

LAS VEGAS METROPOLITAN POLICE DEPARTMENT

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LAW ENFORCEMENT SUPPORT TECHNICIAN

(LEST)

STUDY GUIDE

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LEST STUDY GUIDE BOOKLET

INTRODUCTION

This booklet is provided to assist you in preparing for the Law Enforcement Support Technician (LEST) testing process. It contains 1) information about the LEST position; 2) an overview of the 4 entry-level areas (Detention Records, Fingerprint, Police Records, and Patrol); 3) career opportunities within the LEST series; 4) answers to frequently asked questions; and 5) a study guide.

This information will provide you with a good understanding of the position and the work environment of each of the 4 entry-level areas. **Some test questions will be based on information provided on pages 14 through 27 of this study guide booklet.** Therefore, it is important you read and study this booklet; otherwise, it will be more difficult to pass the written exam.

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1. **INFORMATION ABOUT THE LEST POSITION**

Law Enforcement Support Technician (LEST) is the largest entry-level classification of the Las Vegas Metropolitan Police Department (LVMPD). There are over 400 LESTs employed with the LVMPD, half of which are assigned to Detention and Police Records. The remaining LESTs are assigned to Fingerprint, Patrol, and a variety of other sections throughout the LVMPD.

LESTs employed with the LVMPD are assigned to work eighty hours, bi-weekly, during day, swing, relief, or graveyard shifts. Shifts are 8, 9 or 12 hours depending on the assignment. They are paid on a bi-weekly basis.

2. **OVERVIEW OF THE 4 MOST COMMON ENTRY LEVEL ASSIGNMENTS**

The Detention and Police Records Bureaus operate 24hours, 7days per week, providing services to many bureaus/areas of the LVMPD, other law enforcement agencies, and the general public. The Fingerprint Bureau currently operates Monday through Friday, 8 a.m. to 4 p.m. The Patrol Division includes all of the area commands in the Las Vegas valley. They currently operate Monday through Friday, 8 a.m. to 8 p.m., and Saturday, 8 a.m. to 6 p.m. In all 4 entry-level Bureaus, each shift is supervised by one or two LEST Supervisors. In addition, the shifts are staffed with Senior LESTs who function as lead workers and trainers for the LESTs assigned to the area.

DETENTION RECORDS BUREAU

Clark County Detention Center

The Clark County Detention Center (CCDC) is located at 330 S. Casino Center Drive, in the downtown area. It is a jail which houses individuals who are: 1) arrested for committing crimes and are waiting for court hearings; 2) found guilty or plead guilty to misdemeanor or gross misdemeanor charges, and sentenced to confinement for up to one year; and 3) found guilty or plead guilty to felony charges, sentenced to State Prison, and are waiting for transport. These individuals may be male or female, adult or juvenile.

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The CCDC is headed by the Sheriff and is run by the Deputy Chief of the Detention Services Division (DSD). The DSD handles the booking, processing, transporting, and releasing of inmates. It also provides inmates with security, housing, meals, health care, clothing, social and legal visits, and various programs. The DSD maintains records on all phases of inmate movement within the CCDC from booking to release. It also handles transporting inmates to and from courts, hospitals, medical appointments, other detention facilities, transfers to prison and other agencies, and serves warrants and other legal papers.

Detention Records Bureau

The Detention Records Bureau within CCDC maintains, controls, retrieves, and disseminates information in the inmate records system. This system includes booking, court calendaring, clearing warrants, and releasing inmates. The Detention Records Bureau enters and maintains the outlying Justice Court and Eighth Judicial District Court warrants into the State's Warrant System. The Detention Records Bureau also disseminates information to the public and other law enforcement and criminal justice agencies, according to privacy and security guidelines set up by the LVMPD and the State of Nevada.

LESTs Assigned to the Detention Records Bureau

The Detention Records Bureau Platoon LESTs work 12-hour shifts with alternating 3-day and 4-day weekends, and an 8-hour day assigned by the shift supervisor. The LESTs assigned to the Detention Records Bureau Platoon assists with carrying out the functions described above. They may be assigned to work any of the following posts:

1. Administrative Desk
2. Back-up
3. Screening/Booking
4. Document Distribution
5. Information Center (Switchboard)
6. Lead Release
7. Releases

These posts are usually rotated on a daily basis. When being trained on a particular post, the LEST may be assigned to that post for several days or weeks until his/her training is complete. Therefore, each LEST is trained in and required to know the procedures used at each post.

LESTs assigned to Detention Records Bureau, Specialized Assignment Units

The Detention Records Bureau, Specialized Assignment Units, work 8-hour shifts with weekends and holidays off. In addition to support to the Platoons, the LESTs perform other duties related to inmate incarceration and recordkeeping. These units are:

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1. Support Unit (Warrants, Doe/Double IDs, Sealing and Correspondence)
2. Court Services/Court Calendars
3. Quality Assurance

There are common factors in working any posts within the Detention Records Bureau. First, there is a great deal of contact with people from very diverse backgrounds. This may occur face-to-face or over the phone. These members of the public may be in a highly emotional state and, therefore, may be demanding and appear difficult at times. The LESTs assigned to the Detention Records Bureau also have contact with inmates during the booking and release processes. They may also encounter them while walking throughout the secured walkways in CCDC, where inmates are being escorted by Correction Officers to housing or to court. The inmates may be rude, offensive and lacking personal hygiene. This is an aspect of the job the LEST must be willing to deal with effectively and courteously.

Second, the LESTs perform a great deal of computer work. The LEST will enter and retrieve inmate data, enter and clear warrant data, and enter statistical data. A high degree of accuracy in these duties is crucial to the proper processing of inmates from the time they are booked until the time they are released. These tasks provide the Division, the Department, and the Criminal Justice community a wealth of information that is crucial to the incarceration of an arrestee.

Of prime importance to all of the duties performed by the LESTs assigned to the Detention Records Bureau is the willingness to: 1) work in the CCDC, which is a confined environment; 2) have a great deal of contact with the public and inmates; and 3) strive for 100% accuracy and timeliness in computer entries.

FINGERPRINT BUREAU

The Fingerprint Bureau is currently located at 5880 Cameron Street. This Bureau has three major functions: issue work cards, register convicted persons and sex offenders, and search and identify fingerprints.

The Fingerprint Bureau is the second largest card-issuing agency in the State of Nevada and maintains over 2 million fingerprint cards. The Bureau processes over 120,000 applicants on a yearly basis and responds to over 50 major resorts and casinos. Work cards are good for 5 years. The current work card consists of a photograph of the applicant, the applicant's name and identification number, and the expiration date of the work card. This Bureau consists of about 50 permanent and 10 part-time employees, and is a high-stress work area. Applicants and registrants generally comply with the requirements. However, there are sometimes problems. Some applicants fail to turn in the correct documents and are requested to obtain them

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before the process can continue, which causes a delay in issuing the permit. The general work environment is loud, stressful and fast-paced. Due to large crowds, there is a need to process applicants as quickly as possible. Work done by employees is non-stop and consists of data entry and technical functions of fingerprint work. Contact with the public involves those of diverse backgrounds.

LESTs Assigned to the Fingerprint Bureau

The Fingerprint Bureau is comprised of LESTs, Senior LESTs, and LEST Supervisors. Temporary employees and volunteers also work in the Bureau. The Bureau is divided into 3 sections: Work Card, Convicted Persons Registration, and AFIS (Automated Fingerprint Identification System). Employees work Monday through Friday with holidays off, and work either 8-hour shifts with weekends off or 9-hour shifts with 3 days off every other week. Training is intense and includes fingerprint techniques, photo capture, data entry, front counter processing, phone etiquette, and criminal justice database research. Employees are also required to handle moderate sums of money with accuracy.

Work Card Section

The Work Card Section issues work cards. Work cards are issued to some employees where there is liquor on site or in other jobs (child care, private security) that are required by law to obtain a work card. The Sheriff's work cards are issued to applicants who work within the City of Las Vegas, Clark County or Laughlin. To apply for a work card, applicants must first be employed by a business or agency that is mandated by law to require its employees to obtain a work card. Applicants must obtain a referral slip from their employer, complete the information requested, and bring the referral to the Fingerprint Bureau to be processed. The applicant is interviewed, charged the proper fees for processing, fingerprinted, and photographed for the work card.

Convicted Persons Registration

The Convicted Persons Registration Section assists and registers those individuals who have been convicted of certain felonies, and/or any sex crimes (misdemeanor, gross misdemeanor, and felony), and are required to register with the LVMPD within 48 hours of entering the State of Nevada. To register, individuals must complete a registration form which seeks information about personal demographics, adjudication status, and conviction dates. Registrants are then interviewed, photographed, and fingerprinted.

Automated Fingerprint Identification (AFIS)

The AFIS Section processes "ten-prints" through the system; searches, compares, and classifies fingerprints to verify the identity of John Doe and other unknown subjects; processes prints of deceased persons; researches and provides identification information regarding criminal history records and records challenges; and provides copies of fingerprint records to other law enforcement agencies when requested.

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Below is a list of sample duties commonly performed by LESTs on a daily basis. It is not intended to provide ALL duties required of this position.

Back Office Duties - create and update records efficiently and accurately, review FBI and NV State criminal history responses, research criminal justice database, create and update logs, check data entry for accuracy, and filing

Imageware Photo Capture - enter data and photograph applicants for work cards, individuals responding to a summons, convicted persons, and special orders

Livescan Station - enter data and fingerprint work card applicants, individuals responding to a summons, convicted persons, and miscellaneous fingerprints

Front Counter - process all applicants for work cards, persons appearing for summons processing, miscellaneous fingerprints, concealed firearms permits, and miscellaneous inquiries

Convicted Persons Registration Area - obtain adjudication information from registration forms which registrants submit, research conviction information for accuracy, and index various criminal history automated systems

POLICE RECORDS BUREAU

Police Records Bureau

The Police Records Bureau, which is located on the Plaza Level of the City Hall Building, 400 E. Stewart Avenue, acts as the LVMPD's central repository for incident, arrest, and traffic records. It is responsible for the control, maintenance, review, retrieval, and dissemination of the LVMPD's records, except those authorized to be permanently maintained within operational units. This Section also collects, retains, and disseminates juvenile records to ensure that only authorized access is permitted. The Police Records Bureau also includes a microfilming section.

LESTs Assigned to the Police Records Bureau

The LESTs assigned to this Bureau work 9-hour shifts with a 3-day weekend every other week. Records Bureau is open to the public 365 days a year, from 6 a.m. to 12 midnight and the phone lines are open 24/7. This position may require a LEST to work weekends and holidays, and may be assigned to day shift, swing shift, or graveyard, depending on the need of the shift and/or the needs of the Bureau. The LESTs assigned to the Police Records Bureau perform a wide range of work functions, as they are assigned rotation through the following work stations:

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Systems Training - train in the various computer programs utilized by the LVMPD; training is done in a classroom setting in the Records Bureau

Word Processing - type Arrest, Crime, and Officer's Reports from a dictaphone using word processing computer software

LRMS/Infotrak - enter crime reports into a central database

"Information Only" Report Desk - take crime and missing person reports over the phone

Front Counter - process requests for reports from the public to include background checks, traffic accident reports, crime reports as well as miscellaneous documents. Also, process traffic accident reports completed by those involved

Citizen Desk - interview and take crime reports in person

Name Checks (TINC - Traffic Insurance Name Checks Department) - "run" local registrations for non-criminal justice agencies and criminal justice agencies, including the LVMPD, in the law enforcement computer systems, to provide requested information

Teletypes - send teletypes for administrative messages, fatal information, and criminal history information; and enter, update, and clear information in the National Crime Information Center (NCIC) system

Wanted Vehicle System (WVS)/Private Tows - enter stolen and impounded vehicle and license plate information from officers, citizens, and tow companies received via report or phone. Also, enter felony vehicles and missing persons' vehicles

Hot Sheets - (Graveyard shift only) - make a chronological listing of "hot" information such as Attempts to Locate, Missing Persons/Runaway Juvenile reports, and Stolen Vehicle/Plate reports for distribution to officers

Administration Desk (Records Imaging Section Department) - prepare criminal packages for court, process criminal citations, and manage the paper flow of the Bureau

A LEST will work at a certain work station for a complete shift and then rotate through all work stations during the course of their work week. When being trained at a certain post, he/she is assigned to this post for several weeks until the training is successfully complete.

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Once training is complete and a LEST is released from training, he/she will continue to work that post for a period of time, commonly referred to as the “*reinforcement*” period.

All assignments in Police Records are very fast-paced, challenging, and exciting. The LESTs work hard and do their share of the work with a high degree of efficiency and accuracy. This position requires heavy public contact with people of diverse backgrounds. LESTs will take reports from crime victims, retrieve and copy reports for the general public and law enforcement officers, temporarily register convicted persons, and deal with subjects who have been arrested and need copies of their criminal history records or arrest reports. The position, therefore, demands a high degree of professionalism, strong customer service and communication skills, courtesy, and the ability to multi-task and be flexible in an environment that is ever changing.

PATROL DIVISION

There are currently 8 Area Commands in the Las Vegas valley: Bolden, Convention Center, Downtown, Enterprise, Northeast, Northwest, South Central, and Southeast.

LESTs Assigned to the Patrol Division

The LESTs assigned to this section work 9-hour shifts with a 3-day weekend every other week. Area Commands are comprised of LESTs, a Senior LEST, and a LEST Supervisor. Temporary employees and volunteers may also work in the Area Commands.

Below is a list of sample duties performed by LESTs on a daily basis. It is not intended to provide ALL duties required of this position.

Citizen Reports - determine the type of crime and take the appropriate report from citizens

Citizen Firearms - handle and register firearms

Date Entry - enter station reports and field interview cards into the Infotrak system

Customer Service - take information/complaints in person or over the phone and handle or route as needed

Clerical Duties - retrieve, log and distribute subpoenas received from databases, faxes and interoffice mail; complete and route service requests; perform clerical duties, including typing correspondence, forms, and reports; maintain both manual and computerized filing systems; order and maintain supplies; type from recorded dictation; compile reports and stats; retrieve data and text from computer systems; receive, log,

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sort, and distribute mail, reports, citations, and abandoned vehicle cards; provide support to supervisor and unit; and perform other related duties as necessary.

3. CAREER OPPORTUNITIES WITHIN THE LEST SERIES

The LVMPD offers many promotional and transfer opportunities for LESTs. After meeting the necessary training and experience requirements, you may choose to test for promotion to Senior LEST and then LEST Supervisor, as well as other positions within the LVMPD. You may also test for openings in other sections/bureaus after you successfully complete probation as a LEST, in your original area of assignment.

4. ANSWERS TO FREQUENTLY ASKED QUESTIONS

If I am offered a position, will I be able to choose my shift?

No. Specific shift assignment is a management decision. Individuals are required to work any shift and this is a condition of employment without exception. New hires are usually assigned to work in the Detention Records Bureau, Police Records Bureau, Fingerprint Bureau, or Patrol Division, and are assigned to work where there is a vacancy, which is often swing or graveyard shift in Detention Records or Police Records.

If I am offered a position on a shift that is inconvenient and accept the position, when will I be able to change shifts?

Again, specific shift assignment is a management decision. Based on operational needs, your shift may be changed so you may not end up on the shift you were initially hired into.

If I am offered a position, will I be able to choose my regular days off (RDOs)?

No. Individuals are required to work any days of assignment and this is a condition of employment without exception. Regular days off are based on seniority, therefore, the more seniority you attain in your classification, the more likely you are to get your desired days off. New hires are generally assigned where the vacancy is, which often includes working weekends and holidays.

If I am offered a position, will I be able to choose my area of assignment?

No. Assignments will be based solely on Department need, and this is a condition of employment without exception.

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What will happen if I am offered a position and I decline the job offer because I am unable to work the shift, assigned RDOs, and/or area of assignment?

If you are offered a position and decline it, your name will be taken off the eligibility list. Once your name is taken off the eligibility list, you will have to reapply and complete the testing process again if you are interested in becoming a LEST. We encourage you to really consider the long-term benefits, knowing that as your seniority increases you will have more choice in shift and/or RDOs. Don't let the initial shift or RDOs given deter you from a rewarding career with the LVMPD. Most of us started on a less-than-desirable shift, worked holidays, etc.

As a newly hired LEST, when will I be eligible to take vacation time?

New employees are eligible to take vacation after six months. You begin earning vacation time on your date of hire. In your first year, you will earn a minimum of three weeks of vacation.

5. STUDY GUIDE

This portion of the study guide booklet is designed to give you information that will help you prepare for the written exam. **Some test questions will be based on information provided on pages 14 through 27 of this study guide booklet.**

There are two things you can do to ensure you get the best score you possibly can: 1) study correctly; and 2) be a wise test-taker.

To study correctly, the first thing you should do is study daily. Learning theory teaches that many 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 on it 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 several times. 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, you may study and learn even better by writing an outline of what you believe are the important points on a separate piece of paper.

An outline is done by picking out the major points in a section and listing them. Next, list the important points made under each major point, and then list any sub-points under those. In practice, this form of an outline could look like this:

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1. How to Study
 - A. Techniques
 - a. Read study guide booklet daily
 - b. Outline important points from study guide booklet
 - c. Prepare a set of sample questions

Writing an outline forces one to identify the important points made in the written material and when finished, provides a map of these important points. The 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.

Another good study technique is to prepare a set of sample questions. After reading the material several times, prepare a set of questions that could potentially be on the written exam. Try to answer these questions without referring to the Study Guide Booklet. Then read the material again with these questions in mind, and answer or confirm any questions you may have been unsure of.

Comprehension in reading is the key to being a wise test-taker. It is very important to read and understand the instructions to the test and then read each item carefully. Before you can answer a question, you must know what the question asks. Once you understand the question, then 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's the one you should choose. Most times, your first choice will be correct. You should only change answers if you are sure your first answer is not correct. If, after reading the choices, you are not able to select one, narrow your choices by eliminating those you know are not correct. Often, on a four-choice multiple choice test, there are two answers which can be eliminated. If you can narrow your answers to two, your choice is easier.

It is a good idea to go through the test three times. The first time through you should only mark the answers you are sure of on the answer sheet. If you have any doubt about an item, skip it, and go on. The second time through, read the items you skipped the first time and mark those you feel fairly sure you know. The third time through, you should answer all questions left, even if you feel you are guessing. You should not leave any items blank, and you must be very careful with matching the number of the question to the same number on the answer sheet. Be sure to double check your math calculations. It is also important to watch your time during this process so you do not spend too much time on any one area. To budget your time, you may want to work on those portions of the test you feel will take you the longest. That way you may complete them and have them out of the way before moving quickly through the other portions of the test.

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

Arrive 30 minutes early. This is important because it gives you time to relax before taking the test and helps you avoid getting anxious over traffic problems. Your mental attitude will also benefit from being early. Plus, if you arrive late for the exam, you will not be admitted. Proper study techniques, good test taking skills, and avoiding anxiety should all help you do the best you can. Also, it is a good idea to layer your clothing for the most comfort, as the room can sometimes be either too cold or too hot.

Some test questions will be based on information provided on pages 14 through 27 of this study guide booklet. Please study the following information to help you succeed in the written exam.

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READING PASSAGE #1 DEPARTMENT VISION, VALUES, MISSION AND GOALS

VISION - The vision of the LVMPD is to be the safest community in America.

VALUES - The values of the LVMPD 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 on-duty.

MISSION - The mission of the LVMPD is to protect the community through prevention, partnership, and professional service.

DEPARTMENT GOALS - The goals of the LVMPD are:

1. **P**revent, reduce, and disrupt crime and terrorism.
2. **R**ecruit, train, and develop our people.
3. **I**nitiate timely and open communication.
4. **D**evelop and implement solutions to improve traffic safety.
5. **E**ffectively use innovation and technology.

READING PASSAGE #2 RECORDS BUREAU

The Records Bureau acts as the department’s central repository for incident, arrest, and traffic records. It is responsible for the control, maintenance, review, retrieval and dissemination of records, except those authorized to be permanently maintained in operational units. This section collects, retains, and disseminates juvenile records to ensure only authorized access is permitted. The Records Bureau is also responsible for Microfilming and UCR or NIBRS reporting. The **Criminal History Section** is responsible for the entry, validation and sealing of criminal history information.

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READING PASSAGE #3 FINGERPRINT BUREAU

The Fingerprint Bureau is responsible for taking, processing, and storing of all fingerprint records of persons required to furnish such by city, county, and state law. It is also required to register convicted persons and to issue any and all work permits required by city, county and state laws. The Bureau is also responsible for the processing of all “ten print” fingerprints and identifications, and for the operation of the Automated Fingerprint Identification System (AFIS) computer.

READING PASSAGE #4 DETENTION SERVICES DIVISION

The DSD is commanded by a Deputy Chief who reports to the Assistant Sheriff of Law Enforcement Operations. The Deputy Chief is responsible for the administration and overall operation of the division. The division is responsible for booking, processing, transporting and releasing of inmates; the division also provides for the security, housing, meals, health care, clothing and programs of inmates. The division maintains records on all phases of inmate custody, to include booking, court appearances and dispositions; and social and legal visits, housing changes at CCDC, hospitals and other detention facilities, and release.

READING PASSAGE #5 PATROL DIVISION

The Patrol Division is responsible for taking reports from citizens; handling and registering firearms; entering station reports and field interview cards into Infotrak; retrieving, logging, and distributing subpoenas received from data bases, faxes, and 1000 milers; completing and routing service requests; performing clerical duties, including typing correspondence, forms, and reports; maintaining both manual and computerized filing systems; ordering and maintaining supplies; typing from recorded dictation; taking information/complaints in person or over the phone and handling or routing accordingly; compiling reports and stats; retrieving data and text from computer systems; receiving, logging, sorting, and distributing mail, reports, citations, and abandoned vehicle cards; providing support to supervisor and unit; and performing other related duties as necessary.

READING PASSAGE #6 HARASSMENT AND/OR DISCRIMINATION

It is the policy of the department that employees have the right to work in an environment free of harassment and/or discrimination based on the employee’s race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or political affiliation.

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Furthermore, these protections against harassment and/or discrimination extend to Workers Compensation and the Family Medical Leave Act. (Political affiliation is not a protected class as defined by Federal and State law, but is considered a protected class by the department.)

Complaints of harassment and/or discrimination may be reported to any one or a combination of the following: (1) any supervisor, (2) the Director of Office of Employment Diversity, (3) the Professional Standards Bureau Commander, or (4) the Human Resources Division Commander. Reports of harassment and/or discrimination will be given prompt and appropriate consideration. There shall be no retaliation by any department member for filing or assisting in a harassment or discrimination complaint, testifying, or in any other manner participating in the investigation of such a complaint. Adverse actions, including but not limited to denial of promotion, refusal to hire, denial of job benefits, demotion, suspension, and discharge without legitimate cause or rebuff of any employee who has complained or participated formally or informally in matters of discrimination or harassment, is prohibited.

Every member of this department has the responsibility to prevent acts of harassment and/or discrimination through the following acts:

- Refraining from participation in, or encouragement of, actions that could be perceived as harassment/discrimination (verbal or otherwise);
- Reporting acts of harassment/discrimination;
- Encouraging any employee, who confides that he/she is being harassed/discriminated against, to report the acts in accordance with established procedure.

Failure to take the above action to prevent the occurrence of, or stop, known harassment or discrimination will be grounds for disciplinary action.

READING PASSAGE #7 DISSEMINATION OF CRIMINAL HISTORY INFORMATION (CHI)

It is the policy of this department to comply with all State and Federal requirements when disseminating criminal history information.

GENERAL

Any person who willfully requests, obtains or seeks to obtain records of criminal history under false pretenses; willfully communicates or seeks to communicate records of criminal history to any agency or person except pursuant to this procedure; or willfully falsifies any record of criminal history or any record relating to any record of criminal history, is guilty of a misdemeanor (NRS 179A).

All requests for criminal history information (CHI) from criminal justice and non-criminal justice agencies (except those made from within this Department) shall be referred to the Records

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Bureau except as noted below. This also includes inquiries wherein no record exists, as disclosure of the ““No Record”” status is actually dissemination of CHI.

A centralized area for CHI dissemination is mandated to ensure that the complexities of law, inter-local agreements and contracts that regulate such dissemination are followed. That centralized area is designated to be the Records Bureau. It is the responsibility of the centralized area to maintain a log of dissemination as required by NRS 179A.

LIMITATIONS ON DISSEMINATION

Members of this department are authorized to disseminate under the guidelines of this procedure, criminal history information which originated within this department only (SCOPE). Dissemination of CHI that is obtained through NCJIS, NCIC and NLETS is prohibited.

CHI is NOT to be requested, used, or released:

1. Outside of official duties.
2. For personal use, interest, or gain.
3. Where such dissemination would violate either local, state, or federal statutes or inter-local agreements or inter-state contracts.

CHI may be made available:

1. To criminal justice agencies for criminal justice purposes.
2. To federal agencies authorized to receive it pursuant to federal statute or executive order.
3. To the media.

LOG OF DISSEMINATION OF INFORMATION OR RECORDS

This agency will only disseminate information relating to sexual offenses or other records of criminal history which originate within this agency (SCOPE). Any unit which maintains and disseminates this information must maintain a log of each dissemination of that information (other than a dissemination of the fact that the agency has no record relating to that person). The log must be maintained for at least one year after the information has been disseminated and must contain:

1. The name of the agency or person the CHI was provided to;
2. The date the information was provided;
3. The person who is the subject of the information; and
4. A brief description of information provided.

READING PASSAGE #8 ELECTRONIC COMMUNICATIONS GUIDELINES

It is the policy of this department that electronic mail, Internet and telecommunications access are resources made available for department employees to communicate with each other,

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other governmental entities, companies and individuals for the benefit of the department. The systems are not to be used for employee personal gain or to support or to advocate any non-departmental business or purpose. In addition, all computers, databases and confidential information must be protected from unauthorized and/or inappropriate use.

GUIDELINES FOR USE

1. Only work-related activities are authorized.
2. Circumventing passwords, user authentication or other security measures is prohibited.
3. Downloading or distributing copyrighted materials or software is prohibited.
4. Unlawful activities or solicitations are prohibited.
5. Transmitting threatening, obscene or harassing messages is prohibited.

COMPUTER AND PASSWORD SECURITY

A password is a unique user access code required to enter the computer system. A password will not be shared or otherwise compromised without the express permission of a lieutenant or higher. If it becomes necessary to divulge a password to another member, the password should be changed as soon as the need for the "shared" password is no longer required. Information Technologies Operational Systems Bureau will automatically request all users to change their password every six months.

When necessary to leave a work area unattended, members should log out of the computer or lock their workstation to ensure security of their computer and Microsoft Outlook account. (Note: To lock a workstation, press "ctrl-alt-delete," then select "lock workstation." To unlock the workstation, select "ctrl-alt-delete" then enter your password when prompted.) Members may allow other members to "proxy" into their Microsoft Outlook account when necessary to allow for the conduct of daily business, but become responsible for any activities conducted on their account even by the proxy. (Exception: Information Technologies personnel may proxy into workstations, with verbal permission of the user, to conduct official business as necessary.)

LVMPD reserves the right to monitor and will conduct an annual audit of all aspects of electronic telecommunications, including e-mail and Internet communications. No electronic communications systems within this department are considered private and/or confidential. System administrators have access to all mail and user access requests and may monitor messages as necessary to assure efficient performance and appropriate use.

READING PASSAGE #9 CONSORTING WITH PERSONS OF ILL REPUTE

Members shall not frequently associate on close terms with, or otherwise fraternize with, known illegal gamblers, prostitutes, narcotic offenders, habitual drunkards, or other persons of bad character or ill repute, except to accomplish a police assignment.

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READING PASSAGE #10 RELEASE OF JUVINILE INFORMATION

Whenever a juvenile has been cited/arrested and a case submitted to the Juvenile Court (even if denied), information on that individual will not be released by a department member to anyone outside the department, except when such information is necessary for evaluating prosecutorial merit or for trial of the juvenile. Such information may then be released to the Probation Division of the Department of Juvenile Justice Services and to the Juvenile Division of the Clark County District Attorney's Office. The release of identification to the Clark County Health District in cases involving sexual assault per NRS 441A.320 is also allowed. Information on juvenile cases that have not been entered into the Juvenile Court system may be shared with other law enforcement agencies upon request.

Juvenile Court information is accessible through SCOPE, FAMILY TRACS, and other automated systems throughout the department. Authorized personnel not having access to these systems may obtain juvenile history information through the Communications Bureau. Juvenile Court Services, including Juvenile Reception, will not provide this information or allow officers to look at juvenile records. Only the Juvenile Detail is authorized to produce printouts of this information.

READING PASSAGE #11 PHOTOGRAPHING/FINGERPRINTING OF JUVENILES

PHOTOGRAPHS

All juvenile offenders that are arrested and placed into the Clark County Juvenile Detention facility are photographed by the Department of Youth/Family Services intake personnel. In accordance with NRS 62.350, the Department of Youth/Family Services is responsible for maintaining all photographs. Photographs are limited to inspection by law enforcement personnel only in the investigation of a crime. Department members who have a need to use the photograph(s) of any juvenile offender(s), such as a photographic line-up, must contact the Department of Youth/Family Services, Booking Unit. Department members will not release any photograph(s) of suspected juvenile offenders to any non-law enforcement agency. Juvenile photographs used for conducting photo line-ups will be impounded as evidence if the suspect is picked out by a witness or victim. If the suspect is not picked out of the photo line-up, all photographs must be destroyed. A court order will be required to photograph a juvenile that has not been in custody.

FINGERPRINTS

1. All fingerprinting done when booking a juvenile shall be done in the Booking Office at the Clark County Juvenile Detention Facility at the time of booking.
2. The Fingerprint Card may be taken from Juvenile Court Booking by the Investigating Officer to use in his investigation. As soon as the investigation is complete, the Fingerprint Card shall be delivered to Juvenile Court Booking.

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3. Fingerprints must be taken of every child taken into custody for a felony; a sexual offense; a gross misdemeanor; any misdemeanor involving the use or threatened use of force against the victim; or any possession, use or threatened use of a firearm or deadly weapon.
4. Fingerprints of a child not in custody, being investigated of an act which would constitute a felony if committed by an adult, may only be obtained by parental permission or warrant.
5. FINGERPRINT EXCEPTION: If latent fingerprints are found during the investigation of an offense and an officer has reason to believe that they are those of the child in custody, the officer may request to have the child fingerprinted regardless of age or offense for immediate comparison with the latent fingerprints. When latent prints are found during the investigation of an offense, and an officer has reason to believe they are those of a child whose prints are on file at Juvenile Booking, the officer may request to have the Fingerprint Card checked out to him for the purpose of priority comparison with the latent prints.
6. The Department of Youth/Family Services, Booking Unit, maintains a Central Local Fingerprint Depository for any child 14 years or older who has been found guilty of an act of delinquency which would constitute a felony, if committed by an adult. With the exception of sex offenders, the fingerprint cards are destroyed upon the sealing of the minor's record.

READING PASSAGE #12 CHAIN OF COMMAND

When working in a large organization, especially in a commissioned environment, it is important to recognize and follow established chains of command. The chains of command are listed below:

Fingerprint, Detention Records, and Police Records:

LEST → Senior LEST → LEST Supervisor → Records Manager → Director → Deputy Chief or Division Director

Patrol:

LEST → Senior LEST → LEST Supervisor → Admin Lieutenant → Captain → Deputy Chief

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INTRODUCTION TO LAW ENFORCEMENT COMPUTER SYSTEMS

AFIS

Automated Fingerprint Identification System (AFIS) is a computer system that converts ten-print fingerprint images and latent prints (those barely visible to the naked eye) into a computer readable digital format for searching and storing. Due to its high speed, AFIS can conduct searches/matches which would otherwise be impractical, if not impossible. One of its main functions is to search newly-acquired ten-print images captured electronically against the existing database of fingerprints to see if the prints match another record in the system. Another of its main functions is to conduct searches of crime scene latent prints against the database to try to identify criminal suspects.

INFOTRAK (FORMERLY LRMS)

INFOTRAK is a computerized system that manages the recording, indexing, and tracking of detailed information related to reported incidents. The LEST assigned to Police Records enters reports of crimes reported into this database. The LEST assigned to Patrol will only enter reports taken at the area command. He/she will scan in reports taken from officers in the field and send them to Police Records.

NCIC

The National Crime Information Center (NCIC) is a nationwide computerized information system set up as a service to all criminal justice agencies--local, state, and federal. The goal of NCIC is to help the criminal justice community perform its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. It can best be described as a computerized index of documented criminal justice information concerning crimes and criminals of nationwide interest and a locator type file for missing and unidentified persons. Various files contain information on vehicles, license plates, boats, guns, articles, securities, wanted persons, missing persons, Canadian warrants, US Secret Service, unidentified persons, foreign fugitives, and the Interstate Identification Index System.

NLETS

The National Law Enforcement Telecommunications System provides for the interstate and/or inter-agency exchange of criminal justice and criminal justice related information. This is the system's sole purpose. The system can receive, store, and forward message traffic to and from all of its user agencies. Administrative message traffic on the system includes all types of free-form, criminal justice-related data. Messages may be sent to one specific agency, statewide, regionally, or to all points on the system. NLETS supports inquiries into state motor vehicle, drivers' licenses, criminal history, and other state databases. NLETS provide access to road and weather conditions, boat and snowmobile registrations, aircraft tracking system, registration system, and hazardous materials sites.

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III (Triple I)

The Interstate Identification Index (III) is an index of records of criminal history information collected by criminal justice agencies on individuals contained within the NCIC system. Each III criminal history record must have a criminal fingerprint card as its basic source document. All criminal history record information is based on a set of fingerprints submitted to the State or FBI for comparison before an entry is made.

NCJIS

The Nevada Criminal Justice Information System enables users to access Nevada criminal history and warrants, and information pertaining to parole and probation, sexual offenders, protection orders, and concealed weapons.

JLINK

J-Link is the State of Nevada Department of Public Safety (DPS) computer program that allows the LVMPD to fully utilize new and emerging law enforcement communications. It enables the LVMPD to access state and federal criminal justice systems such as NCIC, NLETS, III (Triple I), and NCJIS.

SCOPE

The Shared Computer Operations for Protection and Enforcement (SCOPE) System is a 24-hour, on-line computerized master name index. It provides information on individuals and businesses. It contains both criminal history (arrest and conviction-related data) and noncriminal history information (physical descriptors, work application information, traffic accidents, etc.)

WVS

The Wanted Vehicle System (WVS) is available through SCOPE terminals. It provides detailed information regarding local wanted or impounded vehicles. LVMPD information is entered, updated and maintained by the Police Records Bureau. Other Nevada agencies also enter information into the system. These agencies are responsible for entering, updating and maintaining their own information.

C-TRACK

The Clark County Criminal Justice Information System (formerly known as C-TRACK) is an index by name, ID number, event number, citation number, social security number and court case number of individuals who have been cited, arrested, indicted by the Grand Jury or named in a warrant request for committing either a criminal offense or certain traffic violations within Clark County.

MICROSOFT OUTLOOK

Microsoft Outlook is the e-mail application used by the LVMPD.

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MICROSOFT WORD

Microsoft Word is one of the word processing applications used by the LVMPD.

WORDPERFECT

WordPerfect is one of the word processing applications used by the LVMPD.

DEFINITIONS

1. **Abuse**
Willful and unjustified infliction of pain, injury, or mental anguish.
2. **Accessory**
One who is not the chief actor in the offense, nor present at its performance, but in some way concerned therein, either before or after the act committed.
3. **Accomplice**
Individual who is equally responsible for an offense considered a violation of law.
4. **Accused**
A term for a defendant in a criminal case. Often used interchangeably with "prisoner" or "defendant."
5. **Adjudication**
The formal giving or pronouncing of a judgment or decree.
6. **AFIS**
Automated Fingerprint Identification System.
7. **Aggressor**
One who first employs hostile force.
8. **Alleged**
Claimed, but as yet, unproven.
9. **Arrest**
The taking of a person into custody in a case and in the manner authorized by law.
10. **Assault**
Any willful attempt or threat to inflict injury, coupled with present ability to do so, that would give the victim reason to fear immediate bodily harm.

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11. **Battery**
Any willful and unlawful use of force or violence upon the person of another.
12. **Booking**
A DSD function whereby an individual is officially incarcerated after arrest, which includes photographing and fingerprinting the arrestee.
13. **Burglary**
Entering a building with the intent of committing a crime.
14. **Charged**
Being formally accused of a crime.
15. **Commissioned**
A duly sworn person who is authorized to execute police powers.
16. **Convicted Persons Registrant**
Any person convicted of a crime required to register with a police agency by law.
17. **Crime**
An act or omission forbidden by law and punishable upon conviction by death, imprisonment, fine or other penal discipline.
18. **Custody**
Having responsibility for the care and control of a person or thing.
19. **Defendant**
A person who is alleged to have committed some violation either in a civil or criminal suit.
20. **Dissemination**
Disclosing records of criminal history or the absence of records of criminal history to a person or agency outside the organization which has control of the information.
21. **Embezzlement**
Fraudulent appropriation of money or goods entrusted to one's care.
22. **Extortion**
Use of coercion, force, or fear to obtain property from others.
23. **Felony**
A crime punishable by death or imprisonment in the state prison for not less than one year.

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24. **Fingerprint**
A reproduction of the smooth surface of the pattern or design formed by the ridges on the inside of the end joint of a finger or thumb.
25. **Grand Larceny**
Theft of property which is worth more than a certain sum; that sum varies from state to state.
26. **Gross Misdemeanor**
A crime punishable in the county jail for not more than one year or by a fine of not more than \$2,000, or both.
27. **HENRY Fingerprint Classification System**
A system or method of classifying fingerprint patterns.
28. **Incarcerated**
Confined in a jail or prison.
29. **Indictment**
A formal charging of a person of a crime by a grand jury.
30. **Inmate**
Any person, whether pretrial, unsentenced, or sentenced, who is confined in a detention or holding facility.
31. **Jurisdiction**
The geographical or subject area in which a court, judge, or official has authority to act.
32. **Misdemeanor**
A crime which is punishable in jail for not more than six months or by a fine of not more than \$1,000, or both.
33. **Module**
A unit used to house inmates in the Clark County Detention Center.
34. **Petit Larceny**
Theft of property which is worth less than a certain sum; that sum varies from state to state.
35. **Parole**
Supervised release from prison before the full sentence is served.

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36. **Probation**
A form of sentence by which a person convicted of a crime is allowed to remain in the community under supervision instead of serving a jail or prison sentence.
37. **Recidivist**
A person who continues to commit criminal acts; a habitual criminal.
38. **Referral**
An application provided by employers to applicant to obtain a work card.
39. **Reticule**
A magnifying-type device used to enlarge fingerprints so that they may be classified and ridge counts can be established.
40. **Robbery**
The unlawful taking of money or personal property in the possession of another from the person, or in his presence, against his will.
41. **Sallyport**
An enclosure within a detention facility containing doors or gates at both ends, only one of which opens at a time, for security purposes.
42. **Subpoena**
A court order commanding someone to appear at a certain time and place to give testimony on a certain matter.
43. **Summons**
A court order notifying an individual that an action has been commenced against him and requiring him to appear for processing in lieu of arrest.
44. **Witness**
One who being present, personally sees or perceives a thing.
45. **Work Card**
A picture card used for employment purposes and issued by a police department.

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TERMINOLOGY

1. DOA: Declaration of Arrest
2. TCR: Temporary Custody Record
3. ICR: Incident Crime Report
4. OR: Officer's Report

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DATA ENTRY SKILLS PRACTICE TEST (EXAMPLE)

The following table is an example of what your test will look like. You will be entering similar data into the format shown below. When entering this data, you can press the enter key or tab key to get from one field to the next.

ELLIOT	HARRY	28 OAK DR APT 341	DURHAM	NC	27702
GREEN	SARA	7786 DOWNSHIRE BLVD	PARSIPPANY	NJ	7054
LONG	JULIE	486 WESTMINSTER N	WILMINGTON	DE	19850
JACKSON	CAROL	POST OFFICE BOX 329	CHARLOTTE	NC	28242
MAXWELL	JOHN	2084 BELGRAVE ROAD	LARGO	FL	34649
BROWN	BEN	815 CARDINAL HEIGHTS	HERNDON	VA	22070

TYPING EXAM PRACTICE TEST (EXAMPLE)

The following is an example of what your typing exam will look like.

A recent survey of our 23 departments suggests that many of our technical employees think there is a need for more advanced training courses. This is particularly true for the 18 technicians and engineers in the Installation and Repair Departments. Since some of our machines have been replaced by advanced digital models, many employees lack the necessary skills to operate and repair them. The most recent examples are the new wrapping machines that were purchased and installed in November. In order to determine which courses should be offered, Mike Johnson from Corporate Training will be visiting our office on January 17. During that day, he would like to interview any managers who feel that some of their technical people require an upgrading of their skills. Once Mr. Johnson has visited all of the offices in our region, he will decide which courses should be offered. We expect that each course will run for six or seven days and will accommodate about 20 or 25 people. In order to prepare for his arrival, I would like to schedule a meeting of all department managers for January 9 at 9:45 a.m.