

POLICE SUPPLY OFFICER STUDY GUIDE
MONROE

A written exam for the class of **POLICE SUPPLY OFFICER** to be administered in **MONROE** on **AUGUST 31, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following areas:

SUBJECT AREAS	# OF QXS. ON EXAM	% OF QXS. ON EXAM
READING COMPREHENSION	25	25%
ENGLISH USAGE AND GRAMMAR	17	17%
PROBLEM SOLVING/ PRIORITIZING	21	21%
MATHEMATICS	17	17%
MECHANICAL APTITUDE	20	20%

Reading Comprehension

This section is designed to test your ability to read and comprehend materials such as manuals, procedure sheets, reports, and instructions. You will be given excerpts from reading material and asked to answer questions based upon what you have read.

English Usage and Grammar

An important part of a police supply officer's job is communicating both orally and on paper. This section is designed to evaluate your ability to recognize and use correct English. You will be given excerpts from poorly written reports, and will be asked to select the one revision which is the "most objective, accurate, concise, and grammatically correct."

Problem Solving/Prioritizing

Problem Solving: A police supply officer must have the ability to analyze information (determine relationships between items or to recognize patterns) in order to identify problems and appropriate solutions. Each question in this section consists of a series of three different but related figures. You should determine how these figures are related and then decide which figure should be next (fourth) in the series.

Prioritizing: Sometimes a police supply officer will be confronted with a situation that requires him to make a decision as to what to do first, or what should receive top priority. Each question in this section consists of four problem situations which a police supply officer might encounter. You should review the choices carefully and then select the one which should be handled first. You should also assume that you are required to attend to and deal with each of the situations personally, and that you cannot deal with two situations at the same time.

Mathematics

Frequently a police supply officer has to use simple mathematical calculations in the work setting. The questions in this section test your knowledge of basic mathematical operations and your ability to perform calculations accurately.

Mechanical Aptitude

A police supply officer must possess the aptitude for learning and applying mechanical principles involving the use of tools, equipment, and machinery. Skill in observing conditions sufficient to identify and report with accuracy, physical characteristics, events, and outcomes.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material, nor do we feel constrained to limit examination questions to the material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.