

# TOP COP INC

## Promotional Test Preparation Course

### Orientation Guide | Study Roadmap | Exam Strategy

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#### WELCOME TO THE PROCESS

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 we supply you with. 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 follow our strategies and maintain consistent study habits—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 wish you the best in your future endeavors.

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

Ask yourself:

- How much do you want this rank?
- What does it require?
- Are you willing to sacrifice temporarily to win permanently?

## Winning Mindset

- 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.

## Family Support = Your Foundation

Sit down with your family and close friends and explain:

- What this process means to you
- That your time will be limited for the next few months
- That you will need their support
- That this effort is temporary... but **your promotion is permanent**  
Reveal your hopes, dreams, and goals to your family.

## Ignore the Competition

Forget about them. It all comes down to **you vs. the test.**

Let them build the hype, 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.**

## The Truth About Success

- Know you will be successful if you are committed to the process.
- There is no secret. 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.
- Since you are committed enough to be here: let’s begin the process that will lead you to your goals.

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## PREPARING FOR THE TEST

### Envision Being Successful

Your first job is to believe this is possible and act like it is unavoidable.

### Buy the Symbol of Promotion

Within the next week:

- Buy chevrons, bars, stripes, eagles, or stars.

- Place them somewhere you will see them daily.

When you look at it, remind yourself:

**This is what I'm working toward.**

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.

### **Sacrifice Is Temporary**

- Give up the beach day, the night out, the golf day.
- Study harder than everyone.
- There is always someone willing to do anything it takes to win the prize.  
Make that person **be you**.
- Sacrifice is temporary. Defeat is permanent.

### **No Interruptions**

Study where there are no interruptions. You need quiet, calmness, and dedication.

### **Use a Calendar**

Buy a calendar. Prepare a schedule. Adhere to it.

From today until test day:

- set goals
- exceed goals
- repeat

This is how you obtain a top score.

### **No Excuses**

When you make excuses (“I have kids,” “I work midnights,” “I’m too busy”)—your competition doesn't care. They will pass you by while taking your envisioned promotion away.

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## **ORGANIZATION OF STUDY MATERIALS**

- Obtain all study materials and store them in a secure area.
- Keep materials organized in neat piles or folders, such as:
  - Attorney General Guidelines & Directives
  - Case Law

- Title 2C, Title 9, Title 39, Title 2A, Court Rules
- Supervision and management publications
- Top Cop course notes and practice questions

## **Minimum Daily Study Time Plan**

Start at **2 hours per day**, increasing monthly by one hour until test day (bare minimum).

Example pacing:

- 4+ months before test: **2 hours/day**
- 3 months before test: **3 hours/day**
- 2 months before test: **4 hours/day**
- 1 month before test: **as much as possible over 4 hours/day**

Study when you are alert and your energy level is high.  
If you lose focus, stop immediately and take a break.

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## **MANAGING STRESS (AND TURNING IT INTO PERFORMANCE)**

Make this experience a positive one:

- Stay physically fit; exercise regularly and eat properly
- Limit alcohol intake
- Make a topic list and prioritize it
- Establish a schedule and follow it
- Always study difficult material first, then easier topics
- Spend more time on weak areas

### **Understanding Test Anxiety**

Even confident officers can experience test anxiety. It can cause mental symptoms (blinking, concentration issues, negative thoughts) and physical symptoms (headache, tension, nausea). Your goal is to reduce it through preparation and structure.

### **The performance formula:**

#### **1) Be Prepared**

Preparation begins by confronting negative thoughts and replacing them with stronger truths.

Examples:

- “I always do poorly on tests.” → “I will be more prepared than I have been in the past.”
- “If I don’t pass, I’m a failure.” → “I’m going to pass, but if I don’t, I can bounce back.”

- “I can’t possibly know everything.” → “I know my strengths and I’ll focus on weaker areas.”

Also: gather as much information about the exam and what it covers so nothing feels unknown.

## 2) Get Organized

Organization reduces anxiety and increases performance.

A study plan should be realistic and balanced. Sacrifice is necessary—but not at the cost of sleep, health, or completely eliminating obligations.

Remember: studying is more than highlighting and memorizing definitions.

You truly understand something when you can explain it in your own words and compare related concepts.

## 3) Practice

Practice is how you build focus and endurance.

Block out uninterrupted study time so your brain gets used to long focus sessions. Use review questions, chapter reviews, and group quizzing.

In the days leading up to the exam:

- focus on reviewing what you’ve already learned
- sleep the night before
- arrive early so you’re not rushed

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# TOP COP INC - TEST STRATEGIES FOR RETENTION

## “SEE IT – HEAR IT – WRITE IT”

To comprehend, learn and retain information properly you must:

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

## The Strategy

- **See it:** Read it, digest it, and don’t move on until you understand it.
- **Hear it:** Repeat key info out loud; record yourself; replay it.
- **Write it:** Notes, outlines, index cards, and summaries create retention.

We recommend combining all three skills.

# HOW TO USE THEM

Research shows not everyone learns the same way, so you must identify your best learning method and use it consistently.

## 1) Visual Learners

You learn best by reading and seeing information presented clearly.

Best techniques:

- quiet study area
- preview headings and table of contents first
- margin key words/symbols
- highlight key concepts
- outlines and categories
- charts/diagrams
- flashcards
- visualize concepts

## 2) Auditory Learners

You learn best through listening, speaking, and discussion.

Best techniques:

- summarize out loud as you read
- read notes aloud
- study with a partner/group
- record yourself and replay

## 3) Tactile/Kinesthetic Learners

You learn best by doing, moving, and working hands-on.

Best techniques:

- short breaks (3–5 minutes)
- walk while memorizing
- listen to audio while working out
- type notes with charts/tables
- paraphrase material in your own words
- real-life examples
- write key info repeatedly to reinforce memory

## QUICK STUDY NOTES

- Highlight important information (key phrases and lists)
  - Maintain a master notebook of highly testable areas
  - Use flashcards for definitions, statutes, lists, and management principles
  - Use recordings (your voice, slowly and methodically)
  - **Repetition is key!!**
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## STUDY RECOMMENDATIONS

- Every day know exactly what you're studying and what must be completed
  - Study in blocks of 1–2 hours
  - Take a 10-minute break every hour
  - Reading is not enough — you must apply information to test scenarios
  - If you don't understand something: stop, re-read, record it, and create an index card
  - Keep a dictionary nearby — one word can change the meaning of an entire passage
  - Study alone most of the time; meet with your group once per week
  - Follow test-taking strategies consistently — repetition of method is essential
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## STRATEGIES FOR TAKING THE WRITTEN TEST

A properly prepared test taker can add **5–6 points** on the exam just by understanding test formula and situation.

- Multiple-choice questions typically have 4 answer choices
  - There is one correct answer option
  - If more than one seems correct, choose the **BEST** option
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## METHODS FOR ANSWERING MULTIPLE CHOICE QUESTIONS

1. Read the question carefully
  - What is it saying?
  - What is it asking?
  - Do not add or subtract information.
2. Read it again and circle/underline key words.
3. Read ALL answer choices thoroughly.
4. Don't rush after the first choice — another may be better.

5. Circle/underline key words in each answer:
    - Absolute: ALL, NONE, EVERY, ALWAYS
    - Hard: MOST, LEAST, FIRST, LAST
    - Soft/Safe: MAY, POSSIBLY, SHOULD, GENERALLY, SOMETIMES
  6. Mark up your booklet (use it as a weapon).
  7. Use process of elimination.
  8. Print the chosen answer letter in the margin before bubbling.
  9. You are looking for the BEST answer among the options given.
  10. Pick the most complete answer (not just “a correct-sounding answer”).
  11. Attack difficult questions methodically.
  12. On scenarios, avoid overly aggressive answers.
  13. First impressions are usually correct — don’t change unless 100% sure.
  14. For long stimulus questions:
    - read the questions and options first
    - then scan the stem of the questions (the paragraph(s))
  15. Do not add or subtract facts — answer only from what is provided.
  16. Take the fact pattern at face value.
  17. For 2-Tier, Roman Numeral questions. Treat each individual Roman numeral item as a true or false question.
  18. 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.
  19. Time-Killer Questions – Leave these for the end!!!
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## THE “TEST WORLD” PRINCIPLE (THIS IS HUGE)

You are now in the test world.

Do **NOT** answer based on your department’s habits.  
Never say: “**This is how my department does it.**”

The test writers want the answer based on an **ideal supervisory standard**, not local custom.

In the test world:

- Politicians can suggest or request — not command your action
- Officers and civilians are capable unless told otherwise
- People are decent unless the question says otherwise

Answer the way the ideal supervisor answers—unless told otherwise.

## **CSC-ALIGNED BASIC MULTIPLE CHOICE REMINDERS**

(We teach these alongside Top Cop strategy)

- Don't read too much into the question—don't invent facts or extra scenarios.
- Choose the option that directly answers what is asked.
- The correct answer is usually the most exact or most complete.
- Some answers may be partly true but still wrong if incomplete or conditional.
- Don't let one hard question steal your time and your confidence.
- If you must guess, eliminate wrong choices first.

Also:

- Listen carefully to instructions
- Track your time
- Mark answers correctly on the answer sheet
- Use your booklet to circle key words and concepts

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### **SAMPLE 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. Temporarily suspend the officer pending an investigation.
- 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.

## SAMPLE 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

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## FINAL MESSAGE

Remember:

- One promotion can mean **hundreds of thousands of dollars** over your career through salary, benefits, and pension.
- The value of a promotion is enduring.

Do not expect the promotion to be handed to you.

Be the candidate who earns it legally, ethically, and professionally—through discipline and preparation.

Commit yourself to the process.

Study deliberately.

Train your mind for endurance.

Execute your plan.

And when test day arrives...

**Perform like you own it.**



# *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)

Above the line:  
**Handled by IA**

Serious Rule Infraction

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
-