

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



***Developed September 2001  
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## INTRODUCTION

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

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

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

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

## PREPARING FOR THE TEST

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

### **Some Guidance on How and How Much to Study**

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

necessarily the same as studying the material. This study time could add another 10-15 hours to your preparation time.

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

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

### Sample Study Preparation Schedule

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

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

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

### **Test Format**

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

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

## **Test Content**

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

## **Source Materials**

You should already have or have access to

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

The textbooks cited below can be ordered through the publisher (phone numbers, web addresses and ISBN are provided), or over the Internet through [www.Amazon.com](http://www.Amazon.com) or [www.barnesandnoble.com](http://www.barnesandnoble.com). Ordering on-line is typically the quickest method, with most orders shipping within 24 to 48 hours (depending on book availability). Ordering through your local bookstore is another possibility and most bookstores generally do not charge for shipping and handling.

The following three books can be ordered through Prentice Hall at (800) 947-7700, or [www.prenhall.com](http://www.prenhall.com). Shipping times will vary based on book availability.

***Modern Police Management***, (2nd Edition) By Richard Holden, ISBN 0130977187.

***Police Administration: Structures, Processes and Behavior*** (7th Edition) By Swanson, Territo & Taylor, ISBN 0131589334.

***Community Policing & Problem Solving***, (5th Edition) By Peak & Glensor, ISBN 0132392577.

***Briefs of Leading Cases in Law Enforcement***, (7th Edition), by del Carmen & Walker, ISBN 1593455736 is available through Anderson Publishing at (800) 223- 1940, or [www.lexisnexis.com/anderson/criminaljustice](http://www.lexisnexis.com/anderson/criminaljustice).

## **Test-Taking Guidelines**

### **Preparing**

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

### **Guessing**

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

### **Time Limit**

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

### **Answer Sheet**

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

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

## **Mental and Physical Well-Being**

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

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

Avoid tranquilizers and excessive use of stimulants, especially on the day of the test. Tranquilizers will make it difficult for you to concentrate, and too much coffee or

caffeinated soft drinks can make you overly alert and also negatively affect your ability to concentrate.

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

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

## **TAKING THE TEST**

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

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

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

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

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

**Appendix 1**  
**ILACP Police Chief Certification Written Exam**  
**Areas for Test Measurement**  
**(Revised January 2010)**

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| <b>Source</b>     | <b>Percent</b> |
|-------------------|----------------|
| <b>Management</b> | <b>40%</b>     |

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1. ***Police Administration: Structures, Processes and Behavior*** by Swanson, Territo and Taylor, (7th Edition), ISBN 131589339

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

2. ***Modern Police Management***, by Richard Holden, (2nd Edition), ISBN 0130977187

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

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

- Subpart C Application of Principles

1. ***Briefs of Leading Cases in Law Enforcement***, by del Carmen & Walker, (7th Edition), ISBN 1593455736

Chapter 3 Stop and Frisk

Chapter 16 Confessions and Admissions: Cases Affirming Miranda

Chapter 17 Confessions and Admissions: Cases Weakening Miranda

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

Chapter 705

Act 405

Section 1-3

Section 2-4

Section 2-5

Section 3-3

Section 3-9

Chapter 720

Act 5

Section 2-11

Section 2-13

Section 2-18

Section 4-4

Section 7-2

Section 7-4

Section 10-2

Section 10-6

Section 11-6

Section 11-15

Section 16A-5

Section 17-1a

Section 18-2

Section 19-1

Section 21-4

Section 24-1

Section 31-4

Section 33-3

Chapter 720

Act 135

Section 1-1

Chapter 720

Act 600

Section 5

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

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

Chapter 750  
Act 60  
Section 103  
Section 301

3. **Illinois Vehicle Code**

Act 5; Chapter 3  
Section 3-102

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

Act 5; Chapter 6  
Section 6-201

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

Act 5; Chapter 12  
Section 12-204

**Modern Policing Concepts** **Percent**  
**12%**

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1. ***Community Policing and Problem Solving***, by Peak and Glensor, (5th Edition), ISBN 0132392577.

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

**Budgeting Principles** **Percent**  
**7%**

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1. ***Police Administration***, by Swanson, Territo and Taylor, (6th Edition), ISBN 0131123114, (The 4th and 5th editions of this book can be used for studying, although may no longer be available through the publisher).

- Chapter 13 Financial Management

## Appendix 2 Sample Exam Questions

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

### **Sample 1**

*West's Illinois Criminal Law and Procedure*  
Page 75

Chapter 705 Section 405/2-3  
**Correct Answer is C**

A sixteen-year-old whose guardian has deprived him or her of education as provided by law is

- A. an emancipated minor
- B. an abandoned minor
- C. a neglected minor
- D. an abused minor

### **Sample 2**

*Police Administration*  
Page 527

Swanson,

Territo and Taylor (2004)

**Correct answer is A**

A bargaining impasse resolution technique which involves a hearing at which both labor and management may be represented by legal counsel, verbatim transcripts, each side generally presenting its position through the use of a single spokesperson along with some exhibits, and the intercessor preparing a report containing his or her recommendations is called

- A. fact-finding
- B. arbitration
- C. mediation
- D. intervention

### **Sample 3**

*Modern Police Management*  
Page 49

Richard

Holden (1994)

**Correct answer is A**

In an emergency situation where rapid decision making is necessary, the most effective type of leadership style would be

- A. autocratic
- B. democratic
- C. laissez-faire
- D. participative