



Denver Public Safety Cadet

Study Guide For The Written  
Examination

# **STUDY GUIDE FOR THE PUBLIC SAFETY CADET TEST**

## **INTRODUCTION**

This study guide is designed to help you obtain your maximum potential on the Public Safety Cadet computerized written test. You may improve your performance if you spend some time preparing for the test. This includes studying this document to find out as much as possible about the test ahead of time, paying attention to your physical well-being before the test, trying to avoid becoming overly anxious about the test and using good test-taking strategy.

## **OVERVIEW OF THE TESTING PROCESS**

The test was developed by test development analysts using the input of Public Safety Cadets, Police Officers, Command Personnel and the Cadet Program Administrator's Office as Subject Matter Experts. The test is job related to the tasks, knowledge, skills and abilities required of a Public Safety Cadet. The essential job functions and duties of a Public Safety Cadet were identified and test questions were then designed to test for and identify those applicants who possessed the qualifications to satisfactorily perform the essential requirements of the job.

## **TEST PREPARATION**

The following suggestions should help you prepare yourself physically for the test:

1. Avoid junk food and concentrate on a well-balanced diet for several days before the test.
2. Avoid tranquilizers and stimulants such as caffeinated beverages, especially on the day of the test.
3. Get a good night's sleep before the test.
4. Do not drink a lot of liquids or eat a big meal before the test.
5. Avoid alcohol several days prior to and especially on the day of the test.

## DESCRIPTION OF THE TEST

The computerized written test measures the basic skills required to be a Public Safety Cadet. Although there may be test items that refer to Police, Fire, Sheriff or Cadet work, **no prior knowledge of office work, government, laws or law enforcement is necessary to answer the questions.** The test measures:

- Communications
- Grammar, Spelling and Punctuation
- Filing
- Mathematics
- Data Interpretation

These dimensions measure the skills identified for successful performance of the job. All test items are in a multiple-choice format consisting of four possible answers, one of which is the *most correct*. Although there may be some choices that appear to be the correct answers, candidates are to select what they believe to be the **best** choice as an answer.

On the day of your scheduled written examination appointment, you should arrive at the Civil Service Commission building at least 15 minutes early (you will not be admitted if you are late). You will be required to present a driver's license or other valid picture identification to gain admittance into the application and examination appointment process.

Applicants will be given a brief orientation about the computerized examination process and then will verify the information on their on-line application. Applications will be reviewed for minimum qualifications such as citizenship, education, felony convictions, and drug use. Immediately following the orientation if the application is accepted, the applicant will be given instructions to begin the written examination.

You will have one hour and thirty minutes to complete the 80 questions.

## TEST TAKING STRATEGY

The following suggestions may improve your chances for success when taking the computerized written test. On the day of testing, arrive early so you can settle in, relax, and concentrate on the test you are about to take. Listen carefully to all instructions. If you do not understand the directions, ask the Examiner for clarification. It is very important that you understand the directions before the test begins.

Attempt to answer every question on the test. *There is no penalty for guessing;* your score is based on the total number of correct answers. Try not to spend too much time on questions that cause you problems. Mark your answers as described in the test directions. If you have time after you have completed the test, go back over your answers to insure they are correct and have been entered correctly on the computer.

## **SAMPLE TEST QUESTIONS**

### **SECTION 1- Communications.**

This section measures your knowledge of communicating with the public. There are five questions in this section.

1. One should respond to a citizen's question in the following tone of voice

- A. loudly
- B. softly
- C. subdued
- D. normal

The correct answer is D.

## SECTION 2 – Grammar, Spelling and Punctuation

This section measures your ability in the proper use of the English language.

1. The word enthusiastic means most nearly the same as
  - A. excited
  - B. diminish
  - C. apathetic
  - D. sedate

The correct answer is A.

2. Of the four choices, identify the correctly spelled word:
  - A. innattention
  - B. inattention
  - C. inattention
  - D. inattension

The correct answer is C.

3. Select the phrase that is grammatically the most correct.
  - A. The cadet showed up for roll call in a clean and pressed uniform.
  - B. The cadet showed up for roll call in a clean, and pressed uniform.
  - C. The cadet showed up for roll call in a clean and press uniform.
  - D. The cadet showed up, for roll call, in a clean and pressed uniform.

The correct answer is A.

4. What word should always be capitalized?
  - A. president
  - B. israel
  - C. queen
  - D. governor

The correct answer is B.

### **SECTION 3 – Filing**

This section measures your ability to arrange and file words in alphabetical order.

1. What should be filed third?

- A. Al Jones
- B. Anita Jones
- C. Aretha Jones
- D. Artimus Jones

The correct answer is C.

2. What should be filed second by last name?

- A. Jeff Saajins
- B. Julie Saabman
- C. Janet Saah
- D. Jason Saar

The correct answer is C.

## SECTION 4 – Mathematics

This section measures your mathematical computation skills.

1.  $2,005 + 302 + 12 + 722 + 5 =$

- A. 3,046
- B. 3,146
- C. 3,946
- D. 4,046

The correct answer is A.

2.  $62,389 - 4,726 - 1,982 =$

- A. 54,681
- B. 55,681
- C. 57,663
- D. 66,681

The correct answer is B.

3.  $6,985 \times 22 \times 3 =$

- A. 416,101
- B. 460,944
- C. 461,010
- D. 481,965

The correct answer is C.

4. 9,945 divided by 51 =

- A. 109
- B. 195
- C. 197
- D. 198

The correct answer is B.

## **SECTION 5 – Data Interpretation**

This section measures your ability to gather data and interpret it by reading a table containing detailed information.

Public Safety Cadets are sometimes required to attend various events throughout the Police, Fire and Sheriffs' departments. They must be in certain uniform / attire, on time, and make sure the dates of attendance are correct. The actual test will contain a table with information such as cadets' names (fictitious), their assignments, when and where they are to be on certain dates at established times and the type of uniform they are to be wearing for the particular event. You will be asked to study the table and then identify certain cadets and determine their assignments, time and place to report, attire, etc.

### **Behavioral Questionnaire**

All applicants who complete the computerized written test will fill out a computerized Behavioral Questionnaire. This questionnaire addresses personal and work behaviors identified by the applicant. This will be used in conjunction with the applicants' file review for all applicants who successfully pass the written examination and are called on for further testing.