

# THE NATIONAL

First and Second-Line Supervisor Tests



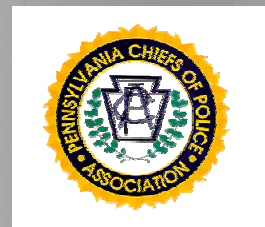
Pennsylvania - Product Information Packet

Test Description and  
Sample Test Items



**Stanard**  
& Associates, Inc.

*Data for Decisions in Management*



# Pennsylvania First and Second Line Supervisor Tests

## Overview

Stanard & Associates' Pennsylvania First and Second Line Supervisor Tests help law enforcement agencies identify promotional candidates who possess the relevant job knowledge to be successful supervisors and managers. The exams assess candidates' knowledge in areas such as management/supervision, major court cases affecting law enforcement, community policing, criminal investigation, patrol tactics, Pennsylvania Criminal and Traffic Law, Pennsylvania Rules of Criminal Procedure and the Pennsylvania Law Enforcement Handbook. Both exams are the result of an extensive research and development effort. First, S&A conducted a nationwide job analysis to identify critical first and second-line supervisory duties and responsibilities, as well as the knowledge required to competently perform those duties. Based on the input of over 600 law enforcement professionals nationwide, S&A developed a bank of test questions designed to measure candidates' mastery of key supervisory concepts. Finally, five separate geographically diverse panels of experts composed of over 50 police chiefs and commanders, reviewed the test questions, contributing their invaluable expertise to refine them. In addition, Pennsylvania law enforcement officials provided input regarding state specific knowledge necessary to perform as a supervisor in Pennsylvania.

The end result is two cost-effective examinations that can easily be integrated into your agency's promotional process. The First-Line Supervisor Test measures critical knowledge areas associated with first-line supervisor positions (e.g., Corporal, Sergeant), while the Second-Line Test measures knowledge areas associated with many second-line supervisor positions (e.g., Lieutenant, Captain).

## Exam Features

- Each exam has 125 questions (multiple-choice and true/false).
- A candidate study guide is available to provide test takers with a recommended reading list, study tips and sample test questions.
- An administration guide is available to ensure standardization of the testing process across agencies.
- All exams will be sent to and scored by S&A.

## Promotional Examination Process

- A Candidate Study Guide is released to all eligible candidates.
- Candidates are given a minimum of 30 days to study for the promotional exam.
- The exam is administered.
- All testing materials (used and unused exams) are sent back to S&A via a traceable carrier for processing.
- S&A scores completed examinations and provides a report of the results within 5-10 business days.

## Pricing

- First Line Supervisor Test = \$100/test
- Second Line Supervisor Test = \$125/test
- Study Guide = \$10/guide
- Administration Guide = \$10/guide

## **PFLST and PSLST Subject Matter**

The PFLST and PSLST are each divided into nine sections which measure essential knowledge areas important for success as a supervisor. A description of each of these knowledge areas is provided below.

<b>PFLST/PSLST Knowledge Area/Test Section</b>	<b>Description</b>
<b>Management/Supervision</b>	
<b>First-Line Supervisor</b>	<i>This section/knowledge area covers such topics as effective supervisory practices, interpersonal communication, motivation, leadership, discipline, performance evaluation/management, team-building organizational change, and labor/employee relations.</i>
<b>Second-Line Supervisor</b>	<i>This section/knowledge area covers such topics as politics and police administration, organizational theory and design, leadership, organizational and interpersonal communication, human resource management, stress and police personnel, labor relations, legal aspects of police administration, planning and decision making, financial management/budgeting, productivity and organizational change.</i>
<b>Criminal Investigation</b>	<i>This section/knowledge area covers such things as general criminal investigation techniques, physical evidence, crime scene management, interviews, field notes and reporting, interrogation and interviews, crimes against children, robbery investigation and rules of evidence.</i>
<b>Police Patrol</b>	<i>This section/knowledge area covers such topics as the police patrol environment, patrol hazards, patrol methods, force staffing, and patrol supervision.</i>
<b>Community Policing</b>	<i>This section/knowledge area covers such things as the evolution of community policing, diversity, working with special populations such as the disabled, elderly, and juveniles, media relations, and preventing violence.</i>
<b>Case Law</b>	<i>This section/knowledge area covers key legal decisions in things such as vehicle pursuit, search and seizure and Miranda rights.</i>
<b>Pennsylvania Rules of Criminal Procedure</b>	<i>This section/knowledge area covers Pennsylvania procedures for conducting investigations and dealing with summary cases and pretrial procedures used in court cases.</i>
<b>Pennsylvania Criminal Code</b>	<i>This section/knowledge area covers the Pennsylvania Criminal Code and includes such things as general principles of justification, offenses involving danger to the person, offenses against property, the crime victims act and the controlled substance act.</i>
<b>Pennsylvania Traffic Code – First Line</b>	<i>This section/knowledge area covers topics such as title, registration and licensing, operation of vehicles, accidents and accident reports, vehicle characteristics and pursuit of vehicles.</i>
<b>Pennsylvania Contemporary Criminal Procedure</b>	<i>This section/knowledge area covers topics such as arrest, exceptions to the written warrant requirement, investigative detentions and interviews.</i>
<b>Personnel and Labor Issue Laws – Second Line</b>	<i>This section/knowledge area focuses on the disciplinary standards of law enforcement officers.</i>

Although there is overlap between the general knowledge areas measured by each exam, input from law enforcement executives across the country and within Pennsylvania was used to assign specific questions to either the PFLST or PSLST. For example, community policing questions which test knowledge deemed relevant for second-line supervisors, appear on the PSLST only, while those testing knowledge relevant to first-line supervisors appear only on the PFLST. In addition, the number of questions in each section differs between the two exams, reflecting the differing priorities and responsibilities associated with the different ranks. On the following pages are sample test questions for each knowledge area assessed by the PFLST and PSLST to give potential test users a preview of the content of the promotional exams.

## Sample Test Questions

### Management/Supervision – First Line

1. People in leadership positions can make a number of mistakes. Which of the following is a mistake common to newer supervisors?
  - A. Criticizing employees in public
  - B. Favoring one or more subordinates
  - C. Doing a task themselves rather than coaching employees in the proper technique**
  - D. Trying to change human nature rather than accepting employees as unique individuals
  
2. Formal work groups are apparent to new employees, but informal work groups may take longer to identify. Which of the following statements is accurate about informal work groups?
  - A. They are created by the organization to fulfill a specific need.
  - B. They typically cut across organizational lines.**
  - C. They are most often temporary.
  - D. They usually work against the formal organization.

### Management/Supervision - Second Line

3. A flat organizational structure offers numerous advantages over the more traditional tall structures. One of these advantages is that it leads to
  - A. the development of expertise
  - B. increased efficiency and effectiveness
  - C. shortened lines of communication**
  - D. promotion of group *esprit de corps*
  
4. Management by Objectives stresses setting objectives or end states that can be achieved in
  - A. not more than six months
  - B. one year or less**
  - C. not more than two years
  - D. This strategy has no recommended time limit for achieving objectives.

## **Criminal Investigation**

5. There are three major functions to be executed at the scene of an offense: coordination, technical services and investigative services. Which of the following falls into the realm of investigative services?
- A. Documenting the scene
  - B. Transmitting the evidence to the lab
  - C. Conducting field interrogations**
  - D. Marking evidence
6. With regard to vehicle thefts, an offender who perpetrates a *salvage switch*
- A. disassembles a stolen vehicle and resells the parts
  - B. buys a wrecked vehicle, removes the VIN plate and uses it to sell an identical stolen vehicle**
  - C. steals a vehicle in the United States and illegally exports it for sale abroad
  - D. strips a stolen vehicle mainly for resale of valuable accessories such as seats, tires and stereos

## **Police Patrol**

7. One major factor that may need to be taken into consideration in terms of shift scheduling is the
- A. age and physical condition of department personnel
  - B. collective bargaining agreement**
  - C. economic make-up of the community
  - D. number of officers in middle management
8. According to the discussion about the distribution of patrol time, the greatest consideration should be given to the time needed to handle
- A. training
  - B. administrative duties
  - C. directed patrol
  - D. calls for service**

## **Community Policing**

9. It is important for officers to understand themselves well enough to recognize their preferences, prejudices and stereotypes. Which of the following demonstrates stereotyping?
- A. An officer tells his sergeant that he would rather not be partnered with a person who is Protestant.
  - B. An officer remarks to his partner that he dreads calls that involve gays.
  - C. An officer suggests to her partner that they try an Italian restaurant, because all Italians are good cooks.**
  - D. A sergeant picks a friend for a plumb job, although she is no more qualified than other officers.
10. Which of the following is a common pitfall in making the transition to community policing from a more traditional policing model?
- A. Focusing on long-term rather than short-term results
  - B. Empowering members of the community
  - C. Equating community policing with foot patrol**
  - D. Expecting police personnel to be creative

## **Case Law**

11. Based on the information on landmark cases in law enforcement, the significance of *Terry v. Ohio* is that a stop and frisk
- A. based on reasonable suspicion alone, is valid**
  - B. may be conducted to search for contraband
  - C. is valid only when there is probable cause for a full arrest
  - D. is valid only with probable cause for a full search
12. The landmark case of *Miranda v. Arizona* clarified the meaning of
- A. freedom of speech
  - B. custodial interrogation**
  - C. right to counsel
  - D. deprivation of freedom

## Rules of Criminal Procedure

13. According to Title 234 of the *Pennsylvania Crimes Code Handbook*, a defendant who pleads guilty by mail and forwards less than the amount of fine and costs specified in the citation, will receive a notice in person or by first class mail that an arrest warrant will be issued if the defendant does not respond to the notice within
- A. 48 hours
  - B. 5 days
  - C. 10 days**
  - D. 15 days
14. According to Title 234 of the *Pennsylvania Crimes Code Handbook*, which of the following statements about motion procedures is accurate?
- A. All motions must be made in writing.
  - B. Failure to answer to a motion constitutes an admission of the well-pleaded facts alleged in the motion.
  - C. A party may file a written answer or may respond orally at the time of the hearing or argument on a motion.**
  - D. The answer to a motion shall be filed not later than 15 days after service of the motion, unless otherwise ordered by the court.

## Pennsylvania Criminal Code

15. According to Title 18 of the *Pennsylvania Crimes Code Handbook*, fingerprints of all persons arrested for a felony, misdemeanor or summary offense which becomes a misdemeanor on a second arrest after conviction of that summary offense, shall be taken by the arresting authority and forwarded to the central repository within
- A. one hour of the arrest
  - B. 12 hours of the arrest
  - C. 24 hours of the arrest
  - D. 48 hours of the arrest**
16. According to Title 18 of the *Pennsylvania Crimes Code Handbook*, which of the following statements about the use of force in law enforcement is accurate?
- A. Force may not be used to prevent a suicide.
  - B. Force may not be used by a private person to effect an arrest.
  - C. Deadly force may not be used to prevent an escape from a correctional institution.
  - D. Deadly force may not be used unless necessary to prevent a crime that will cause death or serious injury.**



## **Pennsylvania Vehicle Code**

17. According to the section in Title 75 of the *Pennsylvania Vehicle Law Handbook* on safety equipment, which of the following is accurate?
- A. Every vehicle towing a house trailer must have an approved fire extinguisher in the vehicle and another in the trailer.
  - B. Every motor vehicle operating on the highway shall be equipped with a mirror on each side, which provides an unobstructed view to the rear.
  - C. Every motor vehicle operating on the highway shall be equipped with a horn or other audible warning device.**
  - D. Every motor vehicle operating on the highway shall be equipped with at least a rear bumper; a front bumper is not required.
18. According to the section in Title 75 of the *Pennsylvania Vehicle Law Handbook*, a certificate of title must contain clear notice of a vehicle's use or condition if it has been
- A. involved in an accident
  - B. used as a police car**
  - C. driven in a road test
  - D. owned by a municipal entity

## **Pennsylvania Law Enforcement Handbook**

19. According to *Pennsylvania Contemporary Criminal Procedure* regarding the interrogation process, which of the following statements concerning the right to remain silent is accurate?
- A. If a criminal suspect does not explicitly invoke his/her *Miranda* rights, there is no invocation of those rights.**
  - B. If a criminal suspect invokes his/her *Miranda* rights, police may under no circumstances resume questioning.
  - C. If a criminal suspect invokes his/her *Miranda* rights, any incriminating statements made later are strictly inadmissible.
  - D. If a criminal suspect invokes his/her *Miranda* rights, the suspect may be interrogated again by another officer.

## **Personnel and Labor Issue Lay**

20. According to the *Garrity* ruling, before a law enforcement agency questioning one of its officers can discipline the officer for refusing to answer questions, the agency must
- A. give the officer the option of answering the questions or not
  - B. ask questions specifically directing or narrowly related to the officer's duties or the officer's fitness for duty**
  - C. advise the officer that the answers to questions may be used against the officer in a criminal proceeding
  - D. ask any questions necessary, regardless of whether they are related to the officer's duties or fitness for duty