

LAS VEGAS METROPOLITAN POLICE DEPARTMENT

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CADET STUDY GUIDE

2009

Revised 04/01/SSS
Revised 02/02/SSS
Revised 02/04/SSM
Revised 01/05/SSM
Revised 01/06/SSM
Revised 02/09/JMW

NOTICE!

The material contained in this Study Guide Booklet is valid for this Cadet selection process only.

This booklet is intended to give you information about the Las Vegas Metropolitan Police Department Cadet position, the exam process, the Academy, and the field training program. It is designed to help you understand and prepare for the testing process.

To help you, the booklet is divided into 10 areas, including:

- The Cadet program;
- The Cadet testing process;
- Study guide;
- Grammar and punctuation rules;
- Spelling list;
- Definitions;
- 400 codes;
- Reading passages;
- Academy terms & titles; and
- Willingness check list that you should review prior to deciding to participate in the testing process.

There will be questions on the written test for Cadet taken from areas 4 through 9 of the pretest booklet. If you do not study this material, you will not do well on the test.

PLEASE READ CAREFULLY

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1. CADET PROGRAM

The following information is being provided to help you understand more about the Las Vegas Metropolitan Police Department Cadet Program.

The Cadet Program is an intensive learning situation. It begins with training in the Cadet Academy which is conducted by the Training Bureau Staff on site at the LVMPD Training Center. It includes instruction, demonstration, and practical application of subjects pertaining to law enforcement, including corrections. These subjects include constitutional law, Department organization, legal issues, ethics and professionalism, criminal law, report writing, conflict management, inmate management, radio communications, patrol procedures, investigation principles, and interview techniques.

The Academy includes physical training (to include limited defensive tactics), daily inspections, and practical problems. Classroom training encompasses textbooks, weekly tests, and homework requiring studying at night. Cadets are required to maintain an overall academic average of 70% throughout the Academy. The Academy lasts approximately 5 weeks.

Upon graduation from the Cadet Academy, in order to gain a better of understanding of the Las Vegas Metropolitan Police Department and the Clark County Department of Detention Services, Cadets will be divided into either the Cadet Police field training program or the Cadet Corrections field training program. Field training programs are divided into various phases. Approximately half way through the entire Cadet program, Cadets assigned to the Cadet Police field training program will be reassigned to the Cadet Corrections field training program, and Cadets assigned to the Cadet Corrections field training program will be reassigned to the Cadet Police field training program.

During the entire program, each Cadet works under the close supervision of a field training officer who evaluates his/her performance on a daily basis. Additionally, Cadets are tested during this program to measure their knowledge of the policies and procedures they were taught during the Academy.

Once they have successfully completed this program, Cadets perform various duties, independently, which may include, but are not limited to, taking various reports (crime reports, vehicle impound reports, and property reports); assisting with preliminary crime scene investigations; interviewing witnesses, victims and inmates; responding to nonhazardous calls for service and writing related reports; directing traffic at accident scenes; attending daily briefings; receiving subpoenas and testifying in court; operating and maintaining a visiting system; responding to public and inmate inquiries; organizing and maintaining the property room; assisting with inmate dress out; scheduling appointments and managing paperwork for inmates involved in the Home Detention Program (HDP); assisting with community-oriented policing programs; facilitating clothing exchanges with the public; preparing information and maintenance reports; and conducting inventories of money and property. **Cadets do NOT have police powers and, therefore, do not carry firearms.**

The Cadet program culminates in placement in either the Police or Corrections Recruit Academy after the Cadet reaches his/her 21st birthday and has successfully completed two years of service as a Cadet, all phases of training, and a complete background investigation. Along the way, Cadets will be exposed to and expected to learn the functions and operating procedures of the Patrol and Detention Services Divisions within the Las Vegas Metropolitan Police Department.

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The program is designed for recent high school graduates, ages 17 through 20, who have demonstrated good academic ability and have a strong interest in a career in law enforcement.

2. CADET TESTING PROCESS

A. APPLICATION SCREENING

On line information about the Cadet application and testing process includes

- ★ CADET STUDY GUIDE BOOKLET
- ★ APPLICATION
- ★ JOB ANNOUNCEMENT
- ★ CIVILIAN EMPLOYEES BENEFIT PACKAGE
- ★ LVMPD HIRING STANDARDS

The completed on line application must be submitted by the closing date listed in the job announcement. Applications will not be accepted after this closing date and if your application is received late, you will not continue in the selection process. Additionally, based on high applicant numbers and facility limitation, the recruitment may close earlier.

Completed applications will be screened to ensure all applicants meet the minimum requirements. You will receive notification of the results of this screening via e-mail.

B. TESTING PROCESS

PLEASE ARRIVE 20-30 MINUTES EARLY FOR EACH PORTION OF THE TEST. IF YOU ARRIVE LATE FOR ANY PORTION OF THE SELECTION PROCESS, YOU WILL NOT BE ABLE TO CONTINUE IN THE SELECTION PROCESS.

1. WRITTEN EXAM

The test will consist of 100 multiple choice and true/false questions. You will have 2 hours to complete the test. You must obtain a score of 70% or higher to pass the written test. The written test accounts for 55% of your final score.

Candidates earning the top scores as indicated in the job announcement AND earning a minimum of 70% will be invited to participate in the fitness exam. Exact dates and times will be assigned after successful completion of the written exam.

2. FITNESS EXAM

The following is a description of the exercises which are a part of the fitness exam (more information is available online):

The **JAMAR GRIP STRENGTH** is measured using a Jamar Hand dynamometer. For this exercise, candidates will squeeze on the Jamar hand dynamometer first with the dominant hand and then

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with the nondominant hand. Two trials are given for each hand with the highest peak score used as the test result. The candidate must demonstrate a minimum of 80 lbs of pressure.

The **SIT-UP** begins while laying on the back with legs bent at the knees at approximately a 45 degree angle with hands placed behind head with fingers interlocked, where they remain for each sit-up. The upper body is then raised in a roll-up type movement to an upright position until the elbows touch the knees, and is then lowered back to a lying position. One repetition will be counted using this procedure (no jerking movement allowed). If the hands do not remain interlocked, the sit-up will not count. They may be performed on a sit-up board with roller pads (provided) to hold the feet or on a mat with another candidate holding your feet. The candidate will have one minute to complete 32 proper sit-ups.

The **PUSH-UP** begins in the “up” position with arms extended and hands flat on the surface and shoulder-width apart. The toes and palms remain on the floor. The body and head are aligned and straight, and the body is raised until the arms are straight. The body is then lowered to the point where the back is lower than the elbows of both arms and the front side of the body is not touching the ground. In other words, you must be able to come down to a point low enough which equals an average fist and then return to the “up” position. When done correctly, this movement equals one repetition. The candidate will need to complete 24 push-ups, with no time limit. Resting must be done in the “up” position.

The **100 YARD DASH** measures the candidate’s ability to run as fast as possible. The score is the number of seconds elapsed from start to finish. The candidate must complete this dash in 19 seconds or less.

The **BEND, TWIST & TOUCH** is administered with the candidate’s back to a wall and far enough from the wall that the candidate could bend over without hitting the wall with the buttocks. Directly behind the middle of the candidate’s back, at shoulder height, an “X” is marked on the wall and another “X” is placed on the floor between the candidates feet. When given the command to “go”, the candidate bends over and touches the “X” between the feet and then rises up, twisting to the left to touch the “X” on the wall with both hands. This is counted as one cycle. In the next cycle, the candidate repeats this procedure, except the twist is to the right. The candidate must complete 15 cycles in twenty seconds.

The **ONE MILE RUN** is conducted on a standard 1/4 mile track. Candidates run the track a total of 4 times. The candidate must be able to run a mile in 10 minutes and 49 seconds or less.

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3. ORAL BOARD INTERVIEW

You will be interviewed for approximately 30 minutes by a board comprised of three individuals. They will be evaluating your knowledge, skills, and abilities for the position of Cadet with the LVMPD. You must demonstrate at least minimum competencies in the areas listed on the job announcement to pass the oral board. This phase of testing accounts for the remaining 45% of your final score.

Those candidates who are successful in **both portions** of the testing process will be notified by e-mail of their final test score and standing on the rank order list.

4. BACKGROUND INTERVIEW

Those candidates passing the written and oral exams will be scheduled for their background interview. For the background interview, you will need to provide originals of the following documents:

- Birth Certificate
- High School Transcripts; or GED certificate **AND** GED Transcript
- Valid Driver's License
- Social Security Card
- Proof of U.S. Citizenship (if born abroad)
- College Transcript (if applicable)
- All Legal Name Change Documents (if applicable)
- Criminal Court Documents (if applicable)
- Social Security Work History Report (10 years, if applicable)
- Selective Service Card (if applicable)
- DD-214 or Statement of Service (if you were/are in the military)

THE FOLLOWING TESTING PHASES WILL BE COMPLETED ONLY AFTER A CONDITIONAL JOB OFFER HAS BEEN MADE:

PSYCHOLOGICAL PROFILE:

The written portion of the psychological profile can take up to 6 hours to complete. You will be notified of a date and time for this portion of the selection process after successful completion of the prior portions. There is also an oral component of the psychological exam which is conducted by a psychologist. You will be notified of the date and time.

POLYGRAPH EXAMINATION:

Those candidates who have successfully passed all of the tests to this point will be scheduled for a polygraph examination.

MEDICAL EXAMINATION:

Those candidates who have successfully passed all of the tests to this point will be scheduled for a medical examination.

These exams are PASS/FAIL. **CANDIDATES MUST PASS ALL OF THESE EXAMS TO BE ELIGIBLE FOR EMPLOYMENT AS A CADET WITH THE LVMPD.** Successful candidates who are offered a position will be required to terminate their current employment.

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The Las Vegas Metropolitan Police Department makes every attempt to schedule testing in a manner that is reasonably convenient for applicants. However, working with very large groups of people may cause some delays and waiting time. It is the candidate's responsibility to be on time and prepared for the various parts of the testing process as scheduled. **If you are late for any portion of the selection process, you will not be able to continue in the selection process.**

**COMMON REASONS FOR DENIAL
OF DEPARTMENT EMPLOYMENT**

The following is a list of the most common reasons why the LVMPD either denies employment to applicants for the position of Cadet or why candidates are not successful after being hired.

- ⊗ Falsification of Background Information - Lying or omission of material facts can result in the applicant appearing more acceptable than is actually the case.
- ⊗ Arrest History - While an arrest, in and of itself, may not automatically disqualify a candidate, the facts surrounding the incident(s) will be closely investigated and reviewed.
- ⊗ Drug Usage - A history of illegal drug usage will be examined. This is not only criminal behavior, but brings the applicant's credibility into question.
- ⊗ Unstable Work History - A candidate whose employment record indicates numerous job changes for no apparent reason (several terminations, etc.) may lead to the conclusion that the candidate is only looking for a job and is not career-minded.
- ⊗ Lack of Preparation - A candidate who does not have any idea what a Cadet does or what the work entails may become disillusioned and usually has poor job performance or leaves the Department.
- ⊗ Driving Record - A candidate's driving record will be reviewed to determine suitability for employment as a Cadet.
- ⊗ Immaturity - Lack of social experience and/or an unsettled life style such as a poor driving record and/or poor credit history, can indicate a candidate's immaturity.

These are some reasons why candidates are not successful in seeking employment with the Las Vegas Metropolitan Police Department. Review them carefully in an effort to determine if any apply to you.

3. STUDY GUIDE

This portion of the study guide booklet is designed to give you information that will help you better prepare for the written exam and later, the academy. There will not be any questions on the exam from this section of the booklet.

There are three things you can do to ensure you get the best score you possibly can. First, be sure you are ready to take the test; second, study correctly; and third, be a wise test taker. Also, remember that your preparation for the written exam is good practice for the type of studying which will be required in the Academy.

In terms of personal preparation, you should be sure your study and reading skills are at a level that will allow you to be successful on the test, in the Academy, and on the job.

In terms of studying correctly, you should study daily. Learning theory teaches that frequent short study sessions are better than a few long ones. You will spend less time in the long run and learn the material better if you spend a little time studying each day rather than trying to cram at the last minute.

“Studying” may actually be a misleading term because all you really need to do is read the material in the booklet, daily. Reading the booklet once a day, from the time you pick it up until the day of the test, should be plenty of “studying.” However, an even more thorough job of studying may be done by outlining and highlighting what you consider to be important points.

Outlining is done by picking out the major points in a section and listing them using Roman numerals. Under each major point, an important point is listed using a capital letter. Finally, any subpoints are listed using Arabic numbers. In practice, this style of outlining would look like this:

- I. LVMPD General Information
 - A. Academy Information
 - 1. Physical Fitness Training

Outlining forces one to identify the important points made in the written material and when finished, provides a map to these important points. This process of finding the important points, writing them down, and reviewing them, is a very strong learning technique. It will help you prepare for the test and the Academy. The amount of time you spend studying for the test is a small sample of the time you will spend studying in the Academy, so the practice is well worth the effort.

Highlighting is simpler than outlining, yet is based on the same principles. Instead of writing out important points on a separate sheet of paper, you simply mark them (or “highlight”) in a variety of ways. Highlighting pens come in various bright colors and allow a reader to mark relevant points so they stand out. It is virtually the same as underlining but is simpler and quicker. Again, the goal is to create a map of the most relevant ideas and remove excess wording that is not necessary to understand the point being made.

Reading is the key to being a wise test taker. It is very important to read and understand the instructions to the test. Then read each item carefully, since before you can answer a question, you must know what the question asks. Once you understand the question, you are ready to read the possible answers. Read each answer carefully before choosing the one you feel is most correct. If one answer “jumps out” at you or you have a first impression that one answer is most correct, that is the one you should choose. Most

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of the time, your first choice will be correct. You should only change answers if you are sure your first answer is incorrect.

If after reading the choices, you are not able to select one, narrow your choices by eliminating those you know are incorrect. Usually on four-choice multiple choice tests, there are two answers which can be eliminated. If you can narrow your answers to two, your selection is easier.

It is a good idea to go through the test several times. The first time through, you should answer only the questions you are sure of. If you have any doubt about an item, skip it and go on. The second time through, read the items you skipped and answer those you feel fairly confident you know. The third time through, you should answer all questions left, even if you have to guess. You should not leave any items blank and you must be very careful with matching the number of the question to the corresponding number on the answer sheet. It is also important you use your time wisely during this process so that you do not spend too much time on any one area. In terms of budgeting your time, you may want to work on those portions of the test you feel will take you the longest so you may get them out of the way before moving on to the other portions of the test.

To be ready to do your best on the test, you should get a good night's sleep the night before. Avoiding caffeine and nicotine is also helpful. Before the test, you should be sure you know exactly how to get to the test site. Practice the drive, if necessary, to be sure you will be able to arrive in plenty of time.

Arriving early is important because it gives you time to relax before taking the test and it helps you avoid the possibility of getting anxious over traffic problems. You will also benefit by making sure you have your test materials with you. You will also need to bring your yellow card and picture I.D. to the written exam. Proper studying, good test taking skills, and avoiding anxiety, should help you do the best you can.

4. GRAMMAR AND PUNCTUATION RULES

There will be questions on the written test from this area.

One of the essential functions of a Cadet is writing reports. Therefore, each candidate will be tested on his/her ability to write clearly and concisely applying proper usage of the English language. Some grammar and punctuation rules have been provided for you to study.

GRAMMAR RULES

1. A verb must agree with its subject in number and person.

Example

Singular

The officer seems quiet.

Plural

The officers seem quiet.

2. The number of the verb is not affected by the insertion between subject and verb phrases beginning with such expressions as:

with

along with

together with

as well as

besides

including

Example

The report, including the officer's statement, is available to read.

3. Who, Whom

- a. Use who whenever he, she, they, I, or we could be substituted in the who clause.

Example

The matter of who should pay was not decided. (He should pay.)

- b. Use whom whenever him, her, them, me, or us could be substituted in the whom clause.

Example

The suspect to whom I was referring is Inmate Smith. (I was referring to him.)

4. Adjective/Adverb

- a. Adjective - a word that answers the question what kind, how many, or which one. An adjective may be a single word, a phrase, or a clause. Use an adjective when the word following a verb describes the subject of the sentence.

Example

The inmate looked happy.

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- b. Adverb - a word that answers the question, when, where, why, in what manner, or to what extent. An adverb may be a single word, a phrase, or a clause. An adverb modifies the meaning of a verb, an adjective, or another adverb. Use an adverb when the word following a verb refers to the action of the verb.

Example

The judge entered the courtroom quickly.

5. The words each, every, either, neither, one, another, and much are always singular. When they are used as subjects or as adjectives modifying subjects, a singular verb is required.

Example

Each employee has a locker and lock.

6. To express a negative idea in a sentence, use only one negative expression in the sentence.

Example

The officers have nothing to report.

- a. If a clause has a negative verb, do not use any additional negative expressions, such as nor, neither, no, no one, or nothing.

Example

The inmate has not phoned anyone.

- b. If a clause contains any one of the following expressions -- no, no one, none, nothing, neither...nor -- make sure that the verb and all other words are positive.

Example

None of the officers appeared in court.

7. Do not omit essential prepositions.

Example

The facility does not admit that type of drug user.

8. Do not confuse certain possessive pronouns with contractions and other phrases that sound like the possessive pronouns:

Its (possessive)	it's (it is)
their "	they're (they are)
theirs "	there's (there is)
yours "	you're (you are)

9. Capitalize every proper noun, that is, the official name of a particular person, place, or thing.

Example

Sergeant Smith accepted the award.

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10. Use a comma:

- a. to separate the two main clauses in a compound sentence when they are joined by and, but, or, nor.

Example

The Sheriff liked the proposal, but he felt the draft needed to be rewritten.

- b. to separate three or more items in a series.

Example

Contraband includes gum, candy, and cigarettes.

- c. to set off the year when it follows the month and day.

Example

On July 1, 1993, the new facility opened.

11. When a coordinating conjunction (and, but, or, nor) is omitted between two independent clauses, use a semi-colon - not a comma - to separate the clauses.

Example

The judge announced the verdict; the bailiff escorted the prisoner out of the courtroom.

12. For a regular plural noun, add only an apostrophe to form the plural possessive.

Example

The witnesses' statements are accurate.

5. SPELLING LIST

There will be questions on the written test from this area.

Below is a list of words commonly used in police reports which are frequently misspelled.

ACCEPTED	DISAPPEARANCE	OBSCENE
ACCESSIBLE	DISGUISE	OCCASION
ACCIDENTALLY	DISTRICT	OCCURRENCE
ACKNOWLEDGED	EIGHTH	OMITTED
ADMISSIBLE	EMBARRASSED	PARAPHERNALIA
ADULTERY	EXAGGERATED	PERSONNEL
ADVICE	EXAMINED	PLAINTIFF
ADVISED	EXCEEDED	POSSESSION
AGGRAVATED	EXTREMELY	PRECEDED
ALCOHOL	FAMILIAR	PRIVILEGE
ALIAS	FICTITIOUS	PROCEEDED
ALIBI	FORCIBLE	RAPPORT
ANALYSIS	FOREIGN	REFERRED
ANONYMOUS	FORFEIT	RELEVANT
ANSWERED	GAUGE	RESISTANCE
APPARENTLY	GRIEVANCE	SCISSORS
ASSAULT	HABITUALLY	SEIZURE
AUTOPSY	HEIGHT	SERGEANT
BARBITURATE	HEMORRHAGE	SEVERED
BELIEVED	HOMICIDE	SUBPOENA
BICYCLE	HYSTERICAL	SUBSTANCE
BRIBERY	IMMEDIATELY	SURVEILLANCE
BUREAU	INCIDENTALLY	THOROUGH
CAFETERIA	INNOCENCE	UNCONSCIOUS
CALIBER	INTOXICATED	VEHICLE
CHARACTERISTIC	INVESTIGATION	VERTICAL
CIGARETTE	INVOLUNTARY	VICTIM
COCAINE	KNOWLEDGE	VISIBLE
COLLISION	KNUCKLES	WITNESSED
COMMANDER	LANGUAGE	YIELDED
COMMENCED	LAS VEGAS	
COMMISSION	LEGITIMATE	
COMMIT	LICENSE	
COMPELLED	LIEUTENANT	
COMPLAINANT	LIQUOR	
CONCEALED	MAINTENANCE	
CONSISTENT	MANEUVERED	
COOPERATIVE	MAYHEM	
CORROBORATE	MILEAGE	
DEBT	MISCELLANEOUS	
DECEIVED	MISDEMEANOR	
DEFENDANT	NARCOTICS	
DEPENDENT	NAUSEOUS	
DESTRUCTIVE	NECESSARY	
DEVELOPED	NOTICEABLE	

6. DEFINITIONS

There will be questions on the written test from this area.

The following list of words with their definitions is provided to you to help you begin understanding common terms used in law enforcement. Definitions to be memorized verbatim by all Academy Cadets. **Definition items on the written exam will come from this list.**

Arrest:

The taking of a person into custody in a case and in the manner authorized by law.

Assault:

The unlawful attempt, coupled with the present ability, to commit a violent injury on the person of another, intentionally placing another person in reasonable apprehension of immediate bodily harm.

Battery:

Any willful and unlawful use of force or violence upon the person of another.

Burglary:

Every person who, either by day or night, enters any structure with intent to commit grand or petit larceny, any felony, assault or battery, is guilty of burglary.

Classifications of Crime:

Felony

Punishable by death or imprisonment in the state penitentiary.

Gross misdemeanor

Punishable by fine of not more than \$2,000.00 or imprisonment in the county jail for not more than 1 year or by both fine and imprisonment.

Misdemeanor

Punishable by fine of not more than \$1,000.00 or imprisonment in the city or county jail for not more than 6 months, or by both fine and imprisonment.

Corpus Delicti:

The substantial and fundamental facts necessary to prove the commission of a specific crime or offense.

Crime:

A crime is an act or omission forbidden by law, punishable upon conviction by death, imprisonment, fine or other penal discipline.

Elements of a Crime:

In every crime or public offense, there must exist a union or joint operation of act and intention or criminal negligence.

Evidence:

All the means by which any alleged matter of fact, the truthfulness of which is submitted for investigation, is established or disproved.

Home Invasion:

Every person who, by day or night, forcibly enters an inhabited dwelling without permission of the owner, resident or lawful occupant, which involves any act of physical force resulting in damage to the structure, whether or not a person is present at the time of the entry, is guilty of invasion of the home.

Homicide:

The killing of one human being by another.

Intent:

Intention is manifested by the circumstances connected to the perpetration of the offense and the sound mind and discretion of the person accused.

Larceny from Person:

The unlawful taking, from the person of another, without his consent, any money, property or thing of value, under circumstances not amounting to robbery.

Manslaughter:

The unlawful killing of a human being without malice, either expressed or implied, and without any mixture of deliberation.

Mayhem:

Unlawfully depriving a human being of a member of his body or disfiguring or rendering it useless.

Murder:

The unlawful killing of a human being with malice aforethought, either expressed or implied, or caused by a controlled substance which was sold, given, traded or otherwise made available to a person.

Parties to Crimes:

Principals

Every person who aids or abets in the commission of a crime, either during or prior.

Close Relationship

Husband, wife, brother, sister, parent, grand-parent, child or grandchild to the offender.

Accessories

All those persons not standing in close relationship to the offender who give aid after the crime, with knowledge of its commission.

Prima facie Case:

Legally sufficient to establish a fact or a case unless disproved.

Probable Cause:

Probable cause exists when the facts and circumstances known to the officer would warrant a prudent man in believing that a crime had been committed and that the accused had committed it.

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Robbery:

The unlawful taking of personal property from the person of another, or in his presence, against his will, by means of force or violence or fear of injury immediate or future.

Sexual Assault:

A person who subjects another person to sexual penetration, or who forces another person to make a sexual penetration on himself or another, against the victim's will is guilty of sexual assault.

Sound Mind:

A person shall be considered of sound mind who is not an idiot and who has reached the age of 14 years or, before that age, if such person knew the distinction between good and evil.

Statutory Sexual Seduction:

Statutory sexual seduction means ordinary sexual intercourse, anal intercourse, cunnilingus or fellatio committed by a person 18 years of age or older with a consenting person under the age of 16 years.

Substantial Bodily Harm:

Any bodily injury which creates a substantial risk of death, causes serious permanent disfigurement, protracted loss or impairment of the function of any bodily member, organ or prolonged physical pain.

7. 400 (IDF) CODES

There will be questions on the written test from this area.

<u>CODE</u>	<u>DESCRIPTION</u>
401	Accident
401A	Hit and Run
401B	Accident With Injury
401C	Accident (Private Property)
402	Fire
403	Prowler
404	Unknown Trouble
404A	9-1-1 Disconnect
405	Suicide
406	Burglary
406A	Burglary Alarm
406V	Auto Burglary
407	Robbery
407A	Robbery Alarm
407B	Robbery Involving a B-Pack
408	Drunk
409	Drunk Driver
410	Reckless Driver
411	Stolen Vehicle
411A	Recovered Stolen Vehicle
411B	Stolen Department Bait Car
413	Person with A gun
413A	Person With A Knife
413B	Person With Other Deadly Weapon
414	Grand Larceny
414A	Petit Larceny
414C	Larceny From Person
415	Assault/Battery
415A	Assault/Battery With A Gun
415B	Assault/Battery With Other Deadly Weapon
415C	Assault/Battery Negative Injury Drive-By Shooting
416	Fight
416A	Juvenile Disturbance
416B	Other Disturbance
417	Family Disturbance
418	Missing Person
418A	Found Person
418B	Runaway
419	Dead Body
420	Homicide
421	Sick Or Injured Person
421A	Mentally Ill Person
421C	Sick or Injured Person with Communicable Disease
422	Injured Officer
423	See Person For Info.
424	Abuse/Neglect

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<u>CODE</u>	<u>DESCRIPTION</u>
425	Suspicious Situation
425A	Suspicious Person
425B	Suspicious Vehicle
425H	Hazardous Material
426	Sexual Assault
427	Kidnap
428	Child Molest
429	Indecent Exposure
430	Animal Complaint
431	Missing/Found Property
432	Fraud
433	Stolen Property
434	Illegal Shooting
437	Keep The Peace
438	Traffic Problem
439	Assist Citizen
440	Wanted Suspect
441	Malicious Destruction of Property
442	Airplane Emergency
443	Assist An Officer
444	Officer Needs Help Emergency
444A	Panic Alarm At Metro Facilities
445	Explosive Device
446	Narcotics
447	Civil Matter

Note: “Z” is used after any of the above to represent attempt.

The letter “G” must be added to the IDF Code when clearing a call that can, in any way, be attributed to gang involvement.

CODE 3	Respond with red lights and siren
CODE 4	To be utilized when there is no longer an existing emergency and when necessary to clear the channel
CODE 5	Request for camera in jail to be activated
CODE RED	Emergency exists - emergency traffic only
CODE 30	Does not conform to proper procedures

8. READING PASSAGES

There will be questions on the written test from this area.

READING PASSAGE A

DEPARTMENT VALUES

The values of the Las Vegas Metropolitan Police Department are:

- Integrity
- Courage
- Accountability
- Respect for People
- Excellence

The acronym “**I CARE**” is the guiding principle for each and every employee.

The values are supported by behaviors, demonstrated by the actions of employees, as they live these values. All employees are expected to represent the values of the Department while in the workplace and off-duty.

DEPARTMENT VISION

The vision of the Las Vegas Metropolitan Police Department is to be the safest community in America.

DEPARTMENT MISSION

The mission of the Las Vegas Metropolitan Police Department is to protect the community through prevention, partnership and professional service.

DEPARTMENT GOALS

The goals of the Las Vegas Metropolitan Police Department are:

1. Prevent, reduce, and disrupt crime and terrorism.
2. Recruit, train and develop our people.
3. Initiate timely and open communication.
4. Develop and implement solution to improve traffic safety.
5. Effectively use innovation and technology.

The acronym “**PRIDE**” is the guiding principal for the department’s goals.

READING PASSAGE B

The following excerpt represents a sample of the material you may be required to read in the Cadet Academy. There will be questions from this passage on the written test, so it is important to read and study it carefully.

CADET ACADEMY

DRILL AND FORMATION

I. PURPOSE

A. Drill inspires an individual to be a member of a team, a team working confidently together in unison and to a measured cadence.

B. DRILL

1. Enables the group to be moved in an orderly fashion from one location to another.
2. Provides a simple formation from which you can move into the required crowd and panic control formations.
3. Teaches discipline by instilling habits of precision and automatic response to orders.
 - a. This is not to imply that you blindly follow orders based on pure habit or fear, but rather intelligent, willing obedience so prevalent in the properly disciplined Cadet.
 - b. It should be remembered that discipline is the enemy of fear and can defeat it.
4. Gives fellow Cadet the confidence of command and of giving proper commands.

II. COMMANDS

A. A drill command is an oral order of one endowed with authority. There are two kinds of commands:

1. The PREPARATORY COMMAND which will indicate to you that movement which you will be called upon to execute. It merely forewarns or prepares you for the movement. In this manual the preparatory commands will be in the lower case.
2. The COMMAND OF EXECUTION is that command which requires the movement to be commenced. This command calls for immediate response. In this manual the command of execution shall be indicated in the **UPPER** case.
3. An example of these commands are found in “forward, **MARCH**,” “class, **HALT**,” or “by the right flank, **MARCH**.”

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4. There are some types of commands in which the preparatory command and the command of execution are combined.

Example: "**FALL IN,**" "**AT EASE,**" "**REST,**" etc.

5. If the command is given in error, the command, "**AS YOU WERE,**" will cancel that command. Continue with what you were doing prior to the command given in error.
- B. Voice control is very important in drilling. The voice can be developed and when you have the occasion to use this "**COMMAND VOICE,**" it becomes a real asset.
1. When giving commands, give them from the position of attention and when facing the group.
 2. The loudness of the command is adjusted to the size of the group.
 3. The most important muscle used in breathing is the diaphragm. (The large muscle that separates the chest cavity from the abdominal cavity.) The diaphragm can be used to control the breath in giving commands, increasing not only the volume of the command, but its tone.
- C. Distinctness can be developed and is very important. You should practice giving commands, slowly and carefully, prolonging the syllables. After finding that you can properly enunciate each syllable, then you should increase your speed until the desired speed is acquired.
1. Commands should be given with snap as this is the quality of the command that demands immediate response. It expresses confidence, alertness and decisiveness, complete control of yourself and the situation.
 2. All commands will be given while at the position of attention.

III. POSITION OF DRILL

A. ATTENTION

1. Assume the position of attention on the command, "**FALL IN.**"
2. To come to attention, bring your heels together smartly. The feet should be turned out equally and forming an angle of 45 degrees.
3. The knees are to be straight but without stiffness. The weight of the body should be resting equally on the heels and balls of the feet.
4. The body is to be held erect, chest lifted and arched, shoulders square with the head held erect, chin pulled in with eyes to the front and not moving.
5. The arms are to hang straight without stiffness, the fingers curled slightly so the tips of the thumb touch the tips of your forefingers. The thumbs are to be held along the seams of the trousers.

B. AT EASE

At the command "**AT EASE,**" you may relax your position but must keep your right foot in place. You must remain silent.

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C. REST

At the command “**REST**,” you must keep your right foot in place but you can move around. You are allowed to talk while at this position.

D. PARADE REST

At the command “**PARADE REST**,” you shall move your left foot smartly 12 inches to the left of the right foot, keeping your legs straight so that the weight of the body rests equally on both feet. At the same time, clasp your hands behind the small of the back, palms to the rear, the right hand will be placed over the left hand with thumbs crossed. Preserve silence and immobility. This position can be executed from the position of attention only.

E. FALL IN

At the command “**FALL IN**,” you will, on the double, form three ranks facing the person giving the command. You shall fall in at the position of attention after positioning yourself by raising your left arm, extending your fingers until you touch the person’s right shoulder next to you. You shall keep 40" from the person in front of you. After getting your dress and covering you shall lower your arm as soon as possible and remain immobile.

F. FALL OUT

At the command “**FALL OUT**,” you will execute an about face, and move from the group. The command shall be given from the position of attention only.

G. DRESS RIGHT DRESS

1. At the command “**dress Right, DRESS**,” you shall smartly extend your left arm with elbow locked and fingers extended in a straight line so as to touch the right shoulder of the person to your left. At the same time you shall move your head to the right so as to observe the person to your right. You shall take short steps and align yourself.
2. The Cadet on the extreme flank will raise their left arm but shall not move their head.
3. The Cadet on the extreme left shall move their head smartly so as to enable themselves to properly align their position but shall not raise their left arm.
4. All Cadets shall hold this position and remain immobile until the command “**ready, FRONT**,” is given. At this time the arms will be lowered and the head turned so as to face the front. This movement shall be done smartly.

H. COVER

1. At the command “**COVER**,” Cadets in the 2nd and 3rd ranks will take short steps left or right to align themselves directly behind the individual in front of them.

READING PASSAGE C

The following reading passage is an excerpt from the LVMPD Manual and discusses prohibited acts while on duty.

CONDUCT ON DEPARTMENT PREMISES

Members will congregate only in those rooms set aside as meeting places. Loud and boisterous conversation in public view or hearing will be avoided. A professional manner will be maintained at all times while on duty. Members in charge of department premises, or any part thereof, shall prevent loafing or loitering by persons not on police business. Members will not permit persons to remain in a department facility or vehicle unless they are there on official business.

Members shall maintain quarters, lockers and desks used by them in a neat, clean and orderly condition.

READING NEWSPAPERS ON DUTY

While on duty, members shall not read newspapers, periodicals, or similar matter, in public view, except in line of duty.

SMOKING ON DUTY

Members shall not smoke on duty while engaged in direct contact with, or serving the public, so long as it is kept as inconspicuous as possible, smoking is permitted while the member is in a department vehicle in accordance with Department Manual section 5/110.18.

GAMBLING ON DUTY

Department members on duty (including any paid break or lunch period) are forbidden from gambling (i.e., slots, video poker, live games, sporting events, etc.), except in the line of duty. This rule applies to all members of the department, commissioned and civilian. Department members in uniform (on or off duty) shall not gamble.

SHOPPING ON DUTY

Members shall not shop, barter, or trade while on duty, nor devote any of their on duty time to any activity other than that which relates directly to their work.

LOITERING

Members, while on duty, shall not loiter in cafes, drive-ins, service stations, or other public places.

SLEEPING ON DUTY

Members are required to be alert throughout their tour of duty. Sleeping while on duty is forbidden. If members are unable to remain awake, they shall so report to their supervisor, who shall determine the proper course of action. Supervisors shall promptly report any subordinate found sleeping on duty. Failure to make such report will be considered neglect of duty by the supervisor.

USE OF ALCOHOL

Alcoholic beverages will not be brought into, consumed, or stored in department facilities, properties, or vehicles by any department member except in the performance of duty. Also, members on duty and uniformed off-duty members will not enter any business to purchase alcoholic beverages except in the performance of duty.

Any violations covered in this regulation, or any other consumption of alcohol either on or off duty which brings, or tends to bring discredit or disrepute to the department, will subject the member to disciplinary action.

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READING PASSAGE D

The following reading passage is an excerpt from the LVMPD Manual and discusses personal appearance of Department employees.

It is the policy of this department to ensure that all personnel portray the most favorable image of law enforcement and local government. Such image should reflect the highest professional standards consistent with public expectations of a disciplined organization which demonstrates confidence and trust. No member of the public, whether young child or elderly victim should be allowed to feel uncomfortable or threatened by the dress or personal appearance of a member of this department.

ALL MEMBERS OF THE DEPARTMENT

Members of the department shall be neat and clean in their appearance in public, whether in or out of uniform. Makeup (including nail polish) and hairstyles will be reasonable, conservative and appropriate to the business environment (not extreme or bizarre). Hair color will be common, natural colors with no unnatural streaking colors. Male members may not wear earrings, however, other neck and hand jewelry may be worn in a tasteful and business-like manner. Employees are prohibited from attaching, affixing, or displaying objects, articles or jewelry on or through the nose, tongue, eyebrow or other exposed body part (except ears for females) while on duty.

Tattoos, branding or jewelry implants will not be visible or exposed when on duty. Such "markings" must be covered by clothing if it is in a location normally covered by clothing. All other areas will be covered using makeup, neutral toned bandages or patches.

MALE OFFICERS

Hair shall be neat, clean, trimmed, and present a well-groomed appearance. Hair shall not exceed 1/2" below the top of the buttoned shirt collar while standing. Bangs shall be cut or styled so that hair will not interfere with vision. Hair on the sides of the head shall be combed so as not to cover more than 1/2" of the outside portion of the ear. Hair color will be as described above. No shaved designs. Wigs and hairpieces must conform to hair requirements stated in this regulation.

Sideburns shall not extend past the middle of the ear, shall not be any wider than one (1") inch at the bottom and shall not be conspicuous in manner and styling. Full or partial beards, goatees, or other facial hair not falling within the criteria of this regulation shall not be permitted.

Mustaches may be worn neat and trim, but with the following requirements:

1. Not to extend down over the middle of the upper lip;
2. Not to extend over 1/2" out past the corners of the mouth;
3. Not to extend more than 1/4" below the corners of the mouth; and
4. To be neatly trimmed.

Nails shall be neatly groomed and not exceed the tip of the finger.

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FEMALE OFFICERS

Hair shall be kept neat and clean and present a well-groomed appearance. Hair shall not exceed 1/2" below the top of the buttoned shirt collar while standing. Bangs shall be cut or styled so that hair will not interfere with vision. Long hair is acceptable, however, while in uniform, it will be fastened securely to the head. Hair color will be as described above. No shaved designs. Hair combs or bands may be worn to secure the hair. Combs or bands shall be black or brown, without ornamentation and no longer or wider than 2". Wigs and hairpieces must conform to hair requirements stated in this regulation.

Cosmetics may be worn in a conservative manner with neutral colors and lightly applied. One earring in each earlobe is permitted. They will be a matching stud type with the stone or ornamentation not exceeding 1/4" in diameter. Nails shall be neatly groomed and not exceed 1/4" above the tip of the finger. Polish is permissible, however, colors will be in neutral, light tones without designs.

EXCEPTIONS

Exceptions to the standards set forth in this regulation shall be upon prior approval of the division commander and will generally be approved only for covert or undercover assignments and only for the duration of those assignments. (6/01, 9/04)■

9. ACADEMY TERMS & TITLES

There will be questions on the written test from this area.

ACADEMY

The Academy includes classroom instruction, demonstration, and practical application of subjects pertaining to the law enforcement and corrections fields.

ACADEMY STAFF

Supervisors and Officers who oversee, control, and produce reports on the Academy and its Recruits.

DEFICIENCY REPORT / D.R.

Cadets may be given a D.R. (deficiency report) for violation of Academy rules and deficiencies occurring during inspection, or as designated by the Academy Staff. DR's will consist of a minimum of one hundred (100) words unless specified by the Academy Staff.

DEMERIT - GIG - SCRATCH

A form of disciplinary action known as a "gig" that accounts for 1/4 of a point subtracted from the final grade. They shall be administered for, but not limited to: inspection deficiencies, bad attitude, improper formalities, detail incompletions, unsolicited comments, and forgotten equipment.

DISCIPLINE

During the Academy, discipline may take many forms. Discipline can encompass any action which is designed to promote cooperation and obedience to rules, regulations, and directions. Discipline includes training activities and positive motivation towards the achievement of goals. It encourages teamwork, self respect, self confidence, maturity and courtesy through the development of good work habits.

D.T.

Will be an abbreviation for "Defensive Tactics". This training will include handcuffing techniques, weaponless defense, the expandable straight baton, the Lateral Vascular Neck Restraint and Ground Defenses.

ESPRIT DE CORPS

A term projecting the idea of the establishment of pride and loyalty in self, profession, and the department.

GIG BOOK

Cadets will keep a record of all gigs (scratches) and D.R.s given to them by the Academy Staff. Cadets will carry the gig book at all times except during practical problems. This book will contain the date, time, nature of deficiency, and by whom the gig was given.

MERITS

An acknowledgment of above standard performance. These will be equivalent to one full point added to the final grade.

P.T.

Will be an abbreviation for "Physical Training" which will be a series of physical exercises, stretching, running, obstacle courses, etc., devised and directed by the Academy Staff.

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SCHEDULE

The chronological order, dates and times of specific classes and their instructors for the Las Vegas Metropolitan Police Department Academy.

T.A.C. OFFICER

Will be an abbreviation for “Training and Counseling” Officer. This may also be abbreviated as “T/O”, which stands for T.A.C. Officer. Each platoon reports to a specific T.A.C. Officer who is responsible for the supervision of that platoon.

10. WILLINGNESS CHECK LIST

As a final check of your readiness to become a Cadet with the Las Vegas Metropolitan Police Department, please answer the following questions honestly. Each statement is a requirement of the job, so if you find yourself checking "NO" on the items listed, you may not be ready to make the commitment necessary to become a Cadet.

YES NO

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | 1. | I am willing to wear a uniform and maintain a neat and clean appearance. |
| ___ | ___ | 2. | I am willing to make the mental and physical effort required to be successful in a demanding Cadet Academy. |
| ___ | ___ | 3. | I am willing to testify in court on and off duty. |
| ___ | ___ | 4. | I am willing to work all shifts, some of which may be 10 hours in length. |
| ___ | ___ | 5. | I am willing to work holidays and weekends. |
| ___ | ___ | 6. | I am willing to read and study on my own to maintain proficiency in Cadet techniques. |
| ___ | ___ | 7. | I am willing to follow the orders of superior officers. |
| ___ | ___ | 8. | I am willing to conform to departmental rules regarding personal behavior on and off duty. |
| ___ | ___ | 9. | I am willing to obey the laws of the State of Nevada, the City of Las Vegas, and the County of Clark. |
| ___ | ___ | 10. | I am willing to take responsibility for equipment assigned to me. |
| ___ | ___ | 11. | I am willing to maintain a short hair style and remove all facial hair for the Academy, and conform to the Department's dress code. |
| ___ | ___ | 12. | I am willing to work around the inmate population. |
| ___ | ___ | 13. | I am willing to learn how to communicate effectively to achieve goals. |
| ___ | ___ | 14. | I am willing to learn how to multitask. |