

## TEST PREPARATION

One of the first steps toward becoming a Police Officer for the City and County of Denver is taking and passing a Civil Service examination composed of several test components. This test preparation guide was written specifically to assist you with understanding the components of the written and video tests, provide helpful hints on test taking, and provide you with sample questions.

The written test is designed to evaluate knowledge, skills, and abilities required for the position of police officer. The application form and test are processed entirely on the computer. You will have an opportunity to familiarize yourself with the computer before you start the actual test. You do not need previous police or computer experience to pass the written test.

Preparation and practice are important aspects in achieving positive results. This guide is a general overview of skills and ideas that can assist you preparing for your test.

- We test specifically for skills necessary to perform the essential functions of a police officer. Familiarize yourself with the police officer job description and the essential functions located at the end of the preparation guide and evaluate if you are qualified for the position before testing. This will help you determine which skill sets require additional preparation.
- Most of the skills evaluated should have been acquired at the completion of high school. However, many applicants have not recently attended school or had the opportunity to demonstrate these skills. Therefore, if you encountered difficulty in a particular area during your prior education, you are strongly encouraged to study and practice these skills prior to testing. Public libraries, bookstores, and the Internet are available resources to help you refresh your skills.
- To decrease test anxiety, avoid junk food and concentrate on a well-balanced diet for several days before the test. A good night's sleep the night before the test and a healthy breakfast the morning of the test is strongly recommended.
- Avoid tranquilizers and stimulants such as caffeinated beverages, especially on the day of the test.
- Avoid alcoholic beverages several days prior to testing and especially on the day of the test.
- Don't be late for the test. Plan on arriving a few minutes early. The test doors open at approximately 7:45 a.m. on test days and you will not be admitted if you arrive after 8:00 a.m.

# Police Records Technician Practice Test

**Brendan G. Carr**

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