

**LAS VEGAS METROPOLITAN
POLICE DEPARTMENT**

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**PATROL SERVICES REPRESENTATIVE
STUDY GUIDE**

2020

NOTICE!

The material contained in this Study Guide is valid for this Patrol Services Representative selection process only.

This booklet is intended to give you information about the Las Vegas Metropolitan Police Department Patrol Services Representative 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:

1. The Patrol Services Representative program.
2. The Patrol Services Representative testing process.
3. Study guide.
4. Grammar and punctuation rules.
5. Spelling list.
6. Definitions.
7. 400 codes.
8. Reading passages.
9. Academy terms & titles; and
10. Willingness check list that you should review prior to deciding to participate in the testing process.

There will be questions on the Written Exam for Patrol Services Representative taken from areas 4 through 9 of this Study Guide. If you do not study this material, you will not do well on the test.

PLEASE READ CAREFULLY

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1. Patrol Services Representative PROGRAM

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

The Patrol Services Representative Program is an intensive learning situation. It begins with training in the Patrol Services Representative 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. These subjects include Department organization, legal issues, ethics and professionalism, Nevada criminal law, report writing, conflict management, radio communications, patrol procedures, investigation principles, and interview techniques.

The Academy includes daily inspections and practical problems. Classroom training encompasses textbooks, weekly tests, and homework requiring studying at night. Patrol Services Representatives are required to obtain a passing score in all 4 testing points throughout the Academy. The Academy lasts approximately 4 weeks with 1 additional week at the Criminalistics Laboratory upon completion of the Academy.

Upon graduation from the Patrol Services Representative Academy, Patrol Services Representatives participate in a Field Training Evaluation Program (F.T.E.P.) which is 9 weeks long.

During FTEP, each Patrol Services Representative works under the close supervision of a Field Training Officer (FTO) who evaluates his/her performance on a daily basis. Additionally, Patrol Services Representatives are tested at least twice 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, Patrol Services Representatives 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 and victims; responding to nonhazardous calls for service and writing related reports; directing traffic at accident scenes; attending daily briefings; receiving subpoenas and testifying in court; and assisting with community-oriented policing programs. **Patrol Services Representatives do NOT have police powers and therefore, do not carry firearms.**

2. Patrol Services Representative TESTING PROCESS

A. APPLICATION SCREENING

Completed applications 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.

Completed applications will be screened to ensure all applicants meet the minimum requirements. If you do not qualify to test for the position of Patrol Services Representative, you will be notified by e-mail. Those qualified will be invited to the Written Exam via email.

B. TESTING PROCESS

PLEASE ARRIVE 30 MINUTES EARLY FOR EACH PORTION OF THE TESTING PROCESS. 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 multiple choice and true/false questions. Please arrive at least 30 minutes prior to your testing time. No candidate will be allowed to enter the room after the start time of the Written Exam. You must obtain a score of 70% or higher to pass. The Written Exam accounts for 55% of your final score.

2. ORAL BOARD INTERVIEW

You will be interviewed for approximately 20 to 30 minutes by a board comprised of two or three individuals. They will be evaluating your knowledge, skills, and abilities for the position of Patrol Services Representative with the LVMPD. You must demonstrate at least minimum competencies in the areas you will be measured on 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 mail of their final test score and standing on the rank order list.

3. BACKGROUND INTERVIEW / INVESTIGATION

Those candidates passing the above exams will be scheduled for their background interview as part of their background investigation. For the background interview, you will need to provide originals of the following documents:

- 0 Birth Certificate
- 0 High School Transcripts; or GED certificate **AND** GED Transcript
- 0 Valid Driver's License

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- 0 Social Security Card
- 0 Proof of U.S. Citizenship (if born abroad)
- 0 College Transcript (if applicable)
- 0 All Legal Name Change Documents (if applicable)
- 0 Criminal Court Documents (if applicable)
- 0 Social Security Work History Report (10 years, if applicable)
- 0 Selective Service Card (if applicable)
- 0 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:

There is a written portion of the psychological profile. 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 PATROL SERVICES REPRESENTATIVE WITH THE LVMPD.** Successful candidates who are offered a position will be required to terminate their current employment.

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.**

COMON 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 Patrol Services Representative or why candidates are not successful after being hired.

- 0 Falsification of Background Information - Lying or omission of material facts can result in the applicant appearing more acceptable than is actually the case.
- 0 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.
- 0 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.
- 0 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.
- 0 Lack of Preparation - A candidate who does not have any idea what a Patrol Services Representative does or what the work entails may become disillusioned and usually has poor job performance or leaves the Department.
- 0 Driving Record - A candidate's driving record will be reviewed to determine suitability for employment as a Patrol Services Representative.
- 0 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.

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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 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 alcohol, 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 need to bring your picture ID 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 Exam from this area.

One of the essential functions of a Patrol Services Representative 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

<u>Singular</u>	<u>Plural</u>
The officer seems quiet.	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	as well as
along with	besides
together with	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.

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Example

The inmate looked happy.

- 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.

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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.

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 Exam from this area.

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

Accepted	Defendant	Mayhem
Accessible	Dependent	Mileage
Accidentally	Destructive	Miscellaneous
Acknowledged	Developed	Misdemeanor
Admissible	Disappearance	Narcotics
Adultery	Disguise	Nauseous
Advice	District	Necessary
Advised	Eighth	Noticeable
Aggravated	Embarrassed	Obscene
Alcohol	Exaggerated	Occasion
Alias	Examined	Occurrence
Alibi	Exceeded	Omitted
Analysis	Extremely	Paraphernalia
Anonymous	Familiar	Personnel
Answered	Fictitious	Plaintiff
Apparently	Forcible	Possession
Assault	Foreign	Preceded
Autopsy	Forfeit	Privilege
Barbiturate	Gauge	Proceeded
Believed	Grievance	Rapport
Bicycle	Habitually	Referred
Bribery	Height	Relevant
Bureau	Hemorrhage	Resistance
Cafeteria	Homicide	Scissors
Caliber	Hysterical	Seizure
Characteristic	Immediately	Sergeant
Cigarette	Incidentally	Severed
Cocaine	Innocence	Subpoena
Collision	Intoxicated	Substance
Commander	Investigation	Surveillance
Commenced	Involuntary	Thorough
Commission	Knowledge	Unconscious
Commit	Knuckles	Vehicle
Compelled	Language	Vertical
Complainant	Las Vegas	Victim
Concealed	Legitimate	Visible
Consistent	License	Witnessed
Cooperative	Lieutenant	Yielded
Corroborate	Liquor	
Debt	Maintenance	
Deceived	Maneuvered	

6. DEFINITIONS

There will be questions on the Written Exam 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 Patrol Services Representatives. **Definition items on the Written Exam will come from this list.**

- ARREST:** An arrest is 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
- 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, or to obtain money or property by false pretenses, is guilty of burglary.
- 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.
- COMMAND PRESENCE:** A manner of posture and interaction, which conveys authority, commands attention, shows confidence, and thus increases credibility.
- CRIME:** A crime is an act or omission forbidden by law, punishable upon conviction by death, imprisonment, fine or other penal discipline.
- ELEMENTS OF CRIME:** In every crime or public offense there must exist a union or joint operation of act and intention, or criminal negligence.
- EVIDENCE:** Anything that when presented to the senses tends to prove or disprove a point.

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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 present at the time of the entry, is guilty of invasion of the home.

INTENT: A state of mind in which a person seeks a particular result through a particular course of action.

**LARCENY FROM
A 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.

**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.

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.

**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.

CRIME SCENE:

Crime scene can be a place, vehicle or even a person. It is any place a crime was committed. All crime scenes contain evidence.

WEAPON:

Any instrument used under certain circumstances capable of causing substantial bodily harm or death.

**REASONABLE
ARTICULABLE
SUSPICION:**

Facts or circumstances, which would lead a reasonable person to believe a crime has been, is being or is about to be committed.

7. 400 (IDF) CODES

There will be questions on the Written Exam 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 Motor 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
415D	Assault/Battery Domestic Violence
416	Fight
416A	Juvenile Disturbance
416B	Other Disturbance
416F	Disturbance/Fireworks
417	Family Disturbance
418	Missing Person
418A	Found Person
418B	Runaway

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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
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”.**
 “G” is used for gang involvement.
 “D” is used for domestic violence.
 “X” is used for department exercise.

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

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OFFICER INITIATED CODES

- 461 Non-criminal Detail
- 462 Directed Patrol Activity
- 463 Investigation/follow-up
- 465 Stake out
- 467 Vehicle Stop
- 468 Person on Foot
- 469 Bar/perimeter Check

ADMINISTRATIVE CODES

- 480 Maintenance
- 481 Detail
- 482 Lunch
- 483 Coffee
- 484 Court
- 485 Community Contact
- 486 Range
- 492 Transport
- 494 out of Vehicle
- 495 Misc. Admin. Matter

PHONETIC ALPHABET

- A ADAM
- B BAKER
- C CHARLIE
- D DAVID
- E EASY
- F FRANK
- G GEORGE
- H HENRY
- I IDA
- J JOHN
- K KING
- L LINCOLN
- M MARY
- N NORA
- O OCEAN
- P PAUL
- Q QUEEN
- R ROBERT
- S SAM
- T TOM
- U UNION
- V VICTOR
- W WILLIAM
- X X-RAY
- Y YELLOW
- Z ZEBRA

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DISPOSITIONS

- A Arrested
- B Citation Issued
- C Incdt./crime Report (Primary)
- D Incdt./crime Report (Primary) Arrest Made
- E Incdt./crime Report
(Primary) Citation Issued
- F Unfounded
- G Dispatch Cancelled
- H Gone on Arrival
- I Unable to Locate
- J Settled at Scene
- K Report Taken-other than Incdt./crime Report (Do Not Use If an Incdt./crime Report Was Taken)
- L Handled by Other Jurisdiction
- M Warning And/or Subject Advise
- N Back up unit only
- O False Alarm
- P Refused to Sign Complaint
- Q Handled by Unit Other than
Patrol (Indicate Specific Unit)
- R Radio Broadcast Only
- S Non-criminal Detail Complete
- T Report Taken under Previous Event #
- Z Insurance Report
(Cad Event Only)

CODES

- 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 Exam from this area.

READING PASSAGE A

DEPARTMENT VALUES

The values of the Las Vegas Metropolitan Police Department are
ICARE:

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

The acronym “**I CARE**” is the guiding principle for 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 MISSION

The mission of the Las Vegas Metropolitan Police Department is to provide exceptional police services in partnership with the community.

DEPARTMENT GOALS

The goals of the Las Vegas Metropolitan Police Department, represented with the acronym “**SAFE**,” are:

Strategic prevention and reduction of crime
Appreciate our employees and those we serve
Foster leadership, accountability and reform
Excel in communication, innovation and technology

READING PASSAGE B

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

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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.

USE OF TOBACCO PRODUCTS ON DUTY

Members will not smoke tobacco products, use smokeless tobacco, or use electronic cigarettes on duty while engaged in direct contact with, in direct view of, or while serving the public. Smoking tobacco products, using smokeless tobacco, or using electronic cigarettes is prohibited in all departmental facilities and vehicles,

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 WHILE ON DUTY

Sleeping while on duty is prohibited. A member who is struggling to remain awake while on-duty must advise direct supervisor, who will determine the proper course of action. A supervisor who finds a department member sleeping while on duty will address the situation with the member and determine the proper course of action given the circumstances.

MISUSE 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.

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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.

READING PASSAGE C

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 employees portray the most favorable image of law enforcement. 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

While on duty, and/or representing the Department, uniformed or otherwise, all Department members will be neat and clean in their appearance in public. Make up (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 colors. No shaved designs. Wigs and hairpieces must conform to hair requirements stated in this regulation. 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/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 and/or representing the Department. Such "markings" must be covered by clothing if it is in a location normally covered by clothing. Using makeup or bandages to conceal any tattoos or brands is an unacceptable option.

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.

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.

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

NOTE: Mustaches are NOT permitted while in the academy.

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 be approved only for covert or undercover assignments and only for the duration of those assignments. (6/01, 9/04)#

READING PASSAGE D

The following reading passage is an excerpt from the LVMPD Manual and discusses dissemination of information:

Data stored in each of the LVMPD criminal justice systems must be protected to ensure correct, legal and efficient dissemination and use. Any unauthorized request, receipt, or dissemination of this material could result in civil and/or criminal proceedings against individuals and/or agency and the imposition of sanctions against the agency. Pursuant to Nevada Revised Statutes, personal information (i.e. information which reveals the identity of a person, including photograph, social security number, driver's license number, ID card number, name, address, telephone number, or information regarding a medical condition or disability) is considered confidential information.

9. ACADEMY TERMS & TITLES

There will be questions on the Written Exam from this area.

ACADEMY

The function of the Las Vegas Metropolitan Police Department Academy is to prepare newly hired people for police service in Clark County. This is accomplished by classroom instruction, demonstration, and practical application of subjects pertaining to the law enforcement field.

ACADEMY STAFF

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

DEFICIENCY REPORT / D.R.

PSRs 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. DRs 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". 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.

P.S.

Will be an abbreviation for "Personal Safety Tactics". This training will include weaponless defense, Oleo Resin Capsicum O/C spray, falls and rolls, and radio use. (Note: Personal Safety Tactics training for PSR's is limited to and only includes essential personal safety tactics required for the position.

ESPRIT DE CORPS

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

GIG BOOK

PSRs will keep a record of all gigs (scratches) and D.R.s given to them by the Academy Staff. PSRs 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.

SCHEDULE

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

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T.A.C. OFFICER

Will be an abbreviation for “Training and Counseling” Officer. Each Academy class will report to their respective T.A.C. Officer who is responsible for their supervision.

10. WILLINGNESS CHECK LIST

As a final check of your readiness to become a Patrol Services Representative 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 Patrol Services Representative.

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 Patrol Services Representative Academy.
- _____ 3. I am willing to testify in court on and off duty.
- _____ 4. I am willing to work all shifts, which may be 10 or 12 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 Patrol Services Representative techniques.
- _____ 7. I am willing to follow the orders of superior officers (chain of command).
- _____ 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 and conform to all the grooming and personal appearance standards for the Academy and conform to the Department's dress code.