



**CITY OF ALBUQUERQUE POLICE DEPARTMENT
ENTRY-LEVEL WRITTEN EXAMINATION
STUDY GUIDE**

Effective December 2015

TABLE OF CONTENTS

- I. Introduction**
- II. Albuquerque Police Department Mission and Vision**
- III. Albuquerque Police Department Core Values**
- IV. Dimensions Measured on the Exam**
- V. Types of Exam Questions**
- VI. Exam Preparation Strategies**
- VII. Exam Taking Strategies**
- VIII. Answer Sheet Procedures**
- IX. Sample Questions**
- X. Sample Question Answers**
- XI. Conclusion**

I. INTRODUCTION

This study guide was developed by the City of Albuquerque Human Resources Department Employment Testing Division and the Albuquerque Police Department Training Academy to help you prepare for the City of Albuquerque Police Department Entry-Level Written Exam. It provides useful information that may help your performance when taking the exam.

In addition to this study guide, there is also an online practice exam available at www.apdonline.com. The practice exam can help you identify areas that you need to improve on before you take the actual exam. Please be aware that while the practice exam is in an electronic format, the APD Entry-Level Written Exam is administered in a paper-and-pencil format.

The minimum qualification score for this test is 70 or better. Scores of 69 or below **do not** meet the minimum requirements in order to continue in the selection process. Applicants are given two attempts within a testing cycle for a specific APD Training Academy class. If an applicant fails both attempts, he or she must wait six months before retesting.

II. CITY OF ALBUQUERQUE POLICE DEPARTMENT MISSION, VISION, AND COMMUNITY POLICING STATEMENTS

Mission Statement:

“The mission statement of the Albuquerque Police Department is to preserve the peace and protect our community with fairness, integrity, pride and respect.”

Vision Statement:

“The Albuquerque Police Department envisions a safe and secure community where the rights, history, and culture of each citizen are valued and respected. We will achieve this vision by proactively collaborating with the community to identify and solve public safety problems and improve the quality of life in Albuquerque.”

Community Policing:

Community Policing is a proactive partnership between the Albuquerque Police Department, the citizens of Albuquerque, other agencies within the City of Albuquerque, and other levels of State Government, Federal Government, and the private sector. This partnership seeks to expose the root causes of crime and disorder, and to eradicate such conditions through the aggressive enforcement of laws, ordinances, and City policies and through positive community collaboration.

III. ALBUQUERQUE POLICE DEPARTMENT CORE VALUES

The four core values of the Albuquerque Police Department are:

- **Integrity:** We maintain the trust of the community by being honest, compassionate and consistent in our actions. We hold ourselves responsible to the highest standard of personal and professional ethical conduct.
- **Respect:** We respect the sanctity of life, the dignity of all people, and use only that force necessary to accomplish our lawful duty.
- **Pride:** We take pride in our department and its historical heritage. We are dedicated to professionalism, service and moral courage.
- **Fairness:** We treat everyone as we want to be treated by being objective, courteous, and equitable.

IV. DIMENSIONS MEASURED ON THE EXAM

The City of Albuquerque Police Department Entry-Level Written Examination covers five critical areas found to be important for police officers. The areas are:

1. Observation and Recall

This section of the exam is designed to test your ability to observe and recall details. Your study efforts should focus on recalling **visual information (seeing), auditory information (hearing), and written information (reading)**. You will have a limited amount of time to listen, view, or read each passage in this section. You will then be given a limited amount of time in which to answer the corresponding questions for each passage.

2. Cognitive Abilities

The questions contained in the cognitive abilities section of the examination are designed to measure your ability to separate speculation from fact and to draw logical conclusions. It is also designed to measure your ability to prioritize information, discern patterns, trends, and similarities.

In some of the questions, you will be given several pieces of information and be asked to draw factual conclusions based on the information. In other questions, you will be given a series of numbers or letters and asked to determine the next item in the sequence based on the recognition of the pattern. Note: Drawing or listing information can be very helpful in determining the correct answers.

3. Personal Maturity and Integrity

In the Personal Maturity and Integrity section, you will be presented with a variety of situations for which you must select the best course of action. You should select the best or most correct answer while taking into consideration ethics, honesty, and integrity. In addition, the situations are also designed to examine your level of maturity in handling sensitive issues of various kinds.

4. Technical Skills

This section evaluates your basic technical skills. This section is designed to measure your ability to make accurate mathematical calculations and map reading skills. Calculators will be allowed during the examination. You may bring your own calculator; however, **cell phone calculators will not be permitted**. The math questions are provided in a word-problem format. You will be asked to add, subtract, multiply, divide and calculate averages.

5. Written and Oral Communications

In this section, you will be instructed to read several passages. After you read the information, you will respond to the question or questions relating to the passage. These passages are taken from materials similar to those you will be required to read and interpret while at the Academy and on the job as an officer. In addition to measuring your reading skills, this section of the examination is designed to measure your ability to correctly identify proper grammar. Some questions will give you four sentences: you will need to choose the one sentence that does not contain errors. Other questions will ask you to identify a misspelled word. As you make your selection, consider proper spelling, grammar, punctuation, and word usage.

These test dimensions are designed to measure the knowledge, skills and abilities necessary to succeed as a police officer -- **no** specific law enforcement knowledge or previous law enforcement training is required to do well on this exam.

V. TYPES OF EXAM QUESTIONS

The City of Albuquerque Police Department contains 100 multiple-choice questions which assess the dimensions listed above. Each question has only **one** correct answer. There are two types of questions on the examination.

Factual Questions: Factual questions are similar to questions that you have answered on other types of examinations. Factual questions are math problems or identifying the misspelled word in a sentence.

Situational Questions: Situational questions describe situations people may experience. They require respondents to choose the best or most appropriate course of action from the answer choices provided.

VI. EXAM PREPARATION STRATEGIES

In order to prepare for the City of Albuquerque Police Department Entry-Level Written Examination, you may want to consider these strategies:

1. After reviewing the sample questions in this study guide and taking the practice exam, make a list of your strengths and weaknesses based on how well you were able to answer the questions.
2. Come up with a plan to improve areas you are weak in before your exam date. Stick to your study plan.
3. Brush up on basic math, reading, and writing skills.
4. If you know you suffer from test anxiety, take some additional practice tests in a 'test-like' setting to help you feel more at ease the day of the actual exam.
5. Most importantly, have a positive attitude!

VII. TEST-TAKING STRATEGIES

Listed below are some test-taking strategies you may find useful when taking the City of Albuquerque Police Department Entry-Level Written Examination.

1. Get plenty of sleep the night before the exam and make sure you have enough time to get to the test site in the morning. Rushing on the morning of the exam will add to any existing anxiety.
2. Read and listen to all exam instructions carefully.
3. Read every question carefully. Reading a question too quickly or only partially can cause misunderstandings about what the question is asking. Also be sure to read all of the answer choices before selecting an answer to a question.
4. Try to maintain a steady pace throughout the exam to ensure you will have time to finish. Do not spend too much time on one question. If you are having difficulty with a question, skip it and return to it later. If you skip a question, make sure you also skip the corresponding line on the answer sheet for that question.
5. If you feel that none of the answer choices provided seem correct, choose the *best* or *most correct* answer choice. In situational questions, the answer choices provided may not reflect what you personally would think or do, but choose the response that seems most appropriate.
6. Select an answer for every question, even if you aren't sure the answer is correct. Your test score is based on the number of correct answers provided. Questions for which no answer has been marked will be scored as incorrect, so it is in your best interest to guess. Try to eliminate answer choices that are definitely wrong and choose from the remaining choices.
7. If you finish and you have time remaining, go back over your answer sheet to ensure you have answered all the questions and filled out your answer sheet accurately. You may also review your answers to the questions, but try to avoid 'second-guessing' yourself. Second-guessing can cause test-takers to change correct answers to incorrect ones. Unless you are certain that your original answer is wrong, it is suggested that you don't change your answer.

VIII. ANSWER SHEET PROCEDURES

All items on the written examination are in multiple-choice format. During the exam, you will record your answers on a separate answer sheet which will be provided for you at the beginning of testing. **You will not make any marks in the test booklet.** Your answers will be recorded by darkening the circle on the sheet for the answer you have selected as the best or most correct. Below is an example what your answer sheet will look like:

■ Key (K) Verify (V) Rescore (R)

Name	Date
Teacher	Class
School	Period
Test Name	

USE NO. 2 PENCIL ONLY • Example (A) (C) (D) (E)

Student ID Number										Test ID					
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	

■ 1. (A) (B) (C) (D) (E)

■ 2. (A) (B) (C) (D) (E)

■ 3. (A) (B) (C) (D) (E)

■ 4. (A) (B) (C) (D) (E)

■ 5. (A) (B) (C) (D) (E)

■ 6. (A) (B) (C) (D) (E)

When filling out your answer sheet, keep the following in mind:

- Use a #2 pencil to fill out your answer sheet.
- Completely fill in the bubble that corresponds to your selected answer choice.
- Do not make any stray marks on the answer sheet.
- If you need to change an answer, erase your first answer completely then darken the bubble for your new answer choice.
- Only record one response per question. Questions with more than one answer filled in will be scored as incorrect, even if one of the selected answers is correct.
- Check frequently to ensure that the number next to your answer is the same as the number of the question you are answering.

IX. SAMPLE QUESTIONS

The following pages contain sample questions similar to those you will see on the exam. A more comprehensive set of sample questions is available in the online practice exam available at www.apdonline.com. As you go through the sample questions, choose the best or most appropriate answer for each question. **Please note that the following sample questions and those on the practice exam do not represent every type of question on the actual exam.** The answers to the sample questions are located on the last page of the study guide. Do not attempt to memorize the sample questions and answers. Sample questions in the study guide and on the practice exam will not appear on the actual exam.

Observation and Recall:

Below is sample of a reading comprehension passage. During the exam, you will be given a limited amount of time in which to read the passage and answer the set of questions related to what you read.

POLICE APPREHEND MURDER SUSPECT

The local police department apprehended a murder suspect on Tuesday afternoon. The suspect was identified as 29 year-old Thomas Allen Greer.

According to the police, Greer is a suspect in the June 11 homicide of 32 year-old Louise Hicks. Hicks was found dead in her apartment at the Green Valley Apartment Complex with multiple gunshot wounds to the chest. A pistol registered to Greer was found near her body. According to Hicks' mother, she and Greer were in a romantic relationship. Hicks told her mother she was going to end the relationship two days before she was killed.

Greer was apprehended at a home on the 600 block of Painted Mesa Street NE in the Spring Hills subdivision. Police say that Greer tried to break into three different homes, but only gained access to one. A neighbor saw Greer break a window to get inside the home where he was captured and called police. Police officers reportedly found Greer hiding in a bedroom closet. They were unaware he was a murder suspect at the time of his capture.

Greer is currently being held at the county detention center while waiting to be arraigned on murder charges.

1. In which subdivision did the police apprehend the suspect?

- A. Green Valley
- B. Spring Hills
- C. Painted Mesa
- D. This information was not provided.

Cognitive Abilities:

While Officer Martinez is on patrol, he is alerted regarding an assault that took place near his location. The suspect is described as a white female, brown hair, wearing a red t-shirt and aviator-style sunglasses. The suspect has a tattoo of a rose on her forearm. Officer Martinez stops four white females for questioning.

2. Which one of the pieces of information would be most helpful in identifying the suspect?

- A. The suspect has brown hair.
- B. The suspect is wearing a red t-shirt.
- C. The suspect has a rose tattoo on her forearm.
- D. The suspect is wearing aviator-style sunglasses.

Personal Maturity and Integrity:

Lately one of your coworkers has been coming in late or not at all. When he is at work, he is distracted and short-tempered. One day, you overhear him threaten another coworker.

3. What would you do in this situation?

- A. Encourage your coworker to seek help for his problems.
- B. Ask your coworker what is wrong and try to help him.
- C. Offer to take over some of your coworker's workload if it will help relieve his stress.
- D. Leave your coworker alone since it is best not to discuss personal problems at work.

Technical Skills:

Officer Zazzie arrested a shoplifter at the Cottonwood Shopping Mall. The shoplifter had the following stolen items in her possession: 2 sweaters valued at \$40 each; 3 t-shirts valued at \$15 each; 1 necklace valued at \$65; 2 pairs of earrings valued at \$20 each.

4. What is the total value of the stolen merchandise?

- A. \$140
- B. \$200
- C. \$230
- D. \$320

Written and Oral Communications:

“Homicide’ is defined as the act of a human being taking the life of another human being either through felonious, excusable, or justifiable means.”

5. According to this quote:

- A. A person who kills an animal will not be charged with homicide.
- B. A felony must have occurred for a person to be charged with homicide.
- C. A person will not be charged with homicide if the act was through justifiable means.
- D. A person will not be charged with homicide if he/she had a reasonable excuse for committing the act.

Sample Question answers are provided on the next page.

X. SAMPLE QUESTION CORRECT ANSWERS:

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

XI. CONCLUSION

The City of Albuquerque Human Resources Employment Testing Division and the Albuquerque Police Department Training Academy hope this study guide has been beneficial to you. If you wish to obtain more information on the subject material contained in this study guide, we suggest that you visit your local library or bookstore for a workbook on police entrance examinations. We wish you the best of luck in your pursuit of becoming an Albuquerque Police Officer.