending that Sergeant Mulvaney be disciplined.
- II. Initiate paperwork recommending that the secretary be disciplined.
- III. Meet with Sergeant Mulvaney to determine if he requires training on how to manage his subordinates.
- IV. Have Sergeant Mulvaney collect all the memos that were distributed and also have him prepare a written retraction and apology to all officers.
- V. Enroll Sergeant Mulvaney in a sensitivity course.
- VI. Prepare a memo of correction for the Chief's personal signature and immediate distribution.

- A. I, II, III, IV and V only
- B. I, II and III only
- C. IV, V and VI only
- D. III only

Use the following information to answer Questions 13 through 15:

You are Lieutenant Ryan assigned to the Union City Police Department. Today is October 21st and you are working the day shift, 0730-1530. It is now 0900hrs. The following information is found among the material in your in-basket that you are currently reviewing. Your task is to review the information and then, using this information, you are to answer the question found after the information.

Union City Police Department

From: Lt. Ocasio, Records

September 19, 20XX

To: Lt. Ryan

Subject: Foreign Language Skills

The following personnel assigned to your squad have the ability to speak the listed foreign languages. They were all hired from bi-lingual lists.

<u>Personnel</u>	<u>Language</u>	<u>Personnel</u>	<u>Language</u>
Ofc. Gaston	Spanish	Ofc. Prunes	Spanish
Ofc. Peer	Spanish	Ofc. Katseyanis	Greek
Ofc. Botti	Italian	Civilian Abreu	Spanish

Union City Police Department

From: Chiefs Office

October 21, 20XX

To: Lt. Ryan

Subject: Personnel Available

As of 06:30hrs, the following is the personnel available for the day shift.

Ofc. Alicea	Ofc. Berean	Ofc. Botti
Ofc. Calderin	Ofc. Gaston	Ofc. Katseyanis
Ofc. Peer	Ofc. Phillips	Ofc. Prunes
Ofc. Serghis	Civ. Abreu	Civ. Delaney
Civ Hestleitner		

Not Available

Ofc. Borrero – Sick

Ofc. Figueroa – Vac

Ofc. Loaces – Suspended

Civ. Peek – Comp Time

Union City Police Department
Pd-35
October 21, 20XX
Lieutenant Ryan:

Be advised that at 0650 hours Police
Officer Prunes called off sick.
Chief's Office

Union City Police Department
Pd-35
October 21, 20XX
Lieutenant Ryan:

Be advised that 06:55 Police Officer
Peer called off sick
Chief's Office

13. It is now 1351 hrs on October 21, 20XX, you are assigned in the communications room. You are notified of an ongoing situation that requires you to send a Spanish speaking officer to the scene IMMEDIATELY. Which of the following police officers should you send?

- A. Prunes
- B. Peer
- C. Abreu
- D. Gaston

14. As of 0649 hrs., how many non-sworn law enforcement personnel working?

- A. 10
- B. 12
- C. 3
- D. 9

15. It is now 0930 hrs. and you are assigned to complete the daily time sheets. How many officers did not report for duty?

- A. 4
- B. 5
- C. 3
- D. 2

Use the following information to answer Questions 16 through 20

You are Lieutenant Lang. It is 5:45 pm on September 8, 20XX.

**MAPLE CITY POLICE DEPARTMENT
OPERATIONS DEPARTMENT – ROGER STAUBACK, CAPTAIN**

PATROL DIVISION

Day shift (0800-1600)

Lt. Danny White, Shift Commander

Sgt. Henderson, Shift Supervisor

North Section

Sgt. Thiesman

Ofc. Baez

Ofc. John*

Ofc. Herbstreet

Ofc. Bryant

Ofc. Sureowicz*

Ofc. Lucy

Ofc. Torres

Ofc. Tupac

Ofc. Julio

South Section

Sgt. Manley

Ofc. Gowers

Ofc. Maitain

Ofc. Sierra

Ofc. Raghib

Ofc. Estrella

Ofc. Martin

Ofc. Wally

Ofc. Nolan*

Ofc. Vilson

Night shift (1600-0000)

Lt. Lang, Shift Commander

Sgt. Lettich, Shift Supervisor

North Section

Sgt. Caputo

Ofc. Mordan

Ofc. Zagnut

Ofc. Rodman

Ofc. Garcia

Ofc. Garvin*

Ofc. Perez

Ofc. Anthony*

Ofc. Dallas

Ofc. Biscuits

South Section

Sgt. Segarra

Ofc. Palmer

Ofc. Mickey*

Ofc. Carlos

Ofc. Ramirez

Ofc. Gladly

Ofc. Gomez*

Ofc. Thomas

Ofc. Onorato

Ofc. McCoy

Morning Shift (12:00 am – 0800 am)

Lt. Weaver, Shift Commander

Sgt. Michelson, Shift Supervisor

North Section

Sgt. Gutchner

Ofc. Sared

Ofc. Markus*

Ofc. Central

Ofc. Reggie

Ofc. Polk

Ofc. Simpson*

Ofc. Hinter

Ofc. Lynch

Ofc. Sorry

South Section

Sgt. Curoat

Ofc. Goodwin

Ofc. Boston

Ofc. Lion

Ofc. Jerome

Ofc. Ewing

Ofc. Ruth

Ofc. Bido

Ofc. Ricardo

Ofc. Chauncey

Denotes personnel in their probationary period = *

DETECTIVE DIVISION

Homicide

Sgt. Diaz

Det. Nigel

Det. Gonzalez

Det. Betancourt

Juvenile

Sgt. Kolb

Det. Lowrider

Narcotics

Sgt. Cheechi

Det. Pascale

Police/Community Relations

Det. Hanak

Approved leave for September

Rodman: 9/11, 9/12 – Sick
Central: 9/25 through 9/29 – Vacation
Onorato: 9/11 through 9/15 – Vacation
Gladly: 9/18 through 9/22 – Vacation
John: 9/11 through 9/15 – Vacation
Palmer: 9/12 – Administrative leave
White: 9/1 – Sick
Raghib: 9/18 through 9/20 – Administrative leave
Lettich: 9/25 through 9/29 – Vacation
Perez: 9/13 through 9/15 – Administrative leave
Seth: 9/18 through 9/22 – Sick

MAPLE CITY POLICE DEPARTMENT

September 7, 20XX

TO: Lieutenant Lang
From: Captain Stauback
Subject: Training

I've reviewed and approved your request to conduct training in the below listed areas for officers under your command below the rank of sergeant. My only condition is that you maintain a force in the field on any given training day of at least 10 officers who have completed their probationary periods. As you know, this is a standard condition applying to all absence situations, not just training. Do not include yourself or your sergeants in this count. Furthermore, officers may not attend training and then work their regular shift on overtime or compensatory time, nor may officers on approved leave attend training on overtime or compensatory time.

<u>Subject</u>	<u>Next Training Date</u>
Human Relations/Sensitivity	Tuesday, September 12
Report Writing	Thursday, September 14
Legal Review	Wednesday, September 20

16. How many officers under your command can appropriately be scheduled for the next Human Relations/Sensitivity training date?
- A. Two
 - B. Three
 - C. Five
 - D. Six
17. If you decide not to schedule anyone for the next Human Relations/Sensitivity training date, and assuming no one else requests leave time, how many officers under your command will be on their posts for the evening shift on that day, including anyone above the rank of police officer?
- A. Twenty
 - B. Fifteen
 - C. Eighteen
 - D. Eleven
18. If you decide to schedule only officer Ramirez for the next Report Writing training date, how many officers under your command below the rank of sergeant who are not on probation may be granted time off on that date, assuming they have the leave?
- A. None
 - B. One
 - C. Two
 - D. Three
19. Officers Gomez, Mickey, and Carlos have demonstrated deficiencies in their legal citations, and so you've decided to send them to the next Legal Review. How many other officers, in addition to these three, may attend the Legal Review?
- A. Four
 - B. Five
 - C. Six
 - D. Seven

20. Assuming that you have sent the maximum allowable officers to the Legal Review training, which of the following officers must be among those who attend that training?

- A. Gladly
- B. Thomas
- C. Rodman
- D. Garvin

Use the following information to answer Questions 21 through 25

You are Lieutenant Samson. Today is October 22nd. You will be on vacation after today and will return to duty on October 30th.

**CIVIL SERVICE LAND POLICE DEPARTMENT
MEMORANDUM**

DATE: October 21, 20xx
TO: Lieutenant E. Samson
FROM: Captain F. Gomez
SUBJECT: Overtime for Halloween (10/31/20xx)

LIEUTENANT:

As you know, Halloween creates different problems for this department that requires an increase in our patrol manpower levels. In order to combat this dilemma, I have decided to assign patrol officers from various other units (plain clothes assignments) to supplement the patrol force on Halloween, which falls on Friday, October 31; and I want you to coordinate the assignment effort. Since I do not want to impact negatively on the work of the plain clothes units involved, only those members who are presently assigned as police officers should be selected and those selected will be paid overtime in accordance with existing agency guidelines.

To prevent grievances from occurring, I want you to select the police officers from staff units who will work overtime on Halloween based on the following guidelines:

- When consistent with all other guidelines, those police officers with most seniority are to be given the most overtime.
- Police officers selected should not be on probation of any kind.
- Police officers selected must, of course, be available for full duty on the date of the assignment.
- The following overtime slots must be filled:
 - I. 1 police officer to work 8 hours of overtime
 - II. 2 police officers to work 6 hours of overtime
 - III. 2 police officers to work 4 hours of overtime
 - IV. 1 police officer to work 3 hours of overtime

I have included a listing of our department's personnel assigned to plain clothes. Please research this matter and be prepared to discuss your selections with me prior to October 30th.

CIVIL SERVICE LAND POLICE DEPARTMENT

<u>Rank</u>	<u>Name</u>	<u>Hire date</u>	<u>Status</u>
Police officer	Maggie Dee	01/23/00	Full duty
Detective	Nolan Ryan	04/19/00	Full duty
Police officer	Miguel Garcia	08/09/02	Full duty
Police officer	Brett Favre	09/22/92	Sick leave
Police officer*	Scott Gomez	03/23/03	Full duty
Police officer	Jim Buffet	02/21/00	Full duty
Police officer	Juan Perez	07/13/93	Full duty
Police officer	Jaime Berez	09/09/03	Restricted
Police officer	Jenna Jamison	08/09/02	Full duty
Police officer*	Jose Cruz	05/06/01	Full duty
Police officer	Steve Jackson	06/16/96	Sick leave
Detective	Kurt Cobain	08/21/98	Full duty
Police officer	Tim Jackson	03/23/03	Sick leave
Police officer	John Smoltz	01/30/00	Full duty
Police officer	Ramon Vasquez	02/21/00	Restricted

Officers with an asterisk (*) are probationary officers

**CIVIL SERVICE LAND DEPARTMENT
MEMORANDUM**

DATE: October 1, 20xx

To: All Supervisors

From: Admin Officer

Please be advised the following officers are on vacation in the month of October.

<u>Name</u>	<u>Rank</u>	<u>Assignment</u>	<u>Vacation Period</u>
Henry Perez	Detective	Patrol	10/11 - 10/30
Ed Cruz	Police Officer	Patrol	10/18 - 10/30
Jose Garcia	Police Officer	Patrol	10/22 - 11/05
Jenna Jamison	Police Officer	Plain Clothes	10/24 - 11/12

**CIVIL SERVICE LAND POLICE DEPARTMENT
MEMORANDUM**

DATE: October 18, 20xx
TO: All Supervisors
FROM: Admin Officer
SUBJECT: Personnel Availability

Please be advised of the current status of plain clothes unit members on sick leave:

- Police officer Brett Favre will return to work from sick leave and be assigned full duty as of 10/30/17
- Police officer Steve Jackson will return from sick leave and be assigned to light duty as of 10/30/17

21. It is now 1000 hrs. and you get a call from Captain Gomez who wants to discuss a date for you to meet with him as soon as your schedule permits, in order to review the overtime assignments for Halloween. Which of the following dates would be the most appropriate for you to suggest to him for the meeting?

- A. Oct 22
- B. Oct 25
- C. Oct 29
- D. Oct 30

22. Which of the following officers should you select to make the most overtime on Halloween?

- A. Favre
- B. Perez
- C. Jackson
- D. Cobain

23. Which of the following officers should you select to earn 6 hours of overtime?

- A. Perez and Jackson
- B. Jackson and Cobain
- C. Perez and Dee
- D. Dee and Smoltz

24. Which of the following officers should you select to earn 4 hours of overtime?

- A. Dee and Smoltz
- B. Smoltz and Buffet
- C. Buffet and Vasquez
- D. Buffet and Garcia

25. Which of the following officers should you select to earn 3 hours of overtime?

- A. Jamison
- B. Ryan
- C. Cruz
- D. Garcia

Scheduling and Time Oriented Questions

Answer Key

1. B – Anomaly means something that deviates from what is standard, normal, or expected. There may be many reasons why Officer Fugnitti's ticket issuing numbers are below average. You would not **immediately** report the officer to the Chief.
2. B – The first thing to do would be to investigate why the officer's numbers have dropped by checking his personnel file and ticket issuing statistics. Then, if that does not adequately answer the inquiry, speaking to the officer may be a follow-up action.
3. C – Lt. Botti is in charge of Administrative functions which includes the Records Unit. This would provide personnel information for Officer Fugnitti.
4. C – Statements I, II and V must be included in the report. The other options might be considered but the answer choice that has the most correct information is "C"
5. A – Option "B", although it sounds good, is wrong because you would not treat "every" equitably. Option "C" is wrong because the Chief's memo instructed to check the department's records, not the police officers' only. Option "D" is incorrect because if the sergeants did the same work as the officers (to lead by example) then they would not be able to perform their supervisory duties as well.
6. D – The other answer choices are possible follow-up actions however not the best course of action after being handed the letter from Mr. Wong.
7. C – Again, the other answer choices are possible follow-up actions however not the best course of action right after contacting Mr. Wong. Mr. Wong is not stating that he (personally) was subjected to improper treatment, just that it was report to him by other members of the community.
8. A – Answer choice "B" is incorrect as there are times in which overtime is necessary, and unavoidable, to fulfill the manpower for certain events and management would not see this as having negative connotations. Answer choice "C" is incorrect as Chief Hall has delegated the task of developing the plan. It could be said that you, or Chief Hall, has the ultimate and final authority. Also, you cannot delegate to other lieutenants as you are a lieutenant yourself. Answer choice "D" is incorrect. Although the Chief's memo made no mention of overtime, it should not be ruled out as a possible solution to last year's problem.

9. D – The task of briefing those working the parade can be delegated to your squad sergeants. Answer choice “A” is incorrect as the Chief’s memo did not state that you would be the Officer-in-Charge of the parade. The Chief has assigned you to develop a plan. Answer choice “B” is incorrect because you cannot delegate to anyone you choose. Answer choice “C” is incorrect because there was no mention as to the time the parade will commence/take place.
10. B – The first thing you should do after receiving the assignment is review last year’s parade plan before speaking to anyone. The Chief indicated there were problems last year and you want to understand what may have gone wrong before you reach out to anyone.
11. A – Community Sensitivity and Possible Important Matter – Go speak with Ms. Canevaro. Even though you are busy reviewing reports, she may have something important to say about the parade that may have to be brought to the Captain’s attention.
12. D – The questions asks how you would proceed. Statements “I” and “II” are not immediate actions that should be taken at this time. Statement “IV” is farfetched and unrealistic. Statement “V” could be a possible option depending on an investigation into the sergeant’s past actions/demeanor with his subordinates. Statement “VI” seems a bit of a stretch since it implies you are now speaking for the Chief. While this situation needs to be brought to the Chief’s attention, he/she should determine what, if any, actions he/she should take.
13. D – Officers Peer and Prunes called off sick. Abreu is a Civilian employee.
14. C – Civilians Hestleitner, Abreu and Delaney are working. Civilian Peek is off Comp Time
15. B – Officers Prunes, Peer and Borrero are sick. Officer Figueroa is on Vacation and Officer Loaces is Suspended
16. C – SEPTEMBER 12th - Officer Rodman is sick, Officer Palmer is on Administrative Leave and Officer Onorato is on vacation. You have to have 10 non-probation Officers for the field. Do not count supervisors.
17. C – SEPTEMBER 12th - Officer Rodman is sick, Officers Perez and Palmer are on Administrative Leave, and Officers Gladly and Onorato are on Vacation. You are Lieutenant Lang so Sergeant Lettich is under your command. The question specifically states to include anyone above the rank of police officer.
18. B – SEPTEMBER 14th - Officers Perez is on Administrative Leave and Officer Onorato is on vacation already on that day. You have to have 10 non-probation Officers for the field.

19. A – SEPTEMBER 20th - Officer Gladly is on vacation. You have to have 10 non-probation Officers for the field.
20. D – SEPTEMBER 20th - Officer Gladly is on vacation. To achieve maximum, all probationary officers must attend. You have to have 10 non-probation Officers for the field. Officers Thomas and Rodman (both non-probation) could attend but Officer Garvin (probationary) **MUST** attend.
21. D – The captain's memo stated to be prepared to discuss your selections prior to October 30th. Remember you are on vacation until the 30th after today, October 22nd, so today is the only day you can discuss your selections with the captain.
22. A – Officer Favre is the most senior (hire date 9/22/92) and will be returning full duty from sick leave on 10/30
23. C – Officer Jackson cannot work overtime as he is on light duty eliminating answer choices A & B. Officer Perez and Officer Dee both have more seniority than Officer Smoltz
24. B – Officer Dee has already been assigned 6 hours of overtime (previous question) eliminating answer choice A. Officer Vasquez cannot work overtime because he is on restricted duty eliminating answer choice C and Officer Smoltz has more seniority than Officer Garcia eliminating answer choice D
25. D – Officer Jamison is on vacation on Halloween. Ryan is a detective, not a police officer, as per the captain's memo, select only members assigned as police officers. Also, per the captain's memo, no probationary officers such as Officer Cruz.