



Final State Police Lieutenant Study Program

Revised February 21, 2021

presented by

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What's different?

We now know this exam is going down on June 5, 2021! We also have the documents that have been revised by the State Police, including Policy & Procedure, Rules & Regulations, and EES.

The new week-by-week Study Plan appears at the end of this document. It will take you from February 22nd to June 5th.

Whatever your level of preparation, follow the program!

Step 1: Purchase the assigned texts & download other relevant materials. You should immediately purchase:

- **Organizational Behavior & Management in Law Enforcement** (4th ed.) by Vito et al.
- **Reducing Crime** by Jerry Ratcliffe.
- **Leaders Eat Last** by Simon Sinek.
- **2020 Criminal Procedure Manual** by Law Enforcement Dimensions (www.ledimensions.com). *Note: We suggest that you also get the companion question book with the criminal procedure manual. See discussion on page 3.*

You should also download and print out:

- **2017 NIMS** (go to www.fema.gov/media).
- **State Police Policy & Procedure** (print out all current policies and put them, in order, in a three-ring binder).
- **State Police Employee Evaluation System (EES)** (revised EES on 12/31/20).

You should NOT download and print:

- **State Police Rules & Regulations.**
- **State Police Collective Bargaining Agreement (CBA).**

Note: You are better off avoiding these original documents (especially the CBA!). Instead, use LED's summary of Rules & Regs and the CBA, which comes with our audio class on those subjects.

Step 2: Purchase and download John Scheft's audio lectures.

As you know, because of COVID-19, I decided not to conduct in-person classes for the MSP Lieutenants' examination. You can purchase and download from our audio website (<https://audios.ledimensions.com>) classes onto your phones or computers. Each class costs \$125, which you can purchase by credit card just before you download it.

I want you to know that the total cost for *all* of my 8 audio classes is actually \$50 less than the *discounted* rate for my MSP lieutenants' classes in 2018.

This NEW LIST of audio classes and release dates was designed to keep you studying hard while we break down the revised materials, record new lectures, and write new practice questions:

- **Class 1: Organizational Behavior and Management** (released and available).
- **Class 2: State Police Policy & Procedure** (released on December 7, will be updated for free if you already purchased it).
- **Class 3: State Police Rules & Regulations, Collective Bargaining Agreement, EES, and 2017 NIMS** (already released on December 7, will be updated for free if you already purchased it).
- **Class 4: Reducing Crime** (released and available)
- **Class 5: Criminal Procedure, Chapters 1-8** (released and available).
- **Class 6: Leaders Eat Last** (released and available).
- **Class 7: Criminal Procedure, Chapters 9-16** (released and available).
- **Class 8: Criminal Procedure, Chapter 17-25** (released and available today).
- **Updates for:**
 - ✓ **Class 3: State Police Rules & Regulations and EES** (*note:* NIMS and CBA are the same) – To be released on March 1, 2021.
 - ✓ **Class 2: State Police Policy & Procedure** – To be released on March 15.

Important note: If you already purchased either of these classes, we will tell you how to get the updated segments at no cost!

Step 3: Purchase practice questions on all the materials. Two question books cover all the subject matter. Please note their release dates:

- Currently available: 2020 Criminal Procedure Q by Law Enforcement Dimensions (www.ledimensions.com). This question book provides 1,176 questions covering all 25 chapters in this assigned manual. Cost is \$40.95 plus shipping.
- To be released on March 22, 2021: 2021 Lieutenant Leverage Q. This question book provides approximately 1,700 questions covering MSP policy, rules, EES, contract; Organizational Behavior & Management in Law Enforcement; 2017 NIMS; Jerry Ratcliffe's Reducing Crime; and Simon Sinek's Leaders Eat Last. Cost is \$96.95 plus shipping.

Step 4: Follow the revised study plan! The attached study plan is designed to get you through all the material in an efficient and effective way.

The study plan also assumes a commitment of approximately 9 hours per week. Some candidates can do more; some can do less. Whatever you can do is fine . . . But my honest feeling overall is that to be a serious student, you should try and target 9 to 10 hours per week because it's enough to cover the material and it forces a candidate to be efficient.

Of course, my way is not the only way –you should feel free to alter the plan and not hesitate to use the methods that you are comfortable with. At the same time, so many State Police candidates over the years have told me that they found the study plan a key ingredient of their preparation and success.

Important note about access to materials: In order to purchase the LED audios, you must go to our *supplemental* LED website and set up a *new* account as a *new* user at <https://audios.ledimensions.com>. To purchase LED books, go to our *typical* website: www.ledimensions.com and login as usual.

Let this be your jumping off point. And may you get the bars that you seek . . .

John Sofis Scheft

3RD TIME'S A CHARM! FINAL STUDY PLAN FOR STATE POLICE LIEUTENANTS' EXAM

Attorney John Sofis Scheft & Law Enforcement Dimensions, LLC

Final revised plan on February 21, 2021

Week	Dates	Preparation
1	February 22 - 28	<ul style="list-style-type: none">• Audio class to download this week from our audio website at https://audios.ledimensions.com✓ Class 8: Criminal Procedure, Chapters 17-25. <i>The final installment!</i>• Assignment✓ Listen to audio class on ADM policy. [Only ADM 05, 07, 08, 09A, 14, 15, 19, 19A, 21, 24, and 41 are being revised.] You still have 3.00 hours of brutal fun before you check out the updates (see below) on March 15!✓ Listen to audio class on GEN, SUP, and TOP. 1.75 hours of sublime comfort! All these classics are unrevised.✓ Listen to audio class on 2017 National Incident Management System (NIMS). 2.25 hours. It's not revised either. <i>Note: Big listening week! Spread it out to about an hour per day.</i>
2	March 1 - 7	<ul style="list-style-type: none">• Audio class to download this week from our audio website at https://audios.ledimensions.com✓ Updates to Class 3: State Police Rules & Regulations and EES. <i>Note: The CBA and 2017 NIMS are the same!</i>• Assignment✓ <i>Important note: If you have already purchased this, the updates will be at no cost! DETAILS FORTHCOMING!</i>✓ Listen to audio class on Crim Pro, Chapters 17-25. 7.00 hours. This is the hardest part of the manual. Spread out your study. 1 hour per day of hard listening and underlining. That's a great study week!✓ Quiz yourself on PANDA, VOLTAGE, VIPER, GOALS, OILRIG in Reducing Crime: LED Cheat Sheet! 0.75 hour.
3	March 8 - 14	<ul style="list-style-type: none">• Assignment✓ Listen to revised audio of Rules & Regulations (R&R) (2 changes), Employee Evaluation System (EES) (overhauled), and Collective Bargaining Agreement (CBA) (same). 3.00 hours that will seem like a fantasy-infused sleigh ride!✓ Break out your LED Criminal Pro Q Book! And polish off 420 questions covering subjects in Chapters 17-25. Look up the questions you got wrong. Are you feeling it? Master that Crim Pro! 4.00 hours.
4	March 15 - 21	<ul style="list-style-type: none">• Final audio class to download this week from our audio website at https://audios.ledimensions.com✓ Updates to Class 2: State Police Policy & Procedure• Assignment✓ <i>Important note: If you have already purchased this, the updates will be at no cost! DETAILS FORTHCOMING!</i>✓ Listen to audio class Organizational Behavior & Management (OBM). This is possibly your 3rd time on this text. Make the listening count! You are an expert on OBM! The final test will be your practice questions. 4.25 hours.✓ Go over the 360 practice questions that you already did in your LED Crim Procedure Q for Chapters 1-8. 3.00 hours.

- 5** **March 22-28** • **Question manual to order at www.ledimensions.com**
- ✓ **Lieutenant Leverage Q Book.** Complete coverage with approximately 1,700 questions on the revised policies, rules, CBA, EES, NIMS, OBM, Reducing Crime, and Leaders Eat Last.
 - **Assignment**
 - ✓ Listen to audio class on ADM policy, especially the revised policies 05, 07, 08, 09A, 14, 15, 19, 19A, 21, 24, and 41. If you got the initial rollout, is this your 3rd time around? Whatever your situation . . . it is 4.00 hours of spine-tingling adventure!
 - ✓ Listen to audio class on DET policy which, as you know, stands for DETAINEE and has replaced the prior PRI designation. 1.75 hours of massive entertainment!
 - ✓ Listen to audio class on INV (7 revised policies). 1.75 hours of galactic odyssey!
- Note: Get through this week of policy and you deserve a commendation with oak leaf clusters!*
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- 6** **March 29 – 31** • **Assignment**
- ✓ Do 259 practice questions on OBM. 4.50 hours. Look up the questions you got wrong. Come up with other questions when you look at the answers in the book. This helps you master the material!
 - ✓ Do 390 ADM practice questions. Look up the ones you got wrong! Work that ADM! 5.50 hours.
- Note: Lots of questions on OBM and ADM. Tough week. Good test to see where you are with the rank-making sources!*
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- 7** **April 5 - 11** • **Assignment**
- ✓ Do approximately 340 practice questions on R&R, EES, and CBA. These are tough questions! Go through them as your 1st priority of the week! It is 5.00 hours of intensity. (Now drop and give me 20 . . . count it out . . .)
 - ✓ Listen to audio class on SOC (only 2 revised policies). 1.75 hours of rollicking adventure!
- Note: Easier week after the brutal work in the previous one. Catch up. Maybe you couldn't do it all with Easter.*
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- 8** **April 12-18** • **Assignment**
- ✓ Listen to audio class on Reducing Crime — again! Did I tell you that I love this book? 5.50 hours.
 - ✓ Do 240 DET and SOC practice questions. 4.50 hours. SOC is very different from the last Lt's exam! Make it count!
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- 9** **April 19-25** • **Assignment**
- ✓ Do 100 practice questions on Reducing Crime. 2.50 hours. Look up the questions you got wrong. Come up with other questions when you look in the book. (Do you love this book? . . . I can't hear youuuu!)
 - ✓ Listen to audio class on TRN (4 revised policies) and UOF (all revised). 1.50 hours of high-octane fun!
 - ✓ Listen to audio class, for the 2nd and last time, on Leaders Eat Last. 4.00 hours.

10	<p>April 26-30 • Assignment</p> <p>May 1-2</p> <ul style="list-style-type: none"> ✓ Do approximately 50 practice questions on Leaders Eat Last. 1.25 hours. ✓ Go over the Leaders Eat Last <i>at-a-glance</i> 4 page document. 0.50 hours. ✓ Listen to audio class on TRF (all policies have been revised). 2.25 hours of cosmic delight! ✓ Do 160 GEN and INV practice questions. 2.75 hours.
11	<p>May 3-9 • Assignment</p> <ul style="list-style-type: none"> ✓ Do 230 SUP, TOP, and TRF practice questions. 3.50 hours. ✓ Listen to Criminal Procedure audio class Chapters 1-8. 6.00 hours.
12	<p>May 10-16 • Assignment</p> <ul style="list-style-type: none"> ✓ Do 75 TRN and UOF practice questions. 1.25 hours. ✓ Listen to Criminal Procedure audio class Chapters 9-16. 5.50 hours.
13	<p>May 17-23 • Assignment</p> <ul style="list-style-type: none"> ✓ Do 132 practice questions on NIMS. Rip it up! 2.50 hours. Know NIMS like the back of your hand! ✓ Go over the 377 practice questions that you already did in your LED Crim Procedure Q for Chapters 9-16. Crush Crim Pro! 4.00 hours.
14	<p>May 24-30 • Assignment</p> <ul style="list-style-type: none"> ✓ <i>Freestyle!</i> Between 7 and 10 hours of focused reinforcement! Last hard week. Now is the time to peak for performance! What should you do? Where is the area that you want to focus on in your last preparation: <ul style="list-style-type: none"> ▪ Listen to key policies! ▪ Listen to select management chapters in OBM, NIMS, or Reducing Crime [don't focus on Leaders Eat Last]. ▪ Listen to R&R, new EES, CBA! ▪ Go over criminal procedure questions or read "black letter" law from key chapters!
15	<p>May 31 • Assignment</p> <p>June 1-5</p> <ul style="list-style-type: none"> ✓ <i>Go light in last week.</i> If you've been working steady and hard, take off Memorial Day and carb load at your BBQ! ✓ As for the rest of the week, max study of 6 hours (unless you're very late to the preparation party). Pick your spot. Is it Policies — ADM, DET, GEN, INV, SOC, SUP, TOP, TRF, TRN, UOF? Rules? EES? CBA? OBM? Reducing Crime? NIMS? Crim Pro? You decide what you need to put the cherry on the sundae of your preparation! ✓ <u>Absolutely no</u> studying at all on June 4. You are ready . . . • GAME DAY! June 5, 2021 at the MSP Academy.

Luck is the residue of desire and preparation . . .