

2020 CIVIL SERVICE PROMOTIONAL EXAMINATION STUDY PLAN

aka . . . 12 weeks to your promotional glory!

Your Mindset & Equipment

- **Don't listen to the naysayers . . . you have plenty of time to score and get promoted. But you must be smart about it.** Try to find 16 hours per week! Concentrate your study time to maximize coverage and preparation. Is 192 hours between now and September 19th too much to ask for a promotion that will enhance your career and your income big time? Go for it! By the way, this study plan assumes that you have done nothing to prepare yet!
- **Get the right equipment and take the audio classes.** This study plan is geared to the following preparation materials:
 - Management.** You need to get your 4 assigned management texts. For all ranks: Police Administration 9th ed.; Community Policing 8th ed.; and Criminal Investigation 12th ed. For Sergeants: Add Effective Police Supervision 8th ed. For Lieutenants and Captains: Add Iannone's Supervision 9th ed. Our candidates commit to the management texts. This is your edge! LED provides an audio class for *each* assigned text — audios.ledimensions.com — and go to our website to purchase extensive practice questions on all the management texts in our **Civil Service Promotional Q!** Whatever rank you want, the Q book provides approximately 2,000 questions to prepare you.
 - Law.** You also need LED's four law texts for 2020 – juvenile, motor vehicle, criminal procedure, and criminal law – and the corresponding “Q books,” which provide 4,000 questions to get you tuned up on law! Be sure to go to audios.ledimensions.com to purchase audio classes on juvenile, motor vehicle, and procedure/law combined.
- **The Study Triad!™** Our study plan incorporates our **Study Triad!** — listen, read, questions — which you fit into *your* schedule for cost-effective preparation toward *your* best performance. It assumes you are a busy and serious candidate who will get the right management and law texts, audio classes, and management and law question books. *Let's do this . . . !*

<u>Week</u>	<u>Dates</u>	<u>Preparation Action Plan</u>
1	June 29 - 30 July 1 - 5	<ul style="list-style-type: none">• Audio Class (free)! Listen to Study skills. Listen to ½ hour lecture on reading the books. <i>½ hour.</i>• Audio Class! Listen to Police Administration (PA). Listen to about 1.25 hours of PA lecture per day. <i>7½ hours</i> (with an extra 30 minutes if you are a Lt. or Capt. candidate). The study skills section is repeated in the beginning of PA. Listen again!• Re-read your underlining and go over things you didn't absorb from the lectures. <i>6 hours.</i>
2	July 6 - 12	<ul style="list-style-type: none">• Audio Class! Listen to Community Policing (CP). Listen to 1 hour of CP lecture per day. <i>7 hours.</i>• Re-read your underlining and go over things you didn't absorb from the lectures. <i>4 hours.</i>• Management Q! PA questions. Do ½ of the PA questions (about 250). Look up the ones you got wrong. Go into the book and come up with your own potential questions. Really work this learning process! This active studying pays great dividends. Notice how we separate your audio lectures on a book from the week you do practice questions. This reinforces long-term recall for the exam! <i>5 hours.</i>

3	July 13 - 19	<ul style="list-style-type: none"> • Audio Class! Listen to Criminal Investigation (CI). Listen to 1 hour of CI lecture per day. <i>7 hours.</i> • Management Q! PA questions. Do other ½ of PA questions. Use our look-up process! <i>5 hours.</i> • Management Q! CP questions. Do ½ of CP questions (about 200). Use our look-up process! <i>6 hours.</i> • Note: Tough week of study. We've got to hit the management books hard, early in the process! If you can't do the full recommended plan, do what you can! You can always look up your practice questions later. Be content with whatever time you can give. Even 4 hours is better than nothing!
4	July 20 - 26	<ul style="list-style-type: none"> • Audio Class! <ul style="list-style-type: none"> ○ Sergeants listen to Effective Supervision (ES). Listen to 1 hour of ES lecture per day. This is a new book. If it's your first exam, this is where you score! <i>7 hours.</i> ○ Lts and Cpts listen to Iannone's Supervision of Police Personnel (SPP). Listen to 1 hour of SPP per day. <i>7 hours.</i> • Re-read your underlining and go over things you didn't absorb from the lectures. <i>4 hours.</i> • Management Q! CP questions. Do other ½ of CP questions. Use our look-up process! <i>5 hours.</i>
5	July 27 - July 31 August 1 - 2	<ul style="list-style-type: none"> • Audio Law! Listen to Juvenile Law (JUV). Listen to 1½ hours of JUV lecture per day. This is Priority 1 for law topics. <i>10 hours.</i> • Management Q! CI questions. Do <u>all</u> CI questions (610). Use our look-up process! This is it for Criminal Investigation, so make it count! <i>6 hours.</i>
6	August 3 - 9	<ul style="list-style-type: none"> • Audio Law! Listen to Motor Vehicle Law (MV). Listen to 1¼ hours of MV lecture per day. This is law Priority 2. <i>7½ hours.</i> • Juvenile Q! JUV questions. Do <u>all</u> questions (832). Use our look-up process! Work it. <i>8 hours.</i>
7	August 10 - 16	<ul style="list-style-type: none"> • Audio Law! Listen to Combo Criminal Procedure & Law (PRO/LAW). Listen to 2 hours of lecture per day. This is law Priority 3. <i>14 hours.</i> <i>Note:</i> Little bit easier week. Take a break. Or use time to catch up on questions, review text underlining, etc.
8	August 17 - 23	<ul style="list-style-type: none"> • Re-mix Audio! Listen to Police Administration (PA) again. 1.25 hrs. of PA lecture per day. <i>7½ hours</i> (with an extra 30 minutes if you are a Lt. or Capt. candidate). You will be giving the lecture before I do! Cement the key issues and pick up new stuff! • Motor Vehicle Q! MV questions. Do <u>all</u> questions (1,000). Use our look-up process! Work it. To save time, you can focus on questions from the priority chapters first. <i>7 hours.</i>
9	August 24 - 30	<ul style="list-style-type: none"> • Management Q! Sergeants do ES questions. Lts and Cpts do SPP questions. Sergeants do <u>all</u> ES questions (346). Lts and Cpts do <u>all</u> SPP questions (412). Use our look-up process! These books are key. <i>5 hours.</i> • Re-mix Audio! Listen to Community Policing (CP) again. Listen to 1 hour of CP lecture per day. <i>7 hours.</i> Work it! • Criminal Procedure Q! PRO questions. Do ½ of questions (500). Use our look-up process! To save time, you can focus on questions from the priority chapters. <i>4 hours.</i>

10	August 31 September 1 -6	<ul style="list-style-type: none"> • Re-mix Audio! <ul style="list-style-type: none"> ○ Sergeants listen to Effective Supervision (ES) again. Listen to 1 hour of ES per day. 7 hours. ○ Lts and Cpts listen to Iannone's Supervision of Police Personnel (SPP) again. Listen to 1 hr. of SPP per day. 7 hours. • Criminal Procedure Q! PRO questions. Do other ½ of questions (500). Use our look-up process! To save time, you can focus on questions from the priority chapters. 5 hours. • Criminal Law Q! LAW questions. Do select questions from priority law chapters (about 450). Use our look-up process! 4 hours.
11	September 7 -13	<ul style="list-style-type: none"> • Review "black letter law" and underlining in JUV, MV, PRO, and LAW manuals in priority chapters. 9 hours. • Review underlining in top 6 priority chapters for each assigned management text — PA, CP, CI, and ES (Sgts) or SPP (Lts & Cpts). 9 hours. • Note: Last big week of study! You are really cementing your knowledge as you go through the entire set of materials!
12	September 14 - 18	<ul style="list-style-type: none"> • Freestyle! Listen to an audio class of your choice or re-do practice questions in management and/or law. 8 to 9 hours. • <u>NO STUDYING</u> on the 18th — the day before the exam. Absolutely none. Let your brain relax. You are ready . . .
Game Day!	September 19	<p><u>GAME DAY: SEPTEMBER 19, 2020. GOOD LUCK!</u></p> <p><i>"Luck is the residue of desire and preparation."</i></p>