

2022 CIVIL SERVICE PROMOTIONAL EXAMINATION STUDY PLAN

aka . . . 15 weeks to your promotional glory!

Law Enforcement Dimensions, LLC & Attorney John Sofis Scheft

Study Materials Release Dates & Costs			
Activity	Items & Time	SGT Cost	LT Cost ¹
Registration	Necessary to participate. Go HRD website. Application deadline: July 26. Also be sure to complete Education & Experience submission. E&E deadline: Sept. 24	\$250	\$250
Management Books	<ul style="list-style-type: none"> Community Policing 8th edition [<i>Typically 19 hours to read one textbook</i>] Criminal Investigation 13th edition Effective Police Supervision 9th edition — Sergeants Iannone's Supervision of Police Personnel 9th ed.— Captains & Lieutenants Police Administration 9th edition — Captains <i>Total</i> 	\$74 123 78 \$275	\$74 123 127 (155) \$324
Audio Classes on Management Books	<p>Available now at audios.ledimensions.com!</p> <ul style="list-style-type: none"> Community Policing 8th edition (7 hours of lecture) Effective Police Supervision 9th edition — Sergeants (7 hours) Iannone's Supervision of Police 9th ed. — Captains & Lieutenants (7 hours) Police Administration 9th edition — Captains (8 hours) <p>Available by July 8 at audios.ledimensions.com</p> <ul style="list-style-type: none"> Criminal Investigation 13th edition (8 hours anticipated) <i>Total</i> 	\$109 127 109 109 \$345	\$109 109 (109) 109 \$327
Management Q Book	<p>Available by July 1 at ledimensions.com</p> <p>At least 1,400 questions on your 3 assigned management books</p>	\$86	\$86
Law Books	<p>Available now at ledimensions.com!</p> <p>Feb 4! Includes 2022 Juvenile, Motor Vehicle, Procedure, & Law</p>	\$252	\$252
Audio Classes on Law Subjects	<p>Available now at audios.ledimensions.com!</p> <ul style="list-style-type: none"> Juvenile Class (12 hours) 	\$120	\$120

¹ Captain candidates add an additional \$264 for a grand total of \$2,050.

Audio Law Classes Continued	Available June 14 (MV) and June 30 (PRO/LAW)		
	<ul style="list-style-type: none"> • Motor Vehicle Class • Procedure & Law Class • Total 	120 182 \$422	120 182 \$422
Law Q Books	Available now at ledimensions.com! 2022 Q Slam provides 4,300 questions on all law subjects	\$125	\$125
Grand Total		<u>\$1,755</u>	<u>\$1,786</u>

Your Mindset

- **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 15 hours per week! Concentrate your study time to maximize coverage and preparation. Is 225 hours between now and September 17th too much to ask for a promotion that enhances your career and 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 3 assigned management texts, 4 if you are taking a Captain's exam. For all ranks: Community Policing 8th ed. and Criminal Investigation 13th ed. *For Sergeants:* Add Effective Police Supervision 9th ed. *For Lieutenants and Captains:* Add Iannone's Supervision 9th ed. *For Captains:* Add Police Administration 9th ed. Commit to the management texts. This is your edge! LED provides an audio class for *each* assigned text — <https://audios.ledimensions.com> — and sells extensive practice questions on all the management texts in our **Civil Service Promotional Q!** at <https://www.ledimensions.com>. Whatever rank you want, the Q book provides at least 1,400 questions to prepare you.
 - Law.** You also need LED's four law texts for 2022 – Juvenile, Motor Vehicle, Criminal Procedure, and Criminal Law – and the corresponding “Q books,” which provide 4,300 questions to get you tuned up on law! Be sure to go to <https://audios.ledimensions.com> to purchase audio classes on Juvenile, Motor Vehicle, and Procedure/Law combined. The “Q Slam,” our special deal on the 4.300 questions, is available at <https://www.ledimensions.com>.
- **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 . . . !**

Week	Dates	Preparation Action Plan
1	June 9 – 12	<ul style="list-style-type: none"> • Audio Class (free)! Listen to Study skills. Listen (twice!) to ½-hour lecture on reading the management books. <i>1 hour.</i> • Note: Set up your study plan until the exam. Figure out your work, OT, detail, and vacation plans and how you will fit in your study efforts! • Juvenile Q! JUV questions. Do <u>all</u> questions (869). Look up the ones you got wrong. Go into the manual and come up with your own potential questions. This is the number 1 law study priority. Really work this learning process! This active studying pays great dividends. Notice how we separate your audio lectures on a law manual or management text from the week you do practice questions. This reinforces long-term recall for the exam! <i>8 hours.</i> • Captains only — Audio Class! Listen to Police Administration (PA). Listen to 1¼ hours of PA lecture per day. <i>8 hours.</i> • Re-read your underlining and go over things you didn't absorb from the lectures. <i>6 hours.</i>
2	June 13 – 19	<ul style="list-style-type: none"> • Audio Class! Listen to Community Policing (CP). Listen to 1¼ hours of CP lecture per day. <i>8 hours.</i> • Re-read your underlining and go over things you didn't absorb from the lectures. This text is hard to master. Work it! <i>4 hours.</i> • Juvenile Q! JUV questions. If you were not able to finish all the JUV questions, now is your chance! Use our look-up process discussed above. <i>4 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! Be content with whatever time you can give. Even 4 hours is better than nothing!
3	June 20 – 26	<ul style="list-style-type: none"> • Audio Class! Listen to Juvenile Law (JUV). Listen to 1¾ hours of JUV lecture per day. See how doing the practice questions first with the law topics really sets the table for learning the subject through the reinforcing lectures! <i>12 hours.</i> • Motor Vehicle Q! MV questions. Do ½ the questions (550). Use our look-up process. <i>4 hours.</i>
4	June 27 – 30 July 1 – 3	<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 recently adopted book for cops who want their stripes. If it's your first exam, this is where you score! <i>7 hours.</i> • Lieutenants & Captains listen to Iannone's Supervision of Police Personnel (SPP). Listen to 1 hour of SPP per day. Make the Iannone pilgrimage with the late, great Nathan Iannone! <i>7 hours.</i> • Re-read your underlining in the management text you worked, and go over things you didn't absorb from the lecture. <i>4 hours.</i> • Motor Vehicle Q! MV questions. Do remaining ½ of the questions (483). Use our look-up process. <i>4 hours.</i>

5	July 4 – 10	<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! 8 hours. • Criminal Procedure Q! PRO questions. Do ½ the questions (607). Use our look-up process. 5 hours.
6	July 11 – 17	<ul style="list-style-type: none"> • Audio Class! Listen to Criminal Investigation (CI). Listen to 1¼ hours of CI lecture per day. 8 hours. • Criminal Procedure Q! PRO questions. Do remaining ½ of the questions (600). Use our look-up process. 5 hours.
7	July 18 – 24	<ul style="list-style-type: none"> • Audio Law! Listen to Combo Criminal Procedure & Law (PRO/LAW). Listen to 1¼ hours of lecture per day. This is law Priority 3. 8 hours. • Note: Easier week. Take a break. Or use time to catch up on questions, review text underlining, etc.
8	July 25 – 31	<ul style="list-style-type: none"> • Audio Law! Listen to Combo Criminal Procedure & Law (PRO/LAW). Listen to 1¼ hours of lecture per day. This will finish our law Priority 3! 8 hours. • Management Q! Community Policing (CP) questions. Do ½ of CP questions (239). Use our look-up process! 5 hours.
9	August 1 – 7	<ul style="list-style-type: none"> • Management Q! <ul style="list-style-type: none"> • Sergeants do ES questions. Sergeants do <u>all</u> ES questions (350). Use our look-up process. 5 hours. • Lieutenants & Captains do SPP questions. Lieutenant and Captains do <u>all</u> SPP questions (400). Use our look-up process. 5 hours. • Management Q! CP questions. Do remaining ½ of CP questions (239). Use our look-up process! 5 hours. • Criminal Law Q! LAW questions. Do ½ the questions (607). Use our look-up process. 5 hours. • Note: Tough week! All practice questions. Diagnose your strengths and fix your weaknesses. How bad do you want this?!
10	August 8 – 14	<ul style="list-style-type: none"> • Criminal Law Q! LAW questions. Do remaining ½ of the questions (607). Use our look-up process. 5 hours. • 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. • Lieutenants & Captains listen to Iannone's Supervision of Police Personnel (SPP) again. Listen to 1 hour of SPP per day. 7 hours.
11	August 15 – 21	<ul style="list-style-type: none"> • Re-mix Audio! Listen to Community Policing (CP) again. Listen to 1 hour of CP lecture per day. Work it! Love it! 7 hours. • Management Q! Criminal Investigation (CI) questions. Do <u>all</u> CI questions (613). Use our look-up process. This is it for CI practice questions, so make it count! 7 hours.

12	August 22 – 28	<ul style="list-style-type: none"> • Re-mix Audio! Listen to Criminal Investigation (CI) again. Listen to 1¼ hours of CI lecture per day. Don't underrate this book. Work it! 8 hours. • Re-mix Audio! Listen to Juvenile Law (JUV). Listen to priority chapters (4, 5, 8, 10, 19, 22, 24, 25) in the manual. 45 minutes per day! 5 hours. • Captains only — Re-mix Audio! Listen to Police Administration (PA). Listen to ½ hour of PA lecture per day. 4 hours.
13	August 29 – 31 September 1 – 4	<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 — Community Policing (1, 4, 5, 8, 7, 2), Criminal Investigation (4, 3, 5, 9, 17, 21), and Effective Supervision (Sergeants) (6, 5, 7, 10, 4, 8) or Iannone’s Supervision (Lieutenants & Captains) (2, 3, 12, 10, 8, 7). 9 hours. • Captains only — Re-mix Audio! Finish listening to PA. Listen to ½ hour of PA lecture per day. You will be giving the lecture before I do! Cement the key issues and pick up new stuff! 4 hours.
14	September 5 – 11	<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 11 hours. • Captains’ Management Q! Police Administration (PA) questions. Do ½ of the PA questions (256). Use our look-up process. 5 hours.
15	September 12 – 16	<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. • Captains’ Management Q! PA questions. Do remaining ½ of PA questions (257). Use our look-up process. 5 hours. <p style="text-align: center;"><u>NO STUDYING on the 16th</u> — the day before the exam. Absolutely none. Let your brain relax. You are ready . . . You are ready!</p>
Game Day!	September 17	<p style="text-align: center;"><u>GAME DAY: SEPTEMBER 17, 2022. GOOD LUCK!</u></p> <p style="text-align: center;"><i>“Luck is the residue of desire and preparation”</i></p>