

***Official Study Guide for the
Illinois Association of Chiefs of Police
Voluntary Police Chief Certification Exam***



***Exam Developed September 2001
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INTRODUCTION

This guide is designed to help you obtain your maximum potential score on the Illinois Association of Chiefs of Police (ILACP) Voluntary Police Chief Certification Exam. Using this guide does not guarantee you will qualify on the test or be certified; however, careful preparation through the use of this guide can help you obtain your best possible score on the test.

The goal of the ILACP is to certify the most qualified police chiefs in Illinois. One measure of "qualified" is the extent of an individual's knowledge of certain critical areas, such as appropriate areas of the *Illinois Criminal Law and Procedure* manual. A written test is one of the best ways to measure this knowledge.

Written tests are developed according to rigorous government guidelines to ensure fairness. The research always begins with a job analysis designed to identify the critical components of the job. In this case, the focus was on identifying critical areas of knowledge necessary for successful job performance. Next, test items were written by trained, experienced item writers to adequately measure these critical knowledge areas. Then an expert panel comprised of incumbent officers reviewed the test questions and any recommended changes were made prior to the test questions being reviewed a final time.

Following in this guide are test-taking guidelines, as well as examples of the types of questions that you will encounter on the exam. To do your best on this certification exam, it will be to your advantage to thoroughly familiarize yourself with this material.

PREPARING FOR THE TEST

Preparing for the test will increase your chances of obtaining your best possible score. This includes finding out as much as possible about the test ahead of time, paying proper attention to your physical well-being before the test, trying not to become overly anxious and using a good test-taking strategy.

Some Guidance on How and How Much to Study

Stanard & Associates, the firm which developed the certification program exam, periodically collects data about candidate study habits. For the most part, we have found that candidates who do not read the source material uniformly fail the examination. Therefore, at a minimum, you should read all source material at least once if you are serious about passing the examination. As a general rule, it takes approximately 1 hour to read 20-40 pages of textbook material and approximately 1 hour to read 15-25 pages of technical material (i.e., criminal or traffic code). Given that there are approximately 1130 pages of textbook material and 20 pages of technical material for this test, a good estimate is a minimum of 29 hours and a maximum of 58 hours of reading time. Taking notes and/or highlighting important passages/facts will increase your reading time approximately 50% (i.e., 29 hours would become 43 hours and 58 hours would become 87 hours). Allow additional time to actually study the

material, since reading the material is not necessarily the same as studying the material. This study time could add another 10-15 hours to your preparation time.

Although this may seem like a lot of preparation time, compared to other fields, it is not. For example, trade workers (carpenters, electricians, sheet-metal workers, plumbers, etc.) attend school for five years to reach journeyman status; to advance in some a corporate settings involves obtaining an MBA which takes 2 years full time or 3-5 years part time; and professional licensing for nurses, brokers and social workers requires hundreds of hours of preparation time.

We recommend you start studying as early as possible (i.e., as soon as you get the study guide). If you plan to begin studying 60 days before taking the exam, you need to spend approximately 70 minutes a day reading in order to read and highlight all the source material. The following page details a sample study schedule you might follow.

Sample Study Preparation Schedule

Try to begin studying at least 60 days in advance of the test date. Spend the first 6 weeks of the study period reading, highlighting and taking notes. Take notes in a spiral notebook on the important information in the text. Try to summarize, to better enable you to understand and recall this information. Although there are a number of ways to do this, here are a few suggestions.

- During the first six weeks of study, read, highlight and take notes on the material for approximately 65 to 120 minutes every day (depending on how quickly you read). Study sessions should not be too short (at least 15 minutes long). You could spend 30-60 minutes each morning reading and then another 30-60 minutes during a meal break. If time is a critical issue, you might give up reading newspapers and magazines during this study period. Another approach might be to make time for a few study sessions during the weekend. For example, you might get up early on Saturday or Sunday and spend 4 to 6 hours reading and then supplement this with a few other days of reading. Remember to take a mental break every hour or so if your study sessions run longer than 2 hours. Following either schedule for 6 weeks should allow you ample time to get through all the material.
- For the last two weeks, you should actually study the material. You should focus on reviewing the material you have highlighted and/or your notes, so you thoroughly understand the information. It may be necessary to memorize some material (i.e., relevant laws). You should spend at least 10-15 hours just studying the material.

Following a rigorous study schedule similar to the one above will give you the best chance of passing the examination. In testing thousands of candidates, the biggest complaint Stanard & Associates hears is, *"I wish I would have studied more."*

Test Format

The ILACP certification examination consists of 100 items with questions written in either a multiple-choice or True/False format. For multiple-choice questions you will choose the correct answer from several alternatives, only one of which is correct.

For True/False items, you will mark “A” for “True” and mark “B” for “False”. NO reference material will be allowed in the examination room.

Test Content

The areas of test measurement and the percentage of questions drawn from each are provided in Appendix 1 at the end of this guide. Do not assume you already know the information covered on the test; **YOU MUST STUDY the source materials in order to pass the exam.** The questions and answers are taken from the source materials, and you must base your answers on the information contained in them.

Source Materials

You should already have or have access to

***Title 29, Part 785 of the Code of Federal Regulations
Illinois Criminal Law and Procedure
Illinois Vehicle Code***

The textbooks cited below can be ordered through the publisher (phone numbers or web addresses and ISBNs are provided), or over the Internet through major booksellers such as www.Amazon.com or www.barnesandnoble.com. Ordering on-line is typically the quickest method, with most orders shipping within 24 to 48 hours (depending on book availability).

Modern Police Management, (2nd Edition) By Richard Holden, ISBN 0130977187.
(used copies and electronic version available through several on-line sources, such as Amazon, Barnes and Noble and Textbooks.com)

Police Administration: Structures, Processes and Behavior (9th Edition) By Swanson, Territo & Taylor, ISBN 0133754057

Community and Problem-Oriented Policing (6th Edition) By Peak & Glensor, ISBN0133590100 (7th).

Briefs of Leading Cases in Law Enforcement (9th Edition), by del Carmen and Walker, ISBN 9780323353984 is available through www.elsevier.com.

Test-Taking Guidelines

Preparing

While it is helpful to know the answer formats used for the test questions, it is extremely important to be familiar with the areas of measurement (See Appendix 1) and review the sample questions (See Appendix 2). The more you know about the test, the content areas and the types of answer formats, the better your chances for obtaining your maximum potential score.

Guessing

There is no penalty for guessing, since your score is simply the total number of correct answers. This means you should respond to every question, even when you are not certain of the correct answer. When you are uncertain, you should make your best guess and move on to the next question.

Time Limit

There is a two-hour time limit on the test; however, most people finish within 90 minutes. You will need to balance the amount of time you spend on each question with your total test-taking time so you do not get fatigued. Remember, there is no penalty for guessing, so if you find you are spending too much time on a particular question, guess and move on. Make sure to answer every question.

Answer Sheet

You will answer all test questions on a separate, computer-scannable answer sheet. The answer circles on your answer sheet are labeled A, B, C, D, E, and you will blacken the circle that corresponds to the answer you think is correct.

Be sure to blacken only one circle for each question. If you blacken more than one circle, it will be counted as incorrect, even if one of the answers is correct. Also, be sure that you mark your answer in the correct spot. For example, if you are answering question #9, be sure you use the corresponding number (in this case, #9) on your answer sheet. If you bubble your answer in the wrong place, that and subsequent answers will probably be incorrect.

Mental and Physical Well-Being

Anxiety is caused by fear of the unknown. Careful preparation to familiarize yourself with this guide and what to expect when the test is administered, should help alleviate this. Obviously, studying and knowing the source materials will also help reduce anxiety. Anxiety can prevent you from obtaining your best score on the test, but careful preparation should help reduce it.

It is important to pay proper attention to preparing yourself physically for the day of the test. This means you should avoid junk foods and concentrate on eating a well balanced diet.

Avoid tranquilizers and excessive use of stimulants, especially on the day of the test. Tranquilizers will make it difficult for you to concentrate, and too much coffee or caffeinated soft drinks can make you overly alert and also negatively affect your ability to concentrate.

It is also extremely important that you get adequate rest before the test. Although this may seem obvious, it is one of the most neglected aspects of test preparation.

Finally, do not drink a lot of liquids or eat a big meal before the test. Both may seriously affect your concentration and prevent you from obtaining your maximum score on the test.

TAKING THE TEST

This section of the guide provides some common sense suggestions for the day you take the test. Although some points may seem obvious, attention to these details will increase your probability of obtaining your best score.

Arrive early. Pick a seat you feel comfortable with and put your things away. Try to relax, clear your mind of distractions and concentrate on the test you are about to take. Give the test you are about to take your complete attention.

The test administrator will provide you with detailed instructions, so be sure to pay close attention and do not read ahead, because you could miss something said. Refer to your answer sheet as the test administrator gives directions for how to use it. If you do not hear or do not understand the directions, ask the test administrator to repeat them. It is extremely important that you completely understand the directions before the test begins.

Balance the amount of time you spend on each question; that is, pace yourself. Devote enough time to work through a question, but do not spend too much time on any particular one. If you find yourself doing this, make your best guess and move on to the next question. You can always go back and check answers where you guessed.

When taking the test, it is important that you read the question AND all possible answer choices thoroughly. Reading all the alternatives will help you logically eliminate incorrect answers and arrive at the one that is correct. As soon as you identify the correct answer, mark it on your answer sheet and move on.

Appendix 1
ILACP Police Chief Certification Written Exam
Areas for Test Measurement
(Revised May, 2019)

Source	Percent
Management	40%

1. ***Police Administration: Structures, Processes and Behavior***, by Swanson, Territo and Taylor, (9th Edition)

- Chapter 1 The Evolution of Police Administration
- Chapter 4 Politics and Police Administration
- Chapter 6 Organizational Design
- Chapter 7 Leadership
- Chapter 9 Human Resource Management
- Chapter 10 Organizational and Interpersonal Communication
- Chapter 11 Labor Relations
- Chapter 13 Stress and Police Personnel
- Chapter 14 Legal Aspects of Police Administration
- Chapter 15 Organizational Change

2. ***Modern Police Management***, by Richard Holden, (2nd Edition)

- Chapter 2 The Police Mission
- Chapter 3 Leadership and Motivation
- Chapter 4 Authority, Power and Conflict
- Chapter 5 Decision Making
- Chapter 6 Organizing
- Chapter 7 The Police Organization
- Chapter 12 Training and Education
- Chapter 14 Administration: The Future

3. **Title 29, Part 785 of the Code of Federal Regulations
Hours Worked Under the Fair Labor Standards Act
of 1938, As Amended**

- Subpart C Application of Principles

1. ***Briefs of Leading Cases in Law Enforcement***, by del Carmen and Walker, (9th Edition)

Chapter 3 Stop and Frisk

Chapter 17 Confessions and Admissions: Cases Affirming Miranda

Chapter 18 Confessions and Admissions: Cases Weakening Miranda

2. ***West's Illinois Criminal Law and Procedure***

Chapter 705

Act 405

Section 1-3

Section 2-4

Section 2-5

Section 3-3

Section 3-9

Chapter 720

Act 5

Section 2-11

Section 2-13

Section 2-18

Section 4-4

Section 7-2

Section 7-4

Section 10-2

Section 10-6

Section 11-6

Section 11-18

Section 16-26

Section 18-2

Section 19-1

Section 21-1.01

Section 24-1

Section 31-4

Section 33-3

Chapter 720

Act 600

Section 5

2. **West's Illinois Criminal Law and Procedure**, Continued

Chapter 725
Act 5
Section 102-4
Section 102-11
Section 107-6

Chapter 750
Act 60
Section 103
Section 301

3. **Illinois Vehicle Code**

Act 5; Chapter 3
Section 3-102

Act 5; Chapter 4
Section 4-103
Section 4-103.1

Act 5; Chapter 6
Section 6-201

Act 5; Chapter 11
Section 11-406
Section 11-502

Act 5; Chapter 12
Section 12-204

Modern Policing Concepts **Percent
13%**

1. ***Community Policing and Problem Solving***, by Peak and Glensor, (6th Edition)

- Chapter 1 The Evolution of Policing: Past Wisdom and Future Directions
- Chapter 2 COPPS: Partnerships in a Changing Society
- Chapter 6 From Recruit to Chief: Changing the Agency Culture
- Chapter 7 Planning and Implementation: Translating Ideas into Action
- Chapter 9 Training for COPPS: Approaches and Challenges
- Chapter 10 Police in a Diverse Society
- Chapter 11 COPPS on the Beat: Drugs, Gangs, and Youth Crimes
- Chapter 12 More COPPS on the Beat: Selected Issues and Problems
- Chapter 15 The Future: Bright or Bleak?

Budgeting Principles **Percent
7%**

1. ***Police Administration***, by Swanson, Territo and Taylor, (9th Edition)

- Chapter 12 Financial Management

Appendix 2 - Sample Exam Questions

The following items represent the types of questions that will be on the test. In the examples, the source of the item is identified as well as the correct answer. Obviously, the source and correct answer will not appear on the actual exam.

Sample 1

Modern Police Management
Chapter 8, pages 194-195

Richard Holden (2nd Edition)
Correct Answer is "B"

According to *Modern Police Management*, the phenomenon in which people manage, often unconsciously, to stretch their work assignment until they have totally utilized the time allocated for the assignment, regardless of the speed with which the job could be actually be done, is known as

- A. Image Management
- B. Parkinson's Law
- C. Peter Principle
- D. Organizational Bureaucracy

Sample 2

West's Illinois Criminal law and Procedure

Chapter 720 Section 5/32-2
Correct Answer is "B"

45. According to Chapter 720 of *Illinois Criminal Law and Procedure*, a person who, while under oath in a proceeding, makes a false statement material to the issue at question he does not believe to be true, could be charged with

- A. false personation
- B. perjury
- C. subornation
- D. false witness

Sample 3

Police Administration
Chapter 5, pages 159-60 chart

Swanson, Territo, and Taylor (9th Edition)
Correct Answer is "A"

15. According to *Police Administration*, which of the following assumptions made by managers about people refer to McGregor's *Theory X*?

- A. The average human has an inherent dislike of work and will avoid it if possible.
- B. External control and threat of punishment are not the only means for bringing about effort toward organizational objectives.
- C. The expenditure of physical and mental effort in work is as natural as play or rest.
- D. Commitment to objectives is a function of the rewards associated with their achievement.