

# The National



## Police Officer Selection Test

# Product Information Packet

Selection  
System™ –  
Selecting  
Tomorrow's  
Leaders... Today



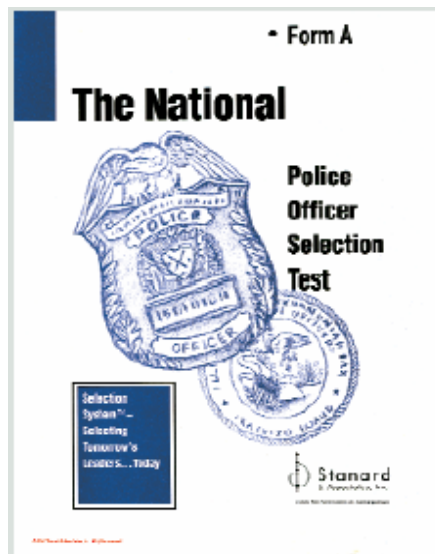
**Stanard**  
& Associates, Inc.  
*Data for Decisions in Management*



# The NATIONAL POLICE OFFICER SELECTION TEST (POST)

The entry-level selection instrument of choice for law enforcement agencies for over a decade

The POST is designed to measure basic skills – reading, writing and arithmetic – that are important for successfully learning and performing an entry-level, law enforcement position. The POST can help your department select the most qualified applicants cost effectively, eliminating the time and expense involved in interviewing, screening and training candidates who lack fundamental skills for the job.



## Why Choose the POST?

- Shown to predict law enforcement training success and job performance
- Backed by extensive research and current validation studies
- Purchased by over 1,000 agencies nationwide
- Used in every state in the continental U.S., as well as Canada
- Distributed through 24 State Police Chief Associations

## **Components of the POST**

The POST is a timed test divided into four sections. The time allotment for each section is only imposed for administrative efficiency. The times are designed to allow the vast majority of applicants (at least 90%) to complete all of the items within the section. In each of the sections, the questions are presented in a law enforcement context, but applicants do not need any previous knowledge of law enforcement to answer the questions correctly.

<b>POST Section</b>	<b>Description</b>	<b>Number of Items</b>	<b>Minutes Allotted</b>
<b>Arithmetic</b>	This section measures a person's ability to add, subtract, multiply, divide, determine percentages and calculate averages.	20	20
<b>Reading Comprehension</b>	This section measures a person's ability to understand written words and the ideas associated with them.	25	25
<b>Grammar</b>	This section measures a person's ability to spell and use grammar and punctuation correctly.	20	15
<b>Incident Report Writing</b>	This section measures a person's ability to write complete sentences with correct spelling, grammar and punctuation.	10	15
<b>TOTAL</b>		<b>75</b>	<b>1 hour, 15 minutes</b>

The POST may be scored by Stanard & Associates or purchased in a convenient self-score version that allows departments to score the POST on-site.

The POST is available in alternate forms, enabling departments to administer different forms across multiple administrations. An administration guide and applicant study guide are also available to facilitate the testing process.

# Section Descriptions and Sample Test Items

## SECTION 1: ARITHMETIC

### Description

This section of the test consists of 20 questions which require the use of basic arithmetic. The questions are based on information in a table or in a word problem. Calculators are not allowed and scratch paper is provided for performing calculations.

### Sample Questions

QTY	DESCRIPTION	SERIAL NUMBER	VALUE
1	Computer	1452101	\$ 1,549.95
1	Printer	1670-E	\$ 150.00
1	Camera	546223-S01	\$ 120.00
1	Cell Phone	45687540	\$ 149.95

1. What is the combined value of all the stolen property listed in the table above?  
A. \$ 1,969.90  
B. \$ 1,996.90  
C. \$ 2,069.90  
D. \$ 2,096.90
  
2. A car was traveling 55 miles per hour in a 25 mph zone. If the driver is fined \$10.00 for each mile per hour over the speed limit, what is the amount of the fine?  
A. \$ 25.00  
B. \$ 55.00  
C. \$ 250.00  
D. \$ 300.00

In Question 1, the correct answer is **A**, because  $1,549.95 + 150 + 120 + 149.95 = 1,969.90$ .

In Question 2, the correct answer is **D**, because the driver was traveling 30 miles over the speed limit ( $55 - 25 = 30$ ), and  $30 \times \$10 = \$300.00$ .

## **SECTION 2: READING COMPREHENSION**

### **Description**

This section of the POST consists of a number of short paragraphs followed by questions. The information needed to answer the questions is contained in the paragraphs. In some instances, applicants will have to draw a conclusion based on the information given.

### **Sample Passage**

When conducting investigations, police primarily gather two sources of information – information about people and about things. The field officer deals almost exclusively with people and their human frailties in perception and communication. The crime scene investigator (CSI) works with inanimate objects which cannot deceive, fight or escape. Both tasks are equally important but require different skills and techniques. Trial and appellate court cases have shown that the evidentiary value of information obtained from objects is higher than that obtained from persons. Unlike witness testimony, physical evidence speaks for itself, doesn't lie and is unaffected by emotions.

### **Sample Questions**

1. According to the passage, which of the following would cause a greater impact in court?
  - A. The testimony of an eyewitness to a crime
  - B. A footprint found at the scene of a crime
  - C. A police officer's notes of a crime scene
  - D. A victim's theory on the motive for the crime
  
2. Based on the information in the passage, it can be concluded that the crime scene investigator
  - A. uses the same techniques as a field officer
  - B. deals with people more frequently than the field officer
  - C. would be responsible for finding fingerprints on a weapon
  - D. is more important to an investigation than the field officer

In Question 1, the correct answer is **B**, because according to the information provided in the passage, evidence based on objects has a higher value in court than a person's testimony, and choices A, C and D are all forms of testimony.

In Question 2, the correct answer is **C**, because according to the information provided in the passage, the CSI uses different techniques than a field officer does (A), deals mostly with objects (B and C) and completes tasks that are equally important to those of a field officer (D).

### **SECTION 3: GRAMMAR**

#### **Description**

This section of the POST requires the applicant to identify errors in grammar, punctuation or spelling. There are two types of multiple choice questions in this section. In the first type, the applicant must choose the alternative that best completes a sentence. In the second type, sentences are presented which may contain a spelling error and the applicant must indicate which word, if any, is misspelled.

#### **Sample Questions**

1. According to a recent study, the hot spots for car thefts are coastal or border \_\_\_\_\_ where criminals can easily ship the stolen vehicles out of the country.  
  - A. city
  - B. citys
  - C. cities
  - D. city's
  
2. Of the 30 metropolitan areas with the highest car theft rates, twenty \_\_\_\_\_ easy access to export markets.  
  - A. has
  - B. was
  - C. have
  - D. were

*Indicate which word in the sentence is misspelled.*

3. Despite persistant threats, the officer could not issue a restraining order against a citizen's stalker.  
  - A. stalker
  - B. restraining
  - C. citizen
  - D. persistant

In Question 1, the correct answer is **C**, the plural form of "city."

In Question 2, the correct answer is **C**, because based on the structure of the rest of the sentence, the present, plural form of the verb should be used.

In Question 3, the correct answer is **D** because the correct spelling is "persistent."

## SECTION 4. INCIDENT REPORT WRITING

### Description

This section of the POST tests an applicant's writing skills. Applicants answer questions based on the information provided in a sample incident report form. Answers must be written in complete sentences using proper spelling, grammar and punctuation.

### Sample Questions

INCIDENT REPORT--POLICE DEPARTMENT					
1. ADDRESS OF INCIDENT	2. OFFENSE	3. CODE	4. DATE		
711 W Magnolia	Burglary	A6-250	Nov 11		
5. NAME OF VICTIM: INDIVIDUAL OR BUSINESS		6. ADDRESS	PHONE		
Thomas Stanton		711 W. Magnolia	753-9267		
7. ASSIGNED OFFICERS/BADGE NUMBERS		8. AGE OF VICTIM	9. RACE OF VICTIM	10. VICTIM'S DATE OF BIRTH	
David Crosby #201 Chris Taylor #176		43	White	08/05/80	
11. NAME OF SUSPECT			12. ADDRESS		
Eric Harvey			246 Ivy Lane		
13. AGE	14. RACE	15. SEX	16. DATE OF BIRTH	17. HEIGHT	18. WEIGHT
19	White	Male	04/22	5'10"	180
19. HAIR	20. EYES	21. PHYSICAL DESCRIPTION			
Brown	Blue	Wearing black sweatpants, gray sweatshirt			
22. CHARGES					
Burglary					
23. ITEM	24. BRAND	25. SERIAL NUMBER		26. VALUE	
Cash				\$150.00	
27. ITEM	28. BRAND	29. SERIAL NUMBER		30. VALUE	
Jewelry				\$600.00	
31. ITEM	32. BRAND	33. SERIAL NUMBER		34. VALUE	
MP3 Player	Apple	AE98RL567B901		\$200.00	
35. <u>David Crosby #201</u> SIGNATURE OF OFFICER/BADGE NUMBER					

1. What is the name of the suspect?

The suspect's name is Eric Harvey.

2. What is the value of the MP3 player?

The value of the MP3 player is \$200.00.



## **Test Validity**

The POST was created based on a rigorous development and validation process involving law enforcement officers from across the country. Ongoing research initiatives have been conducted, resulting in an impressive body of validity evidence supporting its use in law enforcement settings. In addition, it has been found that the POST demonstrates criterion-related validity in that it is a successful predictor of law enforcement training success and job performance.

Detailed information on the POST's extensive development and validation studies can be obtained from Stanard & Associates upon request.

## **Pricing**

The cost of the POST varies by the version purchased (i.e., whether it is the version scored by Stanard & Associates or the self-score version) and the quantity ordered, as outlined below.

	<b>Cost Per Test</b>		
<b>Version of POST</b>	<b>1-250 Tests</b>	<b>251-500 Tests</b>	<b>501+ Tests</b>
S&A-Scored Test	\$ 24.50	\$ 23.50	\$ 22.00
Self-Score Test	\$ 15.00	\$ 14.00	\$ 13.00
<b>POST Manuals</b>			<b>Cost Per Manual</b>
Administration Guide for the S&A -Scored Test*			\$ 8.00
Examiner's Manual for the Self-Score Test*			\$ 10.00
Study Guide for Applicants			\$ 4.00

\*One Administration or Examiner's Manual must be purchased with the first order

## **Frequently-Asked Questions (FAQs)**

### **How are the S&A-scored POST and self-score POST different?**

The self-scored version of POST is constructed with a self-contained scoring key, allowing departments to tally the responses and score the tests on site. An examiner's manual is also provided with complete instructions for administering and scoring all sections of the POST.

The version of POST scored by Stanard & Associates is a scannable booklet. A law enforcement department using this version will ship the completed tests to Stanard & Associates, where the Incident Report Writing section is hand-scored and the test booklets are scanned and computer-scored. The department is then provided with a list of the applicants with their scores and pass/fail status.

### **If the S&A-scored version is used, how long will it take to receive the test results?**

Depending on the number of applicants tested, it generally takes between 5 to 10 business days from receipt of the tests to process and provide results. We will work with departments to accommodate requests for specific due dates.

### **How long does it take to administer the POST?**

The actual time required to take all four sections of the POST is one hour and 15 minutes, but with the reading of instructions, the passing out and collection of booklets, and the answering of questions, the total time to administer the POST is approximately 1 hour and 45 minutes.

### **What kind of information is covered in the study guide for applicants?**

The applicant study guide provides an overview of the POST and the testing process. Applicants are given helpful information about how to prepare for the test, what the test entails, as well as sample questions for each section of the test. Applicants who review a study guide prior to taking a test become familiar with the types of questions that will be asked and have a good understanding of what to expect during the testing process.

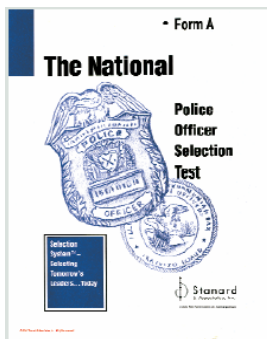
### ***How can I order the POST?***

To order the POST, contact Stanard & Associates at 800.367.6919 and ask for a Public Safety Sales Consultant.

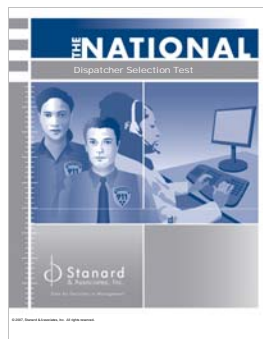
## Stanard & Associates' Products and Services

Since 1976, Stanard & Associates, Inc. has been helping public safety agencies hire and promote the most qualified candidates efficiently and cost-effectively. Our wide array of research-based products and professional services addresses every phase of the employee life cycle, from entry-level selection tests and personality assessments, to promotional exams, assessment centers and other customized exercises for specialty and command positions.

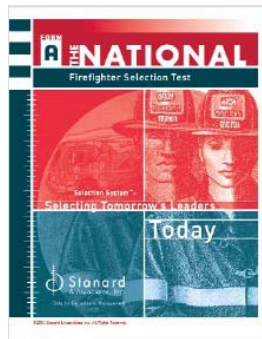
### Off-The-Shelf Tests



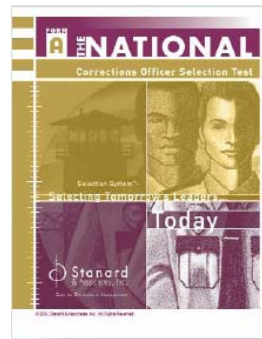
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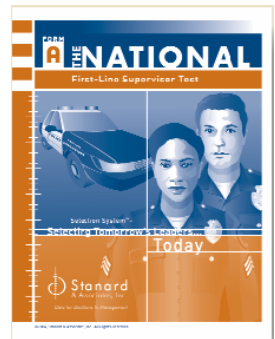
**The National  
Dispatcher  
Selection Test  
(NDST)**



**The National  
Firefighter Selection  
Test (NFST and  
NFST-EMS)**



**The National  
Corrections Officer  
Selection Test  
(NCST)**



**The National First-  
Line (NFLST) and  
Second-Line (NSLST)  
Supervisor Tests**

### Professional Services

- Agency-specific Promotional Exams
- Job Analysis/Test Validation
- Testing Tutorial Sessions
- Oral Board Development
- Assessment Centers
- Physical Ability Testing
- Entry-level Psychological Evaluations
- Fitness-For-Duty Evaluations
- Management Assessments
- Custom Project Work



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