

Study Support for Boston Police Promotion!

presented by

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Read this whole document! You will find...

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WHAT LED IS PROVIDING FOR BOSTON CANDIDATES

Department-sponsored support

We are glad to be back! Law Enforcement Dimensions, LLC (LED) and Attorney Scheft really appreciate Commissioner Willie Gross and the Bureau of Administration & Technology. They have asked us to supply study support lectures and materials to all candidates taking 2019 written examinations for the ranks of Sergeant, Lieutenant, and Captain.

The Department is funding our development of quality materials and distributing them to you no later than September 16.

As you know, LED and Attorney Scheft have been supporting candidates for detective and/or higher rank since 2002.

A new feature this year is that the lectures will also cover the assigned legal manuals, not just the management texts and rules/special orders like in 2014.

The lectures will cover all assigned material. Attorney Scheft will lecture on the Boston rules and special orders; the police science (aka management) texts; and the legal manuals in procedure, law, motor vehicle, and juvenile. *See chart on pages 3 and 4.*

The lectures will be included on a thumb drive distributed by the Department, just like the candidates received for the recent Detectives' examination in 2017.

The study support materials will also include practice questions on the management texts and rules/special orders.

What's not included in the Department sponsored materials.

- **Candidates are responsible for purchasing the assigned management texts and LED legal manuals and, if they choose, practice questions on the legal subjects.** We currently have an online special for our 4 pack "Q Slam!" – thousands of practice questions on the topics of procedure, law, motor vehicle, and juvenile. These question books can also be purchased individually at area police supply stores listed on our website. Go to www.ledimensions.com if interested.
- **Candidates are responsible for oral board preparation.** For this reason, *LED will present its own preparation classes*, as it did in 2014, to help officers prepare for the oral portion of the promotional process. Stay tuned! We will provide information about our classes in the coming months.

Philosophy for success

You got to have a plan! The most important part of the promotional process is making the commitment to participate. Sit down and decide how much time you are willing to devote, and map out when you can study. Don't listen to those officers who tell you it's too late. That's not true. You can start now and do fantastically well!

Pay attention to the forest, then go for the trees. Don't psyche yourself out by telling yourself that you need to know everything. Follow our study plan to the degree that you can. Too many officers lament the things they did not do. This is a waste of mental energy. If you only have 10 minutes to study, make it a great 10 minutes!

A little studying every day is better than massive amounts sporadically. You retain significantly more in short, intense study bursts than you do with marathon sessions. These materials can be difficult. Make a plan to study every day, even for 20 or 30 minutes, and you'll be better prepared in much less time.

Get the correct editions of the management texts and law manuals for your exam preparation. Have the applicable management text or law manual with you when you listen to the lectures. In the meantime, read the sources on your own so the tapes will help reinforce – and go way beyond! – what you've already learned.

2019 BOSTON POLICE DEPARTMENT PROMOTIONAL EXAMINATION

Issue	Sergeants	Lieutenants	Captains
<p>Rules & Procedures</p>	<p>64 Rules & Procedures</p> <ul style="list-style-type: none"> • 102, 103, 103A, 103B, 104, 104A, 105, 106, 109, 110, 111, 112, 113, 114 • 200, 201 (pgs. 1-2), 202, 203, 204, 205, 206 • 300, 301, 302, 303, 303A, 304, 306, 306A, 307, 309, 309A, 310, 311, 314, 315, 316, 317, 318, 318A, 318B, 318C, 318D, 318E, 320, 320A, 320B, 321, 322, 322A, 323, 324, 324A, 325, 326, 327, 327A, 327B, 328, 329, 330 • 400, 400A, 401 	<p>64 Rules & Procedures</p> <p>Same exact list</p>	<p>65 Rules & Procedures</p> <p>Same exact list, <i>plus Rule 107</i></p>
<p>Special Orders</p>	<p>10 Special Orders</p> <p>12-044, 12-035, 13-033, 13-030, 13-025, 94-023, 05-013, 03-009, 99-036, 96-013</p>	<p>10 Special Orders</p> <p>Same exact list</p>	<p>12 Special Orders</p> <p>Same exact list, <i>plus SO 12-043 and 13-009</i></p>
<p>Police Science</p>	<p>Community and Problem-Oriented Policing (7th ed.) Peak and Glensor</p> <p>Managing and Leading Today's Police (4th ed.) Peak, Gaines, Glensor</p> <p>Leadership, Ethics and Policing (2nd ed.) Ortmeier and Meese</p>	<p>Organizational Behavior & Management in Law Enforcement (4th ed.) More, Vito, Walsh</p> <p>Leadership, Ethics and Policing (2nd ed.) Ortmeier and Meese</p>	<p>Same two texts as Lieutenants</p>

Issue	Sergeants	Lieutenants	Captains
<p>Law</p> <ul style="list-style-type: none"> • LED Criminal Law 2019 (Chapters 2-35) • LED Criminal Procedure 2019 (Chapters 1-25) • LED Juvenile Law 2019 (Chapters 1-12, 18, 20, 21, 22, 24 and 25) • LED Motor Vehicle Law (Chapters 1-7, 8 (seatbelts only), 9-16, and 21 (section 1 only)) 	<ul style="list-style-type: none"> • Law: Same exact list • Procedure: Same exact list • Juvenile: Same exact list • Motor Vehicle: Same exact list 	<ul style="list-style-type: none"> • Law: Same exact list • Procedure: Same exact list • Juvenile: Same exact list, plus Chapter 23 • Motor Vehicle: <u>No</u> assignment 	<ul style="list-style-type: none"> • Law: Same exact list • Procedure: Same exact list • Juvenile: Same exact list, plus Chapter 23 • Motor Vehicle: <u>No</u> assignment

HOW TO STUDY THE MANAGEMENT TEXTS

Read the management books in the order of priority chapters. They are not novels! You won't spoil the endings. Master the high percentage material first. If you do nothing else, read all the management priority chapters. Any reading is best done with a three-part process:

- **Skim assigned chapters** (flip the pages quickly to get an overview);
- **Read a chapter really fast** - 1 minute per page, no underlining;
- **Re-read a chapter with minimal underlining** - 2 minutes per page. Don't overdo underlining. Save that for when you listen to the taped lectures!

If you are pressed for time, read the low priority chapters once quickly, or wait to read them when you get the CD lectures. Here's LED's rating of priority chapters:

For Sergeant candidates

Managing and Leading Today's Police (4th ed.)

- High priority: 3, 4, 6, 9, 2, 11, 12, 13
- Low priority: 10, 14, 1, 5, 7, 8

Community and Problem-Oriented Policing (7th ed.)

- High priority: 5, 6, 2, 7, 1, 8, 12, 13, 10
- Low priority: 9, 11, 4, 3, 14

Leadership, Ethics & Policing (2nd ed.)

- High priority: 4, 2, 5, 8, 10, 12, 11
- Low priority: 7, 3, 6, 9, 1, 13

For Lieutenant and Captain candidates

Organizational Behavior & Management in Law Enforcement (4th ed.)

- High priority: 11, 9, 8, 2, 5, 6, 4, 7, 3, 10, 12
- Low priority 1

Leadership, Ethics & Policing (2nd ed.)

- High priority: 4, 2, 5, 8, 10, 12, 11
- Low priority: 7, 3, 6, 9, 1, 13

By the way, use good reading technique on the law manuals too. It also is best done with a three-part process:

- **Skim an assigned chapter** (flip the pages quickly to get an overview);
- **Just read the “black letter law”** – i.e., the bold headings throughout a chapter – and do not underline. Absolute maximum should be 1 minute per page;
- **Then make time to read, but only underline the things you did not know** (don’t waste time underlining what you already know!) – maximum of 2 minutes per page.

Crucial study keys for management texts

The following study keys are designed to help you read the texts effectively. The recommendations are supported by examples of actual questions that have appeared on past examinations.

Read for understanding. Gone are the days when you could memorize these books and pinpoint the exact sources for exam questions. Today, examiners paraphrase concepts, or present a brief scenario in which you apply a concept. You are much better off if you read to understand because, even if you do not know the material perfectly, you can usually figure out the correct answer.

- **Define words & capture “nuggets” of information.** You will notice that I define words from the text books. Sometimes officers will try to memorize book content without understanding the terms used. This makes comprehension difficult.

In addition, I talk about focusing on “nuggets” of information – that is, distinct terms or phrases that will trigger your understanding of a whole topic in the book. Many times, just by recognizing a “nugget” within a question, you are able to figure out the correct answer.

- **Contemporary question trend is to paraphrase concepts in the book.** Answering correctly relies on an overall understanding of the book, not the type of rote memorization that used to be the key to promotional success.

Example: One of the misunderstandings by police officers and administrators concerning Community Policing (CP) is:

- A. Most interactions with the police are positive.
- B. Police officers forget that most citizens have the same attitude they do.
- C. The police job inherently creates negative attitudes of the police toward citizens.
- D. It is easy to implement.

Note: C, CP 4th ed., pg 308. The source of this question is impossible to locate in the book; page 308 was the best we could do. The way it was written, however, made the answer obvious.

Pay attention to likely sources for questions through active reading. Don't mindlessly underline and read to the point of exhaustion. You are not going to memorize these books. Instead, read with the critical eye of the examiner. *How would you formulate the test questions?* Here are some clues:

- **Focus on words of distinction:** “**The best, the most important, the primary . . . The least, the worst . . .**” When a concept is singled out, it is easy to make that point the answer to a question. *This is the most common tactic of the examiners.*

Example: According to Supervision of Police Personnel (SPP), what is the single most important cause of a law enforcement instructor's ineffectiveness?

- A. Aimlessness
- B. Irrelevant material
- C. Oversimplification of the subject
- D. Overloading the student

Note: A, SPP 7th ed., pg 77

- **Watch out for words of error:** “**A common misconception, contrary to popular belief, erroneous belief . . .**” The examiners love to focus on this type of information. They know that unprepared officers will fail to absorb this material because it is *commonly misperceived*. Moreover, this information makes for excellent fake answer choices.
- **Watch out for BS!** When you read these books, you are bound to come upon information that you disagree with (or worse, think is utter BS). Some information may be different from what your department does under the same circumstances. The natural tendency of human beings -- when they disagree with what they read -- is to ignore the information. This is a problem because the examiners frequently feature this type of information on the exam. So we have to discipline ourselves to learn material that we think is stupid . . . or out of date . . . or impractical . . . or irrelevant . . . to begin with.
- **Notice alternative terms.** Sometimes an author will refer to the same concept with different terms. For example, Iannone in *Supervision of Police Personnel* refers to a conversation with an upset employee as the “problem solving interview” or the “chaplain interview.” When they have asked a question in the past, the examiners have chosen to use the term “chaplain interview” -- even though it is not the main term.

- **Groups of 4: Best choice question.** When the examiners see a group of four concepts in a book, all they need to do is define one, then use the other three concepts as the false answers.

Example: According to Police Administration (PA), Rensis Likert analyzed organizations in terms of their traditional versus democratic management. He described this particular style as benevolent authoritative:

- A. System 1
- B. System 2
- C. System 3
- D. System 4

Note: B, PA 7th ed., pg 191.

- **Groups of 3: Good exception question.** The examiners see three concepts together in a book, and all they need to do is make up a fourth “false” concept.

Example: According to Police Administration (PA), there are three considerations on dealing with the officer's decision to terminate a pursuit. All are factors except:

- A. Discretionary - allow officers to make some decisions.
- B. Judgmental - allow officers to make all major decisions.
- C. Restrictive - placing certain restrictions on officers.
- D. Discouragement - cautioning of discouragement in any pursuit.

Note: A, PA 7th ed., pg 593. “Discretionary” was a totally made up term!

Pay attention to diagrams. Diagrams are valuable for three reasons: (1) they are an excellent source of questions; (2) they sometimes have material that is not presented in the text, so they make for a sneaky question should officers overlook them; and (3) they summarize concepts well, which aids comprehension.

EXAMINATION APPROACH: READY FOR GAME DAY!

Beyond the knowledge accumulated from your study, how well you do will depend heavily on your test taking skills. Review the techniques discussed below. They will help you select the right answer and, equally important, help you avoid sabotaging your correct responses.

Administrative principles

- **Do not study one day or, preferably, two days before the test -- at all!** It is more important for you to be relaxed and ready to use your mind than it is to cram. Cramming can only confuse you. Go to a movie, exercise, forget about the test. Your mind must be clear. Remember, more mistakes on the exam are due to poor reading, than to a lack of knowledge. A clear mind is a terrible thing to waste!
- **Get a good rest two nights before the exam, not just the night before the exam.** Also, the morning of the test eat breakfast, but do not have a heavy meal or drink lots of coffee or tea.
- **Bring four No. 2 pencils to the test.** Do not over sharpen them because it will take longer to fill in the answer sheet.
- **Bring a watch to keep time.** You are allowed to have one with you. Dealing with time pressure is a critical aspect of test success.
- **Pay careful attention to any instructions provided by exam administrators.** You will not get a chance to rectify an error later. The examiners insist that following directions is part of the exam process.
- **Respond to every question.** There is no benefit to skipping a question. The outcome is the same whether you respond incorrectly to a question or do not respond at all. So, worst case scenario, you might as well guess!
- **Respond to every question in order.** Do not skip a question. Put a check mark if you want to come back later. Then, if you have extra time, you can review it. I have heard too many stories over the years of officers skipping a question – only to find that they mis-numbered all of their later responses. One officer told me he got a 50 because of this blunder!
- **Mark all your answers in your test booklet, then transfer them -- 5 at a time -- to the answer sheet.** It improves your concentration, and the transfer gives you a mental break. Make sure you mention, silently to yourself, the number of the question and the number on the answer sheet so you mark it correctly.

Performance principles

Remember, on a multiple choice examination. The answer is always in front of you!

- **Take at least four minutes to preview the entire examination before starting to answer a single question.**
 - **The examiners try and intimidate officers in the initial few questions.** By looking over the test, you inevitably get a sense of the breadth and scope of the questions. You can relax. You see where there is extensive reading for questions, where the legal questions are, etc. As you preview the test, take several deep breaths.
 - **Make sure you have the complete examination.** Check the examination page by page. Since examination booklets have numbered pages, simply make certain that you have all of the pages.
- ***Always read all of the choices before you select an answer.*** Don't make the mistake of falling into the trap that the best distracter, or wrong answer, comes before the correct choice! Read all choices.
- ***Never make a choice based on frequency of previous answers.*** Some students pay attention to the pattern of answers when taking an exam. Always answer the question, without regard to what the previous choices have been.
- ***Use the process of elimination because some answers are obviously wrong.*** By removing them from consideration, you have a much better chance of getting the correct answer from the remaining answer choices. For tough questions, it helps to mark any wrong answers with a little "X." If you have time to come back to the question later, you will not waste time considering answer choices that you already eliminated.
- ***Read carefully.*** ***Many officers find, to their frustration, that while they know the information from the books, they end up making reading comprehension mistakes.*** Reading the question and answer choices first will help solve this problem. Also, read with an attitude that you are learning this for the first time. That way you will not jump to conclusions the minute you read familiar material. For questions that you do not know, good reading comprehension may allow you to guess the right answer.

Example: You are giving a community lecture and an attendee asks for your advice on protection against identity fraud. He specifically asks what one should do in the event that his or her credit card is stolen. You would suggest all of the following, except:

- A. Notify check cashing services.
- B. Cancel credit card and get a new one with the same numbers.
- C. Notify police immediately.
- D. Complete a credit card fraud report and submit to the credit bureaus.

Note: The answer is B, Criminal Investigation 9th ed., pg 519. Do you see what I mean by commonsense reading? Why would it ever make sense to cancel your credit card and get a new one *with the same numbers*? Yet, many officers got this question wrong on an actual exam because they either (1) did not read closely, or (2) got freaked out because they did not remember any information about identity fraud from the investigation book. Again, careful reading is many times as valuable as having knowledge of the content of the texts.

Another example: What criterion is used by police to identify gang members?

- A. An individual arrest of someone committing a crime.
- B. Reliable informant confirms membership in gang.
- C. Evidence of gang tattoos that have recently been removed.
- D. Denies being a gang member.

Note: The answer is B, Community Policing, pg 272. Think about each answer. Choice A is overbroad – *any* criminal is not a gang member. Choice C is obvious – the *former* gang member would remove tattoos. Choice D is likewise obvious – he *denies* it. Choice B makes sense – even if you did not read the book. Did people get this question wrong on an actual exam? Yes, because they remembered from their studying that informant confirmation was the last recommended option to identify a gang member, so they did not think it could be the right answer. It is easy to overlook the obvious! Don't try too hard on the exam!

- ***On long questions, read the question and answers first, then go back and begin to read the body of the question.*** This holds true for both management and criminal procedure questions. By knowing the question and the answer choices, you now have a context within which to focus your reading. You are better able to zero in on the important statements that relate to the information requested, rather than being sidetracked by irrelevant information placed purposefully within the question.

Here is an example from a prior civil service exam: An on-going problem has been how police managers can measure police performance. Traditional quantitative measures -- number of arrests, reports written, calls answered, miles driven, etc. -- do not directly address the nature of the police function and the delivery of police services. Ideally, quality measures of an individual officer's performance should be collected -- communication skills, how the officer relates to the public, and the quality of decisions made -- all would tell us what we really want to know about the officer's effectiveness. Thus, community policing affords a wider range of variables that can be measured, and it requires that officers use initiative and creativity. There must be different strategies to address different pockets of resistance. The normal reluctance to change can be overcome with strategies that focus on the benefits of community policing. Some will be persuaded if they see positive results in the community. Still others may become community policing advocates if they see that it improves the quality of the work which, according to *Community Policing: How to Get Started*, is known as:

- A. job enlargement.
- B. job enrichment.
- C. job quality.
- D. job essentiality.

Note: The answer is B and the information necessary to answer the question occurred in the last sentence!

- **Make an “educated guess” by applying these helpful tips.** Your chances of picking the correct answer to questions you are not sure of will significantly increase if you consider the following clues:
 - **If two choices have a conflicting meaning, one of them is probably the correct answer.** And, if two choices are too close in meaning, probably neither is correct. Consider the following questions:

Example: John’s complaint about the weather was that:

- A. It was too hot.
- B. It was too cold.
- C. It varied too much.
- D. It was unpredictable.

In this example, choices C and D are so close together in meaning that neither is likely to be the correct answer. Choices A and B, on the other hand, are quite opposite each other, and one of them is most likely the correct answer.

Example from past exam: According to Community Policing, what does the research show about the relationship of fear and victimization in regards to gender and age?

- A. There is some degree of rationality
- B. Fear patterns match victimization patterns
- C. The ordering of fear by age is not the opposite of victimization rates
- D. The ordering of fear by age or gender is the opposite of victimization rates

Note: D, Comm. Pol. 4th ed., pg. 184 Notice how choices A and B basically say the same thing. Then choices C and D are opposite. One is usually right!

- **Pay maximum attention to absolute & limiting words.**
 - *Absolute words* -- such as “all,” “never,” “none,” “only,” “always” and “every” -- indicate no exceptions. As a rule, these have less chance of being correct because in law enforcement (and just about every other professional activity), absolute procedures are impractical given the varied situations faced by officers.
 - *Limiting words* -- such as “sometimes,” “may,” “generally” and “possibly” -- soften a statement and present a better chance of being correct because they allow for a necessary level of discretion.
- **The answer choice that has significantly more or significantly fewer words is often the correct choice.**
- ***Always . . . always . . . go with your first answer choice!*** Do not change it unless you are 1,000% certain that another choice is correct. Studies show that students do significantly better when they go with their first choice on multiple choice exams – even when they have no previous knowledge of the subject matter!

Question typology

These are the types of questions that you will probably encounter on the exam.

BEST CHOICE QUESTION

According to *Supervision of Police Personnel*, these types of questions are asked by one student and passed along by the instructor to another member of the group for an answer:

- A. Overhead questions
- B. Reverse questions
- C. Bounced questions
- D. Relay questions

Note: The answer is D. This is the basic question. You are trying to select the true answer amidst the three false choices.

EXCEPTION QUESTION

According to *Criminal Investigation*, of the following, all are characteristics of incised and stab wounds except:

- A. The incised wound -- more commonly referred to as the cutting wound -- is inflicted with a sharp-edged instrument.
- B. The weapon typically employed in inflicting both incised and stab wounds is a pocket knife.
- C. The gaping incised wound is indicative of a large cutting instrument, since the size of the wound is proportional to the instrument employed.
- D. The severity of most incised wounds is directly related to the shape and sharpness of the weapon, the part of the body being cut, and the amount of force used.

Note: The answer is C. Treat the exception question like the mirror image of the best choice question. In the best choice question, you treat each answer choice as a mini true/false question. Then you pick the true answer, and you reject the three false choices.

In the exception question, it is the opposite. You are trying to find the false choice. At the end of your analysis, the goal is to have located the three true answer choices, and to select the false answer.

Here is another example: Traits found in superior leaders would probably be found in most lists of desirable leadership characteristics. Which of the following is not an example of a supervisor showing moral and physical integrity?

- A. It is more important that he/she be trusted and respected, than liked.
- B. He/she does not make promises they cannot keep because their word is their bond.
- C. He/she must be honorable, know right from wrong and have prejudices.
- D. A real leader has moral as well as physical courage.

Note: C, SPP 6th ed., pg. 41. The phrase, "have prejudices," replaced the actual phrase from the book, "and be fair without prejudice." Many times on exception questions your common sense will tell you which of the statements is false . . . just by careful reading!

BOSTON POLICE SERGEANT'S EXAMINATION 2019: STUDY PLAN!

Week	Dates	Preparation
1	<u>August</u> 1-4	<p><u>Critical preliminary preparation: “Set the table” for success!</u></p> <ul style="list-style-type: none"> • Read study support plan (14 pages) twice! Really let technique and comments sink in. • Read <u>this</u> study plan twice. Figure out your other commitments, vacation, details, etc. Plan your personal approach to preparation. • Make sure you have ordered all the management texts & legal manuals. Print out assigned Boston rules & SOs! Now you don't have to think about having the right materials again! • Purchase Q Slam online or at uniform store for procedure, law, MV, and juvenile questions. • Community and Problem-Oriented Policing (CP/POP): Read chapters 5, 6, 2, 7 in priority order (80 pages = 20 per day).
2	5-11	<ul style="list-style-type: none"> • CP/POP: Read chapters 1, 8, 12, 13, 10 (100 pages = 15 per day). • Motor Vehicle Law (MV): Read chapters 1-7, 8 (seat belts only), 9-16, and 21 (pedestrians only) (250 pages = 36 per day. <i>Note: MV law is less dense than procedure so reading is much quicker</i>).
3	12-18	<ul style="list-style-type: none"> • Managing & Leading Today's Police (M&LP): Read chapters 3, 4, 6, 9 in priority order (82 pages = 11 per day). • Criminal Procedure (PRO): Read chapters 1, 2, 3 and 4 (60 pages = 10 per day). • MV Q book: Do practice questions on assigned chapters. Notice how the study plan has you do applicable questions after the week where you read the material so you can assess what information you are retaining and where you need to improve. The same approach applies later to the management texts. Estimate 3.5 hours.
4	19-25	<ul style="list-style-type: none"> • M&LP: Read chapters 2, 11, 12, 13 (72 pages = 7 per day). • PRO: Read chapters 5, 6 and 7 (70 pages = 20 per day). • Juvenile Law (JV): Read chapters 1, 2, 3, 4, 5, 6, 7, 8 (74 pages = 11 per day). <i>Note: Skim JV chapters 9, 10, 11, 12 and 20 (70 pages). They largely overlap material in Criminal Law that you will study.</i>

5	August 26-31 September 1	<ul style="list-style-type: none"> • Leadership, Ethics & Policing (Ethics): Read chapters 4, 2, 5, 8 in priority order (86 pages = 12 per day). • PRO: Read chapters 8, 9, 10, 11 and 12 (70 pages = 11 per day). • JV Q book: Do practice questions on assigned chapters you studied last week. Estimate 3 hours.
6	2-8	<ul style="list-style-type: none"> • Ethics: Read chapters 10, 12, 11 (69 pages = 10 per day). • PRO: 13, 14, 15, 16 and 17 (90 pages = 15 pages per day). • PRO Q book: Do questions on PRO chapters 1 through 12. Estimate 3 hours. • JV: Read chapters 21, 22, 24 and 25 (48 pages = 8 pages per day).
7	9-15	<ul style="list-style-type: none"> • PRO: 18, 19, 20, 21, 22, 23, 24 and 25 (125 pages = 18 per day). • PRO Q book: Do questions on PRO chapters 13 through 17. Estimate 2.5 hours. • JV Q book: Do practice questions on chapters 21, 22, 24 and 25. Estimate 1.5 hours.
8	16-22	<p><u>Thumb Drives with Lecture Support & Questions distributed by BPD!</u></p> <ul style="list-style-type: none"> • CP/POP Lectures: Listen to whole book. Underline. Work it! Estimate 8 to 10 hours. • PRO Q book: Do questions in Pro Q on chapters 18 through 25. Estimate 4 hours.
9	23-29	<ul style="list-style-type: none"> • CP/POP Questions: Do all the practice questions on the thumb drive. Go over the ones that you got wrong. Do a good diagnosis. Was it a knowledge mistake? No problem. Go into the book and learn the material! Was it a reading mistake? No problem. Be conscious of the necessary adjustments you need to make in your exam style of answering questions! This pays huge dividends. Estimate 8 hours. • Criminal Law (LAW): Read chapters 2-8 (75 pages = 12 per day. Note: law is less dense than procedure so reading should be quicker; use the same technique as with PRO).
10	September 30 October 1-6	<ul style="list-style-type: none"> • M&LP Lectures: Listen to whole book. Underline. Work it! Estimate 8 to 10 hours. • LAW: Read chapters 9-20 (188 pages = 31 per day. Note: Chapter 14 is largely a repeat of JV Chapter 3).
11	7-13	<ul style="list-style-type: none"> • M&LP Questions: Do all the practice questions on the thumb drive. Estimate 8 hours. • Boston Rules and Procedures (R&P): Listen to lecture on 102, 103, 103A, 103B, 104, 104A, 105, 106, 109, 110, 111, 112, 113 and 114. Estimate 3.5 hours.

12	October 14-20	<ul style="list-style-type: none"> • Ethics Lectures: Listen to whole book. Underline. Work it! Estimate 8 to 10 hours. • LAW: Read chapters 21-35 (150 pages = 25 per day).
13	21-27	<ul style="list-style-type: none"> • Ethics Questions: Do all the practice questions on thumb drive. Estimate 8 hours. • R&P: Listen to lecture on 200, 201 (pages 1 and 2 only), 202, 203, 204, 205, 206, 300, 301, 302, 303, 303A, 304, 306, 306A, 307, 309, 309A, 310, 311, and 314. Estimate 3.5 hours.
14	October 28-31 <u>November</u> 1-3	<ul style="list-style-type: none"> • R&P Questions: Do practice questions on thumb drive for Rules 102 to 314. Estimate 2.5 hours. • LAW Q book: Do practice questions on chapters 2-35. Estimate 5 hours. • JV Lectures: Listen to chapters 1-12. Underline. Work it! Estimate 5 hours.
15	4-10	<ul style="list-style-type: none"> • Boston R&P Lectures: Listen to Rules 315, 316, 317, 318, 318A, 318B, 318C, 318D, 318E, 320, 320A, 320B, 321, 322, 322A, 323, 324, 324A, 325, 326, 327, 327A, 327B, 328, 329, 330, 400, 400A and 401. Estimate 4 hours. • R&P Questions: Complete for Rules 315 to 401. Estimate 2.5 hours. • JV Lectures: Listen to rest of juvenile coverage. Underline. Work it! Estimate 3 hours.
16	11-17	<ul style="list-style-type: none"> • PRO Lectures: Listen to chapters 1-7. Estimate 5.5 hours. • Freestyle: Pick the management book you want to re-listen to completely, or just listen to priority chapters in two books. What is it going to be – CP/POP, M&LP, or Ethics? Or would it be better to go over the management practice questions again? You decide! Estimate 5.5 hours.
17	18-24	<ul style="list-style-type: none"> • PRO Lectures: Listen to chapters 8-16. Estimate 5.5 hours. • LAW Lectures: Listen to chapters 1-18. Estimate 5.5 hours.
18	November 25-30 <u>December</u> 1	<ul style="list-style-type: none"> • PRO Lectures: Listen to chapters 16-25. Estimate 5.5 hours. • LAW Lectures: Listen to chapters 19-35. Estimate 5.5 hours.

19	<p style="text-align: center;">December 2-8</p> <p><u>Last big week of work! Make it count!</u></p> <ul style="list-style-type: none"> • Freestyle: Pick the management book you want to re-listen to, or just listen to priority chapters, or maybe you want to go over the Rules & Regulations outlines and/or practice questions. You decide! Estimate 5.5 hours. • MV Lectures: Listen to all assigned chapters. Estimate 6.5 hours. You can skip this if you feel you're ready enough on MV law, and maybe add a little more freestyle.
20	<p style="text-align: center;">9-14</p> <ul style="list-style-type: none"> • Boston Special Orders (SO): Listen to lecture on 12-044, 12-035, 13-033, 13-030, 13-025, 94-023, 05-013, 03-009, 99-036, 96-013. Estimate 2 hours. • SO Questions: Complete all applicable questions. Estimate 1 hour. • Freestyle: Pick the management book you want to re-listen to, or just listen to priority chapters, or maybe you want to go over the Rules & Regulations outlines and/or practice questions. You decide! 2 hours maximum. Keep it light this week. <p style="text-align: center;">NO STUDYING – AT ALL – THE DAY BEFORE THE EXAM.</p> <p style="text-align: center;">YOU ARE READY . . . GAME DAY: DECEMBER 14, 2019!</p>

“Luck is the residue of desire and preparation . . .”

BOSTON POLICE LIEUTENANT'S & CAPTAIN'S EXAMINATION 2019: STUDY PLAN!

Week	Dates	Preparation
1	August 1-4	<p><u>Critical preliminary preparation: "Set the table" for success!</u></p> <ul style="list-style-type: none"> • Read study support plan (14 pages) twice! Really let technique and comments sink in. • Read <u>this</u> study plan twice. Figure out your other commitments, vacation, details, etc. Plan your personal approach to preparation. • Make sure you have ordered all the management texts & legal manuals. Print out assigned Boston rules & SOs! Now you don't have to think about having the right materials again! • Purchase Q Slam online or at uniform store for procedure, law, MV, and juvenile questions. <i>Note:</i> Captain candidates are not responsible for MV law, so don't get that legal manual or Q book! • Organizational Behavior & Management in Law Enforcement (OBM): Read chapters 11, 9, 8 in priority order (69 pages = 10 per day). This book is dense! Don't drive yourself crazy.
2	5-11	<ul style="list-style-type: none"> • OBM: Read chapters 2, 5, 6 (92 pages = 15 per day). <i>Lieutenants only!</i> • Motor Vehicle Law (MV): Read chapters 1-7, 8 (seat belts only), 9-16, and 21 (pedestrians only) (250 pages = 36 per day. <i>Note:</i> MV law is less dense than procedure so reading is much quicker).
3	12-18	<ul style="list-style-type: none"> • OBM: Read chapters 4, 7, 3 in priority order (64 pages = 9 per day). • Criminal Procedure (PRO): Read chapters 1, 2, 3 and 4 (60 pages = 10 per day). <i>Lieutenants only!</i> • MV Q book: Do practice questions on assigned chapters. Notice how the study plan has you do applicable questions after the week where you read the material so you can assess what information you are retaining and where you need to improve. The same approach applies later to the management texts. Estimate 3.5 hours.

4	<p style="text-align: center;">19-25</p> <ul style="list-style-type: none"> • OBM: Read chapters 10, 12, 1 (58 pages = 8 per day). • PRO: Read chapters 5, 6 and 7 (70 pages = 20 per day). • Juvenile Law (JV): Read chapters 1, 2, 3, 4, 5, 6, 7, 8 (74 pages = 11 per day). <i>Note:</i> Skim JV chapters 9, 10, 11, 12 and 20 (70 pages). They largely overlap material in Criminal Law that you will study.
5	<p style="text-align: center;">August 26-31 September 1</p> <ul style="list-style-type: none"> • Leadership, Ethics & Policing (Ethics): Read chapters 4, 2, 5, 8 in priority order (86 pages = 12 per day). • PRO: Read chapters 8, 9, 10, 11 and 12 (70 pages = 11 per day). • JV Q book: Do practice questions on assigned chapters you studied last week. Estimate 3 hours.
6	<p style="text-align: center;">2-8</p> <ul style="list-style-type: none"> • Ethics: Read chapters 10, 12, 11 (69 pages = 10 per day). • PRO: 13, 14, 15, 16 and 17 (90 pages = 15 pages per day). • PRO Q book: Do questions on PRO chapters 1 through 12. Estimate 4 hours. • JV: Read chapters 21, 22, 24 and 25 (48 pages = 8 per day). <p>Captains only!</p> <ul style="list-style-type: none"> • JV: Read chapter 23 (9 pages = 1 per day).
7	<p style="text-align: center;">9-15</p> <ul style="list-style-type: none"> • PRO: 18, 19, 20, 21, 22, 23, 24 and 25 (125 pages = 18 per day). • PRO Q book: Do questions on PRO chapters 13 through 17. Estimate 2.5 hours. • JV Q book: Do practice questions on chapters 21, 22, 24 and 25. Estimate 1.5 hours.
8	<p style="text-align: center;">16-22</p> <p>Thumb Drives with Lecture Support distributed by BPD!</p> <ul style="list-style-type: none"> • OBM Lectures: Listen to Chapters 1-6. Underline. Work it! Estimate 8 to 10 hours. • PRO Q book: Do questions in Pro Q on chapters 18 through 25. Estimate 4 hours.
9	<p style="text-align: center;">23-29</p> <ul style="list-style-type: none"> • OBM Questions: Do practice questions on the thumb drive pertaining to chapters 1-6. Go over the ones that you got wrong. Do a good diagnosis. Was it a knowledge mistake? No problem. Go into the book and learn the material! Was it a reading mistake? No problem. Be conscious of the necessary adjustments you need to make in your exam style of answering questions! This pays huge dividends. Estimate 8 hours. • Criminal Law (LAW): Read chapters 2-8 (75 pages = 12 per day. <i>Note:</i> law is less dense than procedure so reading should be quicker; use the same technique as with PRO).

10	<ul style="list-style-type: none"> • September 30 • OBM Lectures: Listen to Chapters 7-12. Underline. Work it! Estimate 8 to 10 hours. • LAW: Read chapters 9-20 (188 pages = 31 per day. Note: Chapter 14 is largely a repeat of JV Chapter 3). <p style="text-align: center;"><u>October</u> 1-6</p>
11	<ul style="list-style-type: none"> • 7-13 • OBM Questions: Do all the practice questions for chapters 7-12 on thumb drive. Estimate 8 hours. • Boston Rules and Procedures (R&P) Lectures: Listen to lecture on 102, 103, 103A, 103B, 104, 104A, 105, 106, 109, 110, 111, 112, 113 and 114. Estimate 3.5 hours. <p style="text-align: center;">Captains only!</p> <ul style="list-style-type: none"> • R&P Lectures: Listen to lecture on 107. Estimate 10 minutes.
12	<ul style="list-style-type: none"> • October • Ethics Lectures: Listen to whole book. Underline. Work it! Estimate 8 to 10 hours. • LAW: Read chapters 21-35 (150 pages = 25 per day). <p style="text-align: center;">14-20</p>
13	<ul style="list-style-type: none"> • 21-27 • Ethics Questions: Do all the practice questions on thumb drive. Estimate 8 hours. • R&P Lectures: Listen to lecture on 200, 201 (pages 1 and 2 only), 202, 203, 204, 205, 206, 300, 301, 302, 303, 303A, 304, 306, 306A, 307, 309, 309A, 310, 311, and 314. Estimate 3.5 hours.
14	<ul style="list-style-type: none"> • October 28-31 • R&P Questions: Do practice questions on thumb drive for Rules 102 to 314. Estimate 2.5 hours. • LAW Q book: Do practice questions on chapters 2-35. Estimate 5 hours. • JV Lectures: Listen to chapters 1-12. Underline. Work it! Estimate 5 hours. <p style="text-align: center;"><u>November</u> 1-3</p>
15	<ul style="list-style-type: none"> • 4-10 • R&P Lectures: Listen to Rules 315, 316, 317, 318, 318A, 318B, 318C, 318D, 318E, 320, 320A, 320B, 321, 322, 322A, 323, 324, 324A, 325, 326, 327, 327A, 327B, 328, 329, 330, 400, 400A and 401. Estimate 4 hours. • R&P Questions: Complete for Rules 315 to 401. Estimate 2.5 hours. • JV Lectures: Listen to rest of juvenile coverage. Underline. Work it! Estimate 3 hours.
16	<ul style="list-style-type: none"> • 11-17 • PRO Lectures: Listen to chapters 1-7. Estimate 5.5 hours. • Freestyle: Pick the management book you want to re-listen to completely, or just listen to priority chapters in two books. What is it going to be – CP/POP, M&LP, or Ethics? Or would it be better to go over the management practice questions again? You decide! Estimate 5.5 hours.

17	<p>November 18-24</p> <ul style="list-style-type: none"> • PRO Lectures: Listen to chapters 8-16. Estimate 5.5 hours. • LAW Lectures: Listen to chapters 1-18. Estimate 5.5 hours.
18	<p>November 25-30 December 1</p> <ul style="list-style-type: none"> • PRO Lectures: Listen to chapters 16-25. Estimate 5.5 hours. • LAW Lectures: Listen to chapters 19-35. Estimate 5.5 hours.
19	<p>December 2-8</p> <p><u>Last big week of work! Make it count!</u></p> <ul style="list-style-type: none"> • Freestyle: Pick the management book you want to re-listen to, or just listen to priority chapters, or maybe you want to go over the Rules & Regulations outlines and/or practice questions. You decide! Estimate 5.5 hours. Captains may want to take it up to 7 hours. <p>Lieutenants only!</p> <ul style="list-style-type: none"> • MV Lectures: Listen to all assigned chapters. Estimate 6.5 hours. You can skip this if you feel you're ready enough on MV law, and maybe add a little more freestyle.
20	<p>9-14</p> <ul style="list-style-type: none"> • Boston Special Orders (SO): Listen to lecture on 12-044, 12-035, 13-033, 13-030, 13-025, 94-023, 05-013, 03-009, 99-036, 96-013. Estimate 2 hours. • SO Questions: Complete all applicable questions. Estimate 1 hour. • Freestyle: Pick the management book you want to re-listen to, or just listen to priority chapters, or maybe you want to go over the Rules & Regulations outlines and/or practice questions. You decide! 2 hours maximum. Keep it light this week. <p>Captains only!</p> <ul style="list-style-type: none"> • SO: Listen to lecture on 12-043, 13-009. Estimate 30 minutes. <p>NO STUDYING – AT ALL – THE DAY BEFORE THE EXAM.</p> <p>YOU ARE READY . . . GAME DAY: DECEMBER 14, 2019!</p>

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