# Deputy Sheriff Promotional Lieutenant/Captain Examination Study Guide

## West Virginia
## Division of Personnel

## OVERVIEW

This examination study guide was developed specifically to assist you with test preparation, in understanding the different components of the examination, and to provide you with sample exam questions.

You will need to allot up to three (3) hours for the examination. All scoring for the Promotional Lieutenant/Captain Exam will be performed by the Division of Personnel (DOP). The DOP will forward to the county a list of examinees and the score percentage each received.

## WHAT IS ON THE EXAM?

The exam consists of 112 questions covering the following areas:

- Supervision and Training (18 Questions)
- Crew Scheduling Exercise (5 Questions)
- Administration (17 Questions)
- Technical Job Knowledge (30 Questions)
- Law Enforcement Practices (23 Questions)
- Communication, Relationships, and Reports (19 Questions)

## Supervision and Training

In this portion of the exam, the questions will involve principles and practices of supervision such as planning, organization, and situations that supervising officers may encounter.

## Sample Questions

1. Which one of the following best states why it is generally more preferable for a supervisor to reprimand an Officer in a private meeting than by a public reprimand?
    a. Public reprimand may impair the morale of the officer.
    b. Private reprimand makes a deeper impression on the officer.
    c. Reprimand, if it is to be effective, must be impartial and impersonal.
    d. Public reprimand is more suitable for a group of two or three persons than for a single officer.
    e. Private reprimand can be accomplished more quickly and saves the time for both the officer and the supervisor.

2. A supervisor may control a police force either through respect or through fear. Which one of the following is the most important reason why modern police authorities believe that command should be based on respect rather than fear?
    a. Respect is easier for the supervisor to develop.
    b. Respect is an individual trait and fear is an organizational trait.
    c. Respect motivates every officer, but fear motivates only cowards.
    d. Research has determined that negative incentives are more effective than positive ones.
    e. Loyalty based on respect makes officers do more and better work than the minimum needed to get by.

3. As a supervisor you notice that two of your officers do consistently better work than the other officers. These two officers are good friends but are

not cordial with the other officers. As a supervisor, what is the best approach to take?

a. Carry on as usual unless the situation becomes a problem.
b. Condemn the officers for their behavior.
c. Schedule a staff meeting and discuss the situation.
d. Point out the disadvantages of not being friendly.

4. A supervisor must give an order they know will be very disliked, because it concerns personal conduct. However, the supervisor also knows that the order is necessary. Which one of the following is the best way for the supervisor to convey the order?
    a. To post the order without any comment.
    b. To post the order, and give the impression that it will not be enforced.
    c. To read the order to the officers, and point out the need for the order.
    d. To read the order to the officers, but to refuse to discuss it or comment on it.
    e. To read the order to the officers, and emphasize the fact that the supervisor was told to issue it.

5. One of the supervisor's most productive officers was insubordinate to the supervisor. Now, it is time to evaluate the performance of personnel, and, even though the incident was properly dealt with, it still upsets the supervisor. Which one of the following approaches to rating the performance of this officer is most generally in accordance with good supervisory principles?
    a. To rate the officer without considering the incident.
    b. To give the officer a low rating, as insubordination cannot be tolerated.
    c. To rate the officer high, but for the supervisor to tell the officer the insubordination may be considered on future evaluations.
    d. To take the incident into account, but not let it overshadow a long period of superior performance.

e. To inform the officer that the incident will not be reflected in the evaluation, but that he/she may receive additional discipline for it.

6. The following steps are used in making decisions:
    1. Investigate the facts
    2. Protecting critical information
    3. Clarify the problem

    The correct order of these steps are

a. 1, 2, 3
b. 3, 2, 1
c. 2, 1, 3
d. 1, 3, 2

**CREW SCHEDULING EXERCISE**

In this portion of the test, the questions are designed to test your ability to schedule officers. Use the chart below to make notes. **HINT:** Fill in the calendar chart completely before attempting to answer the questions. **NOTE:** Make sure the two shifts are covered for all days in the month.

Write a letter (A, B, or C) in each space according to the information below.

Due to a backlog of work in the department, you must schedule the work hours of 9 officers assigned to 3 crews, 3 officers on each crew, and 1 crew per shift. The job duties require 16-hour coverage 7 days per week.

Each crew works 5 consecutive days per shift and then has 2 days off - with the exception noted below.

The crews change shifts according to the following schedule rules:

After a crew works the first shift (8-4) for 5 days, the crew rotates to the second shift (4-12), and then back to the first shift again, etc. All hours per shift are counted as work hours.

The calendar chart shows a four-week period beginning on the 2nd and ending on the 29th of the month.

**Crew A** begins work for 5 days on the 4-12 shift on Thursday the 6th.
**Crew B** begins work for 5 days on the 8-4 shift on Tuesday the 4th.
**Crew C** begins work for 5 days on the 8-4 shift on Sunday the 9th.

**EXCEPTION:** After a crew has worked the 4-12 shift, that crew has 3 days off before returning to work on the first shift (8-4).

Calendar Chart Printable Version

**CALENDAR CHART**
**Crew Scheduling Exercise**

Write a letter (A, B, or C) in each space according to the crew schedule information.

| Crew A | Crew B | Crew C |
|---|---|---|
| Baker | Torres | Weeks |
| Lambert | Goodson | Fisher |
| Vance | Finley | Sawyer |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| Shift<br>8 - 4<br>4 - 12<br>Off | 2 ___<br>___<br>___ | 3 ___<br>___<br>___ | 4 ___<br>___<br>___ | 5 ___<br>___<br>___ | 6 ___<br>___<br>___ | 7 ___<br>___<br>___ | 8 ___<br>___<br>___ |
| 8 - 4<br>4 - 12<br>Off | 9 ___<br>___<br>___ | 10 ___<br>___<br>___ | 11 ___<br>___<br>___ | 12 ___<br>___<br>___ | 13 ___<br>___<br>___ | 14 ___<br>___<br>___ | 15 ___<br>___<br>___ |
| 8 - 4<br>4 - 12<br>Off | 16 ___<br>___<br>___ | 17 ___<br>___<br>___ | 18 ___<br>___<br>___ | 19 ___<br>___<br>___ | 20 ___<br>___<br>___ | 21 ___<br>___<br>___ | 22 ___<br>___<br>___ |
| 8 - 4<br>4 - 12<br>Off | 23 ___<br>___<br>___ | 24 ___<br>___<br>___ | 25 ___<br>___<br>___ | 26 ___<br>___<br>___ | 27 ___<br>___<br>___ | 28 ___<br>___<br>___ | 29 ___<br>___<br>___ |

## Sample Questions

1. During the week of the 16th through the 22nd, Finley is on duty for how many hours?
    a. 32
    b. 24
    c. 40
    d. 48

2. How many calendar days does Crew C have off?
    a. 8
    b. 11
    c. 9
    d. 10

3. Crew B works how many calendar days?
    a. 19
    b. 18
    c. 20
    d. 17

4. During the week of the 2nd through the 8th, Baker is on duty for how many hours?
    a. 32
    b. 40
    c. 48
    d. 24

5. How many times during the 4 weeks does Sawyer work the 4-12 shift on Tuesday?
    a. 0
    b. 3
    c. 2

d. 1

6. On Friday the 14th at 1 p.m., which officers are on duty?
    a. Weeks, Fisher, Sawyer
    b. Baker, Lambert, Vance
    c. Torres, Goodson, Finley
    d. Baker, Fisher, Torres

**Administration**

These questions involve principles and practices of administration such as budgeting, organization, policy, and situations that supervisory officers may encounter. Administrative officers are often in charge of specific operations and supervise officers.

## Sample Questions

1. The statement "administration is the servant of policy" means that
    a. Administration's primary function is to carry out policy directives.
    b. Policy formation is totally separate from administration.
    c. Administration is an important factor in policy formation.
    d. Administration can disobey policy.

2. What is the most effective method for training an employee to be a backup supervisor?
    a. Leave the employee in charge for a few days in the supervisor's absence so that the employee learns by the actual on the job experience.
    b. Guide the employee through the procedures manual so they will be familiar with the work that needs to be accomplished.
    c. A combination of on the job training, coaching, and mentoring.
    d. Refrain from commenting on their leadership qualities or recognizing skills that would benefit the supervisor.

3. Organizational structure is a crucial administrative control because it forms the foundation for
    a. An effective planning process.
    b. How tasks are allocated, coordinated, and supervised to achieve organizational goals.
    c. The systematic review of operations.
    d. The establishment of performance standards.

4. Due to impending budget cuts, several supervisors are being interviewed by the division administrator for information and analysis of future staff reductions. How should a supervisor prepare for the interview?
    a. Check with other supervisors who have already been interviewed and determine how to prepare.
    b. Provide a guide showing the value of services that would be lost by reducing staff.
    c. Interview employees and gather information about the effects of future staff reductions.
    d. Gather data on the team's performance and develop suggestions for eliminating or merging duties.

5. The primary responsibility of a supervisor is to control their part of the organization. To make the greatest contribution to the organization, a supervisor needs the ability to
    a. Assign and observe tasks and responsibilities among subordinates.
    b. Understand the functions of other sections so subordinates can better coordinate.
    c. Delegate as many responsibilities to all work levels as possible.
    d. Make as many independent decisions as possible given the scope of authority.

**Technical Job Knowledge**

These questions deal with the technical aspects of law enforcement. Deputy Sheriffs have to know laws in order to enforce them. In addition, they have to be

familiar with case laws and procedures for stop, search, seizure of evidence, arrest, crime scene investigation, witness questioning and courtroom procedures.

## Sample Questions

1. The purpose of a crime scene search is to
    a. Locate all physical evidence that can help solve the crime.
    b. Not take photographs to accurately record the condition of the evidence.
    c. Convict a suspect.
    d. Not record footprints, tire tracks, or witness accounts.

2. Probable cause is synonymous with “reasonable suspicion”.
    a. False
    b. True

3. What official document is obtained from a judge that authorizes the arrest of a suspect?
    a. Affidavit
    b. Search Warrant
    c. Arrest Warrant
    d. Subpoena

4. When called as a witness at a hearing, an officer should generally
    a. Volunteer information not directly related to the questions asked.
    b. Answer questions honestly and directly.
    c. Guess at the answers to the questions.
    d. Tell what other witnesses were overheard saying.

5. If a K-9 indicates to its handler it smells some type of drugs or contraband, police then have probable cause to conduct a search.
    a. False
    b. True

6. When questioning individuals, officers should
    a. Use leading questions to encourage the witness towards a desired answer.
    b. Use physical force against the witness.
    c. Use psychological coercion interrogation techniques.
    d. Phrase questions for easy understanding.

**Law Enforcement Practices**

These questions deal with contemporary, generally accepted law enforcement practices. Deputies must be familiar with practices such as traffic accident and burglary investigations, deadly force and hazardous materials (HAZMAT) situations, riot control, vehicular pursuit, etc.

## Sample Questions

1. In West Virginia, a motorist involved in an accident resulting in injury or death must file a written report with the West Virginia Division of Motor Vehicles (DMV) within how many days?
    a. 7
    b. 5
    c. 4
    d. 6

2. The Standard Field Sobriety Tests are a battery of three tests designed to assess impairment in drivers suspected of being under the influence of alcohol or drugs. Which of the following is not part of the Standard Field Sobriety Test?
    a. Horizontal Gaze Nystagmus (HGN)
    b. Walk and Turn
    c. Finger to nose
    d. One leg stand

3. As the first officer on the scene of an accident involving a truck carrying flammable liquids, you should immediately
    a. Ensure safety
    b. Stabilize the scene
    c. Initiate emergency response
    d. All of the above

4. As the supervisor, you are notified of a vehicle pursuit involving a stolen vehicle. What is your next step?
    a. Assume command of the incident and notify dispatch over the air.
    b. Initiate the pursuit yourself.
    c. Notify neighboring jurisdictions.
    d. Order the officer to cease the pursuit.

5. When an officer arrives at the scene of an accident, the first thing an officer should do is
    a. Get the names of the drivers.
    b. Get the names of any witnesses.
    c. Give immediate medical assistance.
    d. Ensure the safety of themselves and others.
6. What can be used if the law enforcement officers or the public are in immediate danger?
    a. Sabotage
    b. Laws
    c. Deadly force
    d. Thoughtful speech

7. You and three other officers are dispatched to investigate an alarm at a warehouse. As the first officer on the scene, you should
    a. Enter the building alone.
    b. Contact your supervisor via radio for special instructions.
    c. Wait at the main entrance for the other officers to arrive.

d. Approach the building cautiously, assess the situation, and communicate with the other officers.

**Communication, Relationships, and Reports**

These questions deal with internal communications, public relations, and interactions between law enforcement officers, superiors, and the public. Deputy Sheriffs must be able to write reports, comprehend complex written materials, write and speak effectively and interact effectively with others in order to succeed.

## Sample Questions

1. If a supervisor orders you to perform an unlawful task, the best course of action is to
    a. Refuse to perform the task and seek guidance from HR or legal counsel.
    b. Perform the task, but keep all documentation for any future consequences that may arise.
    c. Perform the task under protest and report the matter to your supervisor's superior.
    d. Perform the task and not report the matter to your supervisor's superior.

2. You receive a phone call from a person who is withholding their name. The person complains loudly and extensively about the rudeness and poor service received from one of your subordinates. You have no knowledge of the event of which the person is speaking of nor have any employees reported the complaint. You should
    a. Call the employee who the complaint is against and ask him to be more polite.
    b. Tell the caller you will investigate the matter and resolve the complaint if the caller will supply their name and phone number.

c. Ignore the complaint unless the person is willing to identify who they are.
d. Tell the caller there has been no such complaint and dismiss the complaint of the caller.

3. From a public relations standpoint, complaints from the public should be seen as
    a. An indication the officers need more training.
    b. An opportunity to improve and build trust.
    c. Normal since there's always a small, but vocal, minority.
    d. Evidence of misunderstandings about laws.

4. To be effective, a report should
    a. Be impressive in its closeness.
    b. Support predetermined conclusions.
    c. Be clear, concise, and well organized.
    d. Be as brief as possible.

5. Law enforcement officers should conduct themselves with respect to
    a. Reduce the likelihood of lawsuits.
    b. Show the public how difficult it is to be a good law enforcement officer.
    c. Risk officers being injured on the job.
    d. Earn public trust and confidence.

## Deputy Sheriff Promotional Lieutenant/Captain Exam Study Guide Answer Key

### Supervision and Training

1. A
2. E
3. A
4. C
5. D
6. B

### Crew Scheduling Exercise

1. A
2. C
3. A
4. B
5. D
6. B

### Administration

1. A
2. C
3. B
4. D
5. A, B, C, D

### Technical Job Knowledge

1. A
2. A
3. C
4. B
5. B
6. D

## Law Enforcement Practices

1. B
2. C
3. D
4. A
5. D
6. C
7. D

## Communication, Relationships, and Reports

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