

BALTIMORE COUNTY
POLICE DEPARTMENT



Test Preparation Guide
Police Cadet/Police Officer

Table of Contents

Overview	3
Section 1: Reading Comprehension	5
Section 2: Vocabulary	7
Section 3: Spelling	8
Section 4: Grammar	10
Section 5: Sequencing/Logical Order	14
Next Steps	16
Vocabulary List	17

OVERVIEW

Taking the written examination is the first step in the selection process in starting a career with the Police Department. Candidates who do not pass the written exam do not go any further in the selection process.

The written examination is designed to test basic skills and aptitudes: how well you can understand what you read, perform basic math computations, understand vocabulary and grammar use, and to evaluate your common sense, judgment, and general attitudes toward people and teamwork.

The exam will consist of a total of 85 questions. The examination will cover the following subject areas:

- Reading Comprehension
- Vocabulary
- Spelling
- Grammar
- Sequencing/Logical Order

Demonstrated skill in these five areas is very important in obtaining a career as a police officer.

GENERAL TEST TAKING INSTRUCTIONS

- Get to the testing site about 15 minutes early. Directions to the testing location can be found on your examination notice that was sent to you by e-mail or U.S. mail. You will be asked to present your examination notice and photo ID before entering the testing room. The test will start promptly. Latecomers may be asked to take the exam at a later test session or another testing date, if one is available.
- Once you have been seated, place all of your personal belongings including purses, wallets, drinks, hats, keys, and any pencils you brought with you under the table. You will be provided with a No. 2 pencil, scratch paper, and an answer sheet to record your test answers. Cell phones, calculators, and other electronic devices are prohibited. They must be turned off and placed under the table with your other personal belongings.
- Listen to instructions and directions from the test administrator. Make sure that you understand the instructions. If you need assistance during the examination, raise your hand and one of the test monitors will come to you to assist you.

- Use your test time wisely. You will be given 2 hours to complete the examination. Pace yourself. Skip over difficult questions and come back to them once you have completed easier questions. Make a note of the skipped test item on your scratch paper so that you may revisit it. You will not be given additional time to complete the examination. If you need special testing accommodations, please call the Office of Human Resources at (410) 887-3135 to speak with a member of the Human Resources Employment Division.
- Mark all your answers on the answer sheet. Be sure that you darkened the circle next to the number that corresponds to the number of the question being answered. Make sure your marks do not go outside the spaces outlined for them. Do not make any stray marks on the answer sheet. If you wish to change an answer, erase completely the mark in the blackened space and mark your answer under the appropriate letter on the answer sheet. Do not mark in the test booklets.
- Please note that each question has only one correct answer. Mark only one answer for each question on the answer sheet. If you mark more than one answer for a particular question, the question will be counted wrong.
- Don't be afraid to guess. No question is meant to be a trick question. Answer all the questions, since your score is based upon the total number of questions that you answer correctly. If you are not sure of an answer to a test question, you should take an educated guess.
- When you complete the examination, check your answer sheet to make certain that you have answered every question. If you complete the examination before time is called, you may go back and review your answers or hand in all of your materials that include the answer sheet, the scratch paper, No. 2 pencil, test booklet, and examination notice (if applicable). You will be asked to present your driver's license again to the test monitors to ensure that you are indeed the applicant that took the examination.

SECTION 1: **READING COMPREHENSION**

The reading comprehension section of this examination contains 15 questions. Each question in the reading section consists of a paragraph explaining a topic related to police services and five statements that are related to the paragraph. Some questions instruct you to select the statement that is the main point of the paragraph. Other questions instruct you to select the statement that is best supported by the information in the paragraph.

- a. The main point of a paragraph is the most important idea in the paragraph. All of the information in a paragraph should be tied together by the main point. Incorrect statements (wrong answers) cover only a minor part of the paragraph or contain information that is not taken from the paragraph.
- b. The statement best supported by a paragraph is a statement that is based only on information provided in the paragraph. It does not include misinterpretations of the paragraph or information taken from other sources. The best supported statement does not need to be the main point of the paragraph.

Read carefully through the paragraph and all the statements. Note whether you are looking for the main point of the paragraph or the statement best supported by the paragraph. Then select the statement that is the best answer. You may think of another answer that is not given, but you are to select the best answer from among the choices given. You do not need any training or experience as a police officer to answer these questions.

Sample Question #1

Unless stated by law elsewhere, the maximum speed limits are: 30 miles an hour on highways in a business district, 35 miles an hour on divided highways in a residential district, and 55 miles an hour on other divided highways. Except for the maximum speed of 55 miles per hour, speed limits can be changed by local authorities. No highway can have a speed limit of more than 55 miles an hour.

This paragraph best supports the statement that:

- A. All divided highways have a speed limit of 55 miles per hour.
- B. Speed limits listed in this law take precedence over conflicting posted limits.
- C. Minimum posted speed limits cannot be less than 30 miles an hour.
- D. The maximum speed limit on residential divided highways is 35 miles per hour.

Answer “D” is correct. The paragraph states that the maximum speed limit is 35 miles an hour on divided highways in a residential district. Answer “A” is incorrect because all divided highways do not have a speed limit of 55 miles an hour. Answer “B” is incorrect because local authorities can change the speed limits. Answer “C” is incorrect because the paragraph does not say anything about minimum speed limits.

Sample Question #2

All emergency vehicles must have all regular vehicle equipment plus a siren, whistle, or bell. Every emergency vehicle must have signal lamps mounted as high as possible. These lights must be visible from the front and rear at a distance of 500 feet. Law enforcement officers can display red and/or blue signal lights. Fire departments and rescue squads can use red and/or white signal lights. Ambulances may use red and/or white signal lights. State vehicles in response to oil or hazardous material spills may display red and/or white signal lights. These signal devices may be used by authorized vehicles only for emergencies. Taxicabs may use flashing green lights on the roof or outside rear or front to indicate an emergency such as a holdup.

This paragraph best supports the statement that:

- A. Flashing lights must be used to indicate slow moving vehicle.
- B. In emergencies, taxicabs may use flashing green lights.
- C. Police officers must display blue flashing lights.
- D. Amber signal lights may be used on the way to an emergency scene.

The correct answer is “B”. The last sentence of the paragraph clearly states that taxis may use flashing green lights to indicate an emergency. Answer “A” may be correct, but the paragraph does not mention the rules for slow moving vehicles, therefore the paragraph cannot support the statement. Answer “C” is incorrect because the paragraph states that law enforcement officers may use red and/or blue lights. Answer “D” is incorrect since the paragraph does not mention amber lights at all.

Test taking tips for Reading Comprehension Questions:

- Read the question before reading the passage. This will give you a hint as to what information you should gather from the passage. Is the question asking you to find the main point of the passage, to make an inference from the information given in the passage, or to interpret what the passage means? Reviewing the question first will help direct your attention as you read.
- Read the paragraph carefully. Concentrate exclusively on the material in the passage. You may want to take notes on your scratch sheet of paper. Be sure not to write in the test booklets.
- Answer the reading comprehension questions solely on the basis of the information provided in the reading passage. The questions are not trick questions. Do not read anything into the passage or draw from your knowledge and/or experience on a topic in this section.
- Return to the questions. Be sure you know what it asks. Misreading a question is the major cause of error on these types of questions.

- Read the corresponding answer choices carefully. Eliminate choices that are obviously wrong answers. Look for words that make the answer choice incorrect.

SECTION 2: VOCABULARY

Police Officers need to be able to communicate effectively with others. Using good vocabulary and correct spelling is important when writing and speaking. Police Officers also need to be able to speak, understand, read, and write the English language efficiently. To test your vocabulary skill, the test questions could deal with synonyms, antonyms, context, or simple definitions.

Synonyms are words that share the same meaning or nearly the same meaning as other words. Antonyms are words with opposite meaning. Vocabulary in context questions asks you to determine the meanings of particular words. It is helpful for you to use the context of the sentence can help you figure of the meaning of the vocabulary word in the question.

The vocabulary section of the exam will consist of **15** questions.

Sample Question #1

You are to complete each sentence by choosing the answer which best completes the statement.

The police officer could not believe that his partner was a(n) _____ in the burglary of the nearby supermarket.

- accomplice
- delinquent
- defendant
- acquaintance

The correct answer is “a”. An accomplice is an associate in crime. A person that helps you commit a crime.

Sample Question #2

Choose the word that best completes the sentence, and then darken your answer by the appropriate number on your answer sheet.

A decision which has been corrected has been:

- ratified
- recognized
- rectified
- reinforced

The correct answer is “c”. To rectify means to correct by removing errors.

Sample Question #3

Choose the word that best describes the meaning of the underlined word in the sentence.

The unrepentant criminal expressed no remorse for his actions.

- a. sympathy
- b. regret
- c. reward
- d. complacency

The answer is “b”. Remorse means regret for one’s action. The part of the word here to beware of is the prefix re -. It doesn’t signify anything in this word, though it often means again or back. Don’t be confused by the two choices that also contain the prefix re-. The strategy here is to see which word sounds better in the sentence. The key words are unrepentant and no, indicating that you’re looking for something that shows no repentance. (Learning Express, 2003).

Vocabulary Test-taking Tips:

- Look for word parts that you know, such as the root, prefix, or suffix, and think of similar words that may give clues as to the meaning of the word in question.
- Pay close attention to the directions. Make sure you know when to look for opposite meaning rather than a similar one.
- Think of how the word makes sense in a sentence.
- Sound out the word inside your head to make sure you aren’t reading it wrong.
- Don’t be fooled by words that sound the same but have different meanings.
- Check back over your work if you have time remaining to make sure you haven’t made any careless mistakes. (Learning Express, 2003)

SECTION 3: SPELLING

The best way to prepare for a spelling test is to have a good grasp of spelling fundamentals and be able to recognize when those rules don’t apply. You have to develop a good eye to spot the errors. Here are some basic rules to review:

- *i* before *e*, except after *c*, or when *ei* sounds like a
Examples: piece, receive, neighbor
- *gh* can replace *f* or be silent
Examples: enough, night
- Double the consonant when you add an ending
Examples: forget/forgettable, shop/shopping
- Drop the *e* when you add –ing
Example: hope/hoping
- The spelling of prefixes and suffixes generally doesn’t change
Examples: project, propel, proactive
(Learning Express, 2003).

There is real confusion when words sound identical but are spelled differently. Take a look and see if any of these present problems for you.

Their/there/they're

- *Their* indicates possession by more than one person, not including the speaker (That's *their* car).
- *There* indicates distance from the speaker (That's their car over *there*.)
- *They're* is a contraction for they are (That's their car over there; they're sitting inside).

Your/you're

- *Your* indicates possession by someone the speaker is talking to (*Your* golf game has improved.)
- *You're* is another contraction, meaning you are (*Your* golf game has improved. *You're* just about to break par.)

Its/it's

- *Its* is the possessive form of it – as in The department has really raised its standards.
- *It's* is a contraction of it is – The department has really raised its standards and *it's* a great morale booster.

(Kaplan, 2008)

The spelling section of the exam will consist of **20** multiple choice questions. Choose the word that is spelled correctly.

Sample Question #1

She did not actually _____ the stolen goods.

- a. receive
- b. recieve
- c. receve
- d. recive

The correct answer is “a”. Remember the first spelling rule listed on the previous page, i before e except after c.

Sample Question #2

He was warned not to use _____ force.

- a. exessive
- b. excesive
- c. excessive
- d. excesive

The correct answer is “c”.

SECTION 4: GRAMMAR

There is plenty of writing involved in Police work. The grammar section of the written exam helps the department whether or not applicants are capable of this aspect of the job. Police Officers must be able to write correctly and have a good grasp of the English language. You should review grammar rules including complete sentences, capitalization, punctuation, subject-verb agreement, verb tenses, pronouns, and confusing word pairs. The tips and exercises below will help you improve your skills in this area. This test prep guide will not cover all the information you may need to review in this area. You should visit your local library or use the Internet for more sources of information on this topic. There will be **15** multiple-choice questions in this section of the written examination for Police Officer test.

Complete Sentences and Sentence Fragments

A sentence expresses a complete thought, while a fragment is missing something – it could be a verb or it could be a subject, but the sentence does not express a complete thought. When you are writing for the workplace, complete sentences are the correct and expected format for most pieces of information.

Examples:

The assistant filing folders.	SENTENCE FRAGMENT
The assistant was filing folders	COMPLETE SENTENCE

Leaving messages for me.	SENTENCE FRAGMENT
Janet was leaving messages for me.	COMPLETE SENTENCE

The first fragment is this pair of sentences is an example of a sentence that is missing part of its verb. It needs the helping verb *was* before *filing* to make a complete thought. The second fragment has neither a subject nor a verb (Learning Express, 2008).

Sample Question #1

Choose the option that is a complete sentence.

- a. We saw the tornado approaching.
- b. When we saw the tornado approaching.

“A” is the correct answer.

Capitalization

The written exam may have questions that test your ability to use capital letters correctly. If you familiarize yourself with the most common capitalization rules, you will be better prepared to correct these errors.

- Capitalize the first word of a sentence. If the first word is a number, write it as a word.
- Capitalize the pronoun I.
- Capitalize the first word of a complete quotation: “*What is the address?*” *she asked*. However, do not capitalize the first word of a partial quotation: *He called me “the best employee” and nominated me for an award.*
- Capitalize proper nouns and proper adjectives. Proper nouns are names of people, places, or things like *Barack Obama; Houston, Texas, or Mississippi River*. They are different from common nouns like *president, city, state, or river*.
- Proper adjectives are adjectives formed from proper nouns. For instance, if the proper noun is *Japan*, the proper adjective would be *Japanese language*. If the proper noun is *South America*, the proper adjective would be *South American climate*. (Learning Express, 2008).

Sample Question #2

Choose the option that is capitalized correctly.

- This year we will celebrate christmas on Tuesday, December 25 in Manchester, Ohio.
- This year we will celebrate Christmas on Tuesday, December 25 in manchester, Ohio.
- This year we will celebrate Christmas on Tuesday, December 25 in Manchester, Ohio.
- This Year we will celebrate Christmas on Tuesday, December 25 in Manchester, Ohio.

The correct answer is “c”. The first word of the sentence is capitalized. Christmas is capitalized because it is a proper noun. Days of the week and months of the year are also capitalized. Manchester, Ohio is a city and state name. These are also proper nouns that should always be capitalized in a sentence.

Punctuation

The written exam may test your punctuation skills. Make sure you know how to use periods, commas, and apostrophes correctly.

Periods

Here is a quick review of the rules regarding the use of a period.

- Use a period at the end of a sentence that is not a question or an exclamation.
- Use a period after an initial in a name: Millard K. Furham.
- Use a period after an abbreviation, unless the abbreviation is an acronym. Abbreviations: Mr., Ms., Dr., A.M., General Motors Corp., Allied Inc. Acronyms: NASA, AIDS
- If a sentence ends with an abbreviation, use only one period (We brought food, tents, sleeping bags, etc.) (Learning Express, 2003).

Commas

Commas are more important than many people realize. The correct use of commas helps present ideas and information clearly to readers. Missing or misplaced commas, on the other hand, can confuse readers and convey a message quite different from what was intended.

Here is a quick review of the most basic rules regarding the use of commas.

- Use a comma before and, but, so, or, for, nor, and yet when they separate two groups of words that could be complete sentences. ***Example:*** The coaches laid out the game plan, and he team executed it to perfection.
- Use a comma to separate items in a series. ***Example:*** The student driver stopped, looked, and listened when she got to the railroad tracks.
- Use a comma to separate two or more adjectives modifying the same noun. ***Example:*** The hot, black, rich coffee tasted great after an hour in below-zero weather.
- Use a comma after introductory words, phrases, or clauses in a sentence. ***Example:*** Usually, the class begins with a short writing assignment.
- Use a comma after a name followed by Jr., Sr., or some other abbreviation. ***Example:*** The class was inspired by the speeches of Martin Luther King, Jr.
- Use a comma to separate items in an address. ***Example:*** The car stopped at 1433 West G Avenue, Orlando, Florida 36890.
- Use a comma to separate a day and a year, as well as after the year. ***Example:*** I was born on July 21, 1954, during a thunderstorm.
- Use a comma after the greeting of a friendly letter and after the closing of any letter. ***Example:*** Dear Uncle Jon, Sincerely yours,
- Use a comma to separate contrasting elements in a sentence. ***Example:*** Your essay needs strong arguments, not strong opinions, to convince me.
- Use commas to set off appositives (words or phrases that explain or identify a noun). ***Example:*** My cat, a Siamese, is named Ron. (Learning Express, 2008).

Apostrophes

There are two very important rules regarding the use of apostrophes.

Use an apostrophe to show that the letters have been omitted from a word to form a contraction. Examples: do not = don't; I will = I'll; it is = it's

Use an apostrophe to show possession. Examples: Juan's dog; Nikia's house.

See chart below.

Singular nouns (add 's)	Plural nouns ending in s (add ')	Plural nouns not ending in s
boy's	boys'	men's
child's	kids'	children's
lady's	ladies'	women's

Agreement between subject and verb

1. When a word refers to one person or thing, it is singular in number. When a word refers to more than one, it is plural in number.
2. A verb agrees with its subject in number.
 - a.) Many applicants are hoping to pass the test. (The plural verb are agrees with the plural subject applicants.)
 - b.) An officer in the station brings his lunch to work. (The singular verb brings agrees with the singular subject officer.)

Regular verbs and irregular verbs

1. A regular verb is one which forms its past and past participle forms by adding -ed or -d to the present forms.

<u>Present</u>	<u>Past</u>	<u>Past participle</u>
Ask	asked	(have) asked
Use	used	(have) used

2. An irregular verb is one that does not form its past and past participle forms by adding -Ed or -d to the present form.

<u>Present</u>	<u>Past</u>	<u>Past participle</u>
Begin	began	(have) begun
Drink	drank	(have) drunk
Run	ran	(have) run

Consistency of tense

Do not change needlessly from one tense to another. When writing about the past, choose verbs in the past tense. Do not change to the present tense.

1. The attacker walked up to her and shakes her. (WRONG)

- (walked is in the past tense and shakes is in the present tense.)
2. The attacker walked up to her and shook her. (RIGHT)
(both walked and shook are in the past tense.)

Regular comparison of modifiers

1. A modifier of one syllable forms its comparative and superlative degrees by adding –er and –est.

short shorter shortest

2. Some modifiers of two syllables form their comparative and superlative degrees by means of “more” and “most”.

simple simpler simplest
foolish more foolish most foolish

3. Modifiers having more than two syllables form their comparative and superlative degrees by means of “more” and “most”.

obedient more obedient most obedient

Sample Question #3

For each question, you are to select the answer that is expressed most correctly, and then blacken the proper space on your answer sheet. Be aware that there may be errors in word order or usage, punctuation, and verb tenses. Some sentences have more than one error. Only ONE answer for each question is written correctly.

- a. The suspect was arrest for jaywalking.
- b. The driver of the first car failed to yield the right-of-way.
- c. The officer seen the accident himself.
- d. Him and I was the first at the scene.

The correct answer is “b”.

SECTION 5: LOGICAL ORDERING/SEQUENCING

This section of the written examination consists of **20** multiple- choice questions. Each question in this section consists of a numbered list of sentences. Arrange the sentences in the logical order if their occurrence. You will be give scrap paper to jot down any notes. Do not write in the test booklet.

Sample Question

Please arrange the following numbered list of sentences in the logical order of their occurrence (chronological order).

1. The applicant sets the alarm clock.
2. The applicant arrives at the test site.
3. The applicant's alarm clock rings and wakes the applicant.
4. The applicant starts the car.
5. The applicant gets dressed and eats breakfast.
6. While the car is running, the applicant scrapes the ice off the windshield.

Which of the events most logically occurred first?

- a. 1
- b. 2
- c. 3
- d. 5

Which of the events most logically occurred fourth?

- a. 2
- b. 4
- c. 5
- d. 6

Which of the events most logically occurred last?

- a. 2
- b. 4
- c. 5
- d. 6

Logically, the applicant must set the alarm clock and go to sleep before the alarm can ring and wake him up. The applicant must get dressed before he can go outside. The applicant must start the car before he can scrape the windshield while the car is running. The applicant must have gotten up, dressed and driven the car to arrive at the test site.

The correct order of the events is 1, 3, 5, 4, 6, 2. Therefore, the answer to question number 1 is "A", the answer to question number 2 is "B", and the answer to question number 3 is "A".

It is easiest to answer the chronological order of questions if you arrange the events in the proper order (sequence) first. Carefully note to which portion of the sequence the question refers (i.e., first, second, last, etc).

NEXT STEPS

You will be notified of your test results by e-mail or U.S. mail between 4-6 weeks after your examination date. Based on your score on the written examination, you may be invited to participate in the physical agility test later on in the process. Personnel from the Police Department will notify you of the physical ability test dates, time, and location of this test.

Thank you for choosing a career with Baltimore County Police Department.

VOCABULARY LIST

A

Abandoned	deserted
Absolutely	positively
Accident	an event occurring by chance or unintentionally
Accommodate	adapt, adjust
Accomplice	an associate in crime
Accomplish	achieve, perform
Accost	to approach and speak of
Acquaintance	a person one has knowledge of
Addict	to devote oneself to something in excess
Admissible	allowable
Advise	counsel
Allegedly	stated as a fact without proof
Ambulance	a vehicle equipped for carrying the injured or sick
Amphetamine	drug that stimulates the nervous system
Anonymous	of unknown origin
Apparent	visible, evident, obvious, seeming
Appeal	to take steps to have a case reheard in a higher court
Appreciate	to be grateful for
Appropriate	suitable
Arrest	to take into legal custody
Assault	a violent attack
Assistance	help, aid
Attempted	tried
Attendance	the number of persons present
Attorney	a legal agent qualified to act for a person in legal proceedings
Auxiliary	providing help
Available	accessible for use; at hand; usable

B

Barbiturate	drug used as a sedative or hypnotic
Behavior	personal conduct
Belligerent	waging war
Beneath	below, under
Beneficial	helpful
Boundaries	borders
Bureau	an administrative unit
Burglar	a person who forces entry into a building with intent to steal
Business	commercial enterprise or industry

C

Cadet	a student in a service academy
Canceled	deleted, remove
Certificate	a document testifying to the truth of a fact
Chauffeur	a person employed to drive an automobile

Chronological	arrangement of events in the order of their occurrence
Citizen	an inhabitant of a city or town
Civil	of or relating to citizens or to the state as a political body
Civilian	a person not on active duty in a military, police, or fire fighting force
Collision	to come together with a solid impact
Command	order
Commendation	praise
Complainant	person making a formal accusation
Compliment	a flattering remark
Comprehensive	inclusive
Conclusion	outcome, result
Conduct	guide, escort
Confession	acknowledgement of guilt
Confidential	secret, private
Consciousness	aware, mentally awake or alert
Conspicuous	attracting attention
Cooperation	to act jointly with another or others
Coordinate	to work or act together harmoniously
Corporal	an officer ranking next below a sergeant
Counsel	advise, recommend
Courtesy	politeness
Crime	a serious offense against the public law
Criminal	one who has committed a crime
Criticize	to evaluate, find fault
Custody	immediate care or charge

D

Damage	loss or harm due to injury to persons, property or reputation
Deceased	dead
Defendant	person required to make answer in a legal action or suit
Delinquent	offending by violation of law
Demeanor	conduct, bearing
Demonstrate	to prove or make clear by reasoning or evidence
Department	a functional division as of government
Deposition	testimony
Description	an account of something
Designate	indicate, specify
Detain	to hold in or as if in custody
Detective	a person employed in discovering lawbreakers or getting information that is not readily accessible
Detention	confinement, a period of temporary custody prior to court action
Device	scheme, stratagem
Different	unlike, dissimilar
Disabled	to disqualify legally
Disaster	a sudden or great misfortune
Discipline	to bring under control, to impose order upon
Discussed	talked about
Dismissed	refused further judicial hearing or consideration to

Disobedience	neglect or refusal to obey
Dispatcher	sends public safety employees on official business with promptness or speed
Distribute	deliver
District	a fixed territorial division
Division	one of the parts into which a whole is divided
Domestic	of or relating to the household or the family
Drunkenness	a state resulting from the excessive use of alcohol

E

Effect	result
Efficient	productive of desired effects, especially without loss or waste; competent
Eligibility	qualified to participate or be chosen
Emergency	an unforeseen happening or state of affairs requiring prompt action
Encounter	to meet as an enemy, fight
Equipment	material necessities such as tools, gear, provision or furnishings
Escape	to get away
Especially	specially, particularly
Essential	of the utmost importance, indispensable
Evaluate	appraise, value
Eviction	to put a person out from a property by legal process
Evidence	proof, testimony
Evident	clear to the vision and understanding, obvious apparent, plain
Exonerate	to free from blame
Explosive	tending to react violently
Express	to make known, show, state
Extradition	a surrendering of an alleged criminal to a different jurisdiction for trial

F

Fatally	mortal, deadly, disastrous
Forcible	obtained or done by violence
Fugitive	one who flees or tries to escape
Fundamentally	primary, basic, essential

G

Gambling	to play a game for money or other stakes
Gratify	to afford pleasure to
Gratitude	thankfulness
Guard	one who supervises prisoners

H

Habitual	customary
Hallucination	perception of unreal objects or events, usually due to use of drugs or disorder of the nervous system

Handicapped	at a disadvantage
Hazardous	a source of danger
Heinous	hatefully or shockingly evil
Hereditary	passing by inheritance
Heroin	an addictive narcotic drug made from morphine
Homicide	a killing of one human being by another
Hysterical	uncontrollable fear or emotion

I

Ignite	to set afire or catch fire
Ignorance	lack of knowledge
Illegal	not lawful
Illegible	not capable of being read, unclear
Illicit	not permitted, unlawful
Illiterate	having little or no education, especially unable to read or write
Illness	sickness
Imitation	copy, counterfeit
Immature	lacking complete development
Immediately	done at once
Immobilize	to make incapable of being moved
Immune	exempt, having a special capacity for resistance
Impact	a forceful contact or collision effect
Impede	to interfere with the progress of
Imperative	urgent
Implement	to carry out, fulfill
Implicate	imply, involve
Incarcerate	imprison, confine
Incidents	a definite, distinct occurrence; an event
Incompetent	lacking sufficient knowledge, skill, strength, or ability
Increase	to become greater, grow
Indictment	to charge with an offense
Indispensable	absolutely essential, requisite
Influence	sway, modify
Information	knowledge of a specific event or situation
Initially	at the very beginning
Initiate	start, begin
Innocent	blameless
Inquiry	a request for information
Insanity	not mentally sound, mad
Insignia	badge, emblem
Intercept	to stop or interrupt the progress or course of
Interrogate	to question, especially formally and systematically, ask
Intoxicated	drunk
Investigate	to observe or study by close examination and systematic inquiry
Irrelevant	not applicable
Irresistible	impossible to successfully resist
Itemize	to set down in detail, list

J

Jeopardy	exposure to death, loss or injury
Jurisdiction	the limits or territory within which authority may be exercised
Justifiable	proven to be just, right or reasonable
Juvenile	of, relating to, or characteristic of children or young people

K

Kidnap	to carry a person away by unlawful force or by fraud and against his will
Knowledge	something learned and kept in the mind

L

Lacerate	to tear roughly
Larceny	theft
Latent	present but not visible or active
Legibility	capable of being read, clear
Legitimate	lawful
Leniency	of mild and tolerant disposition or effect
License	a document, plate or tag evidencing a license granted
Lieutenant	an officer ranking above sergeant and below captain
Liquor	distilled alcoholic beverage
Logical	sound reasoning

M

Maim	mutilate, disfigure or wound seriously
Maintenance	to keep in an existing state, as of repair
Malfunction	to fail to operate in the normal or usual manner
Malpractice	a dereliction of professional duty or a failure of professional skill that results in injury, loss or damage
Mandatory	obligatory, containing or constituting a command
Maniac	lunatic, madman
Manner	a characteristic or customary mode of acting
Marijuana	an intoxicating drug obtained from the hemp plant and smoked in cigarettes
Medicinal	tending or used to relieve or cure disease or pain
Memorandum	a written reminder
Merchandise	the goods bought and sold in a business
Mileage	distance in miles traveled
Misconduct	intentional wrongdoing, improper behavior
Misdemeanor	a crime less serious than a felony
Mistrial	a trial that has no legal effect, as by reason of an error
Monetary	of or relating to money
Morale	morality, the mental and emotional attitudes of an individual to the tasks expected of him
Morgue	a place where the bodies of persons found dead are kept until released for burial

Mutinous	willful refusal to obey constituted authority, especially revolt against a superior officer
Mysterious	something not understood or beyond understanding

N

Narcotic	a drug that dulls the senses and induces sleep
Necessary	positively needed
Neglected	disregarded, left undone or unattended, especially through carelessness
Neighborhood	the section lived in by people located near one another, and usually having distinguishing characteristics
Nicotine	a poisonous substance found in tobacco and used as an insecticide
Nondescript	not belonging to any particular class or kind
Nuisance	an annoying or troublesome person or thing

O

Obituary	a notice of a person's death
Objection	to oppose something, protest
Obligation	duty
Obscene	repulsive, gross, coarse
Obsolete	outmoded, no longer in use
Obstacle	something that stands in the way or opposes
Obstruction	the state of being blocked by an obstacle, hindrance
Occasion	a special event
Offense	crime
Officially	formally
Omission	to leave out or leave unmentioned, neglect
Opinion	judgement
Opium	an addictive narcotic drug that is the dried juice of a poppy
Opponent	one that resists, adversary
Oppose	to strive against, resist
Optional	something offered for choice
Ordeal	a severe trial or experience
Ordinary	usual, to be expected
Origin	ancestry, cause
Orphan	a child deprived by death of one or usually both parents
Overtake	to catch up with

P

Panic	a sudden, overpowering fright, terror, fear
Pardon	excuse of an offense without penalty
Partial	biased
Particular	of or relating to a specific person or thing
Pathetic	evoking tenderness, pity or sorrow
Patience	the practice, habit or fact of bearing pain or trials without complaint

Patients	persons under medical treatment
Patrol	the action of going the rounds for observation or the maintenance of security
Peaceable	a state of calm and quiet
Peculiar	belonging exclusively to one person or group, distinctive, queer, odd
Penalize	to be punished for crime or offense
Penetrate	to enter into
Penitentiary	a state or federal prison
Periodic	occurring at regular intervals of time
Perjury	the voluntary violation of an oath to tell the truth, false swearing
Perpetrate	to be guilty of, commit
Perseverance	to persist
Persistent	to go on resolutely or stubbornly in spite of difficulties
Personal	private
Personnel	the body of persons employed by or active in an organization, business or service
Persuade	to move by argument or entreaty to a belief or course of action
Pertinent	relating to the matter under consideration, relevant
Perverted	turned away from what is right or good, corrupted
Petition	an earnest request, entreaty
Pharmacy	drugstore
Placard	poster, an announcement posted in a public place
Placate	to soothe, especially by concessions, appease
Plaintiff	the complaining party in a lawsuit
Plight	condition, state, especially a bad state
Polygraph	an instrument for recording variations of several different pulsations simultaneously
Pornography	the depiction of erotic behavior designed primarily to cause sexual excitement
Possession	control of property
Possible	being within the limits of ability, capacity or realization
Precaution	a measure taken beforehand to prevent harm
Precinct	an administrative subdivision, district
Precise	definite, exact
Predicament	a difficult or trying situation
Prejudice	an opinion for or against something without adequate basis
Preliminary	something that precedes or introduces the main business or event
Presumptuous	taking liberties, overbold
Prohibit	to prevent from doing something
Punctual	prompt
Punishment	penalty
Pursuing	chasing

Q

Qualification	imitation, modification
Quash	to set aside by judicial action, void
Quell	to put down, crush
Query	question

R

Rampant	unchecked in growth or spread, rife
Ransack	to search thoroughly, especially to rob
Ratified	approved and accepted formally
Reasonable	moderate, fair
Rebuttal	the act of refuting, especially formally, by evidence and arguments
Receive	to take or acquire
Receptacle	container
Recognize	to identify as previously known
Recommend	to present as deserving of acceptance or trial
Rectify	correct
Recurrence	to occur or appear again, especially after an interval
Regression	reversion to an earlier mental or behavioral level
Regulate	control
Reinforce	to strengthen with new force, aid, material or support
Relentless	mercilessly hard or harsh
Relevant	bearing upon the matter at hand
Relinquish	to withdraw or retreat from, abandon
Rendezvous	a meeting in an appointed place
Representative	a typical example of a group, class or quality
Reprimand	a severe or formal reproof
Repulse	rebuff, rejection
Reputation	overall quality or character as seen or judged by people in general
Requisition	formal application or demand
Residence	dwelling
Resistance	opposition
Responsible	reliable, trustworthy
Restraint	the state of being limited, restricted or kept under control
Restriction	something that limits
Resuscitate	to revive from a condition resembling death
Retribution	punishment, revenge
Revenge	to inflict harm or injury in return for a wrong, avenge
Robbery	the theft of something from a person by the use of violence or a threat
Ruptured	broken or torn apart
Ruthless	having no pity, merciless, cruel

S

Salvage	to rescue from destruction
Saturate	to soak thorough
Screech	shriek
Security	safety, freedom from worry, protection
Seize	take possession of by force, arrest
Severity	marked by strictness or sternness
Significant	important
Similar	like, comparable
Simplify	make less complex
Situation	condition, circumstances

Smoldering	to burn and smoke without flame
Solicit	entreat, beg
Solitary	lonely, secluded, sole, only
Spontaneous	done or produced freely, naturally and without constraint
Statutory	lawful
Stimulate	to make active
Strive	labor hard, to make effort, attempt
Substantiate	verify, prove
Sufficient	adequate to accomplish a purpose or meet a need
Suicide	the act or an instance of intentionally killing oneself
Summons	to call to a meeting or order to appear in court
Superficial	of or relating to the surface or appearance only
Suppress	subdue, keep from being known
Surveillance	close watch, supervision
Suspect	one who is imagined to be guilty without proof
Suspicion	mistrust
Sympathizer	one who feels or shows compassion, pity, favor or support
Systematic	regular method or order

T

Tactic	a device for accomplishing an end
Tactical	of or pertaining to tactics
Tampering	to carry on underhand negotiations; to interfere so as to weaken or change for the worse
Technical	of or pertaining to tactics
Temperamental	excessive sensitiveness or irritability
Tendency	drift, trend
Termination	conclusion, finish
Terminology	the special terms used in a business, art, science or special subject
Testify	to make a statement based on personal knowledge or belief
Testimony	a solemn declaration made by a witness under oath, especially in a court of law
Theory	a believable general principle offered to explain observed facts, hypothesis, guess
Thoroughfare	a public road or street
Threshold	the sill of a door
Tolerate	to allow to be or be done without hindrance
Torment	to cause severe suffering of body or mind, harass
Toxic	poisonous
Tragedy	a disastrous event, misfortune
Transaction	an act or process of carrying out, performing, conducting, especially a business deal
Transcribe	to write a copy of
Transient	passing through a place with only a brief stay
Transparent	clear enough to see through
Treacherous	untrustworthy, unreliable
Turmoil	an extremely confused or agitated condition

U

Ulterior	going beyond what is openly said or shown, hidden
Ultimatum	a final proposition, condition or demand
Unanimous	being of one mind, agreeing
Unavoidable	inevitable, unable to keep away from or prevent
Unconscious	deprived of awareness
Understand	to grasp the meaning of, comprehend
Uniformity	the state of having the same manner, form or degree
Unique	being the only one of its kind, single, sole
Universal	present or occurring everywhere, unlimited, general
Unusual	uncommon, rare
Urgent	calling for immediate attention, pressing
Urinalysis	analysis of urine, usually for medical purposes
Usually	commonly or frequently encountered, experienced, observed or used
Utilize	to make use of

V

Vagabond	wandering, homeless
Vagrant	one who wanders idly with no residence and no visible means of support
Vague	not clear, not definite or exact
Valid	having legal force
Vandalism	willful or malicious destruction or defacement of public or private property
Variation	a change in form, position or condition
Velocity	speed, quickness of motion
Vengeance	punishment inflicted in retaliation for an injury or offense, retribution
Venomous	poisonous, spiteful, malicious
Venue	the place in which the alleged events from which a legal action arises took place; also the place from which the jury is taken and where the trial is held
Verification	to establish the truth, accuracy or reality of
Vestibule	a passage or room between the outer door and the interior of a building
Vicinity	nearness, neighborhood, a surrounding area
Victim	a person cheated, fooled, injured or killed
Vigilance	the state of being alertly watchful, especially to avoid danger
Vigorously	carried out forcefully and energetically
Vindicate	to set free from an obligation or consequences of guilt, avenge, absolve, exonerate
Violence	exertion of physical force so as to injure or abuse
Visible	capable of being seen, apparent
Vocabulary	a list or collection of words usually alphabetically arranged and defined or explained
Voluntarily	done, made or given freely and without compulsion
Voucher	a written authorization
Vulgarity	an instance of coarseness of manners or language
Vulnerable	capable of being wounded, open to attack

W

Wandering	to move about aimlessly or without a fixed course or goal
Warehouse	place for the storage of merchandise
Warrant	evidence of authorization, especially a legal writ authorizing an officer to take action
Weapon	something (as a gun, knife or club) that may be used to fight with
Whimpering	to make a low whining, plaintive or broken sound
Whispering	to speak very low or under the breath
Wicked	evil, sinful, morally bad
Withdraw	to take back or away
Witness	testimony; one that gives evidence, especially one who testifies in a cause or before a court
Worry	to feel or express great care or anxiety, fret
Worthless	valueless, useless
Wreckage	ruin, broken remains

Y

Yield	to give way
Youngster	child
Youthful	being young and not yet mature, fresh

Z

Zeal	eager and ardent interest in the pursuit of something, enthusiasm, passion, fervor
Zest	a quality of enhancing enjoyment, relish, gusto
Zone	an area or region set off or distinguished in some way from adjoining parts

REFERENCES

John Douglas's Guide to the Police Officer Exams. Kaplan Publishing , NY, NY 2008.

Math and Vocabulary For Civil Service Exams. LearningExpress, LLC 2008.

Rafilson, PhD., Fred M. Master the Firefighter Exam, 16th edition. (Peterson's 2009)

The Complete Preparation Guide Police Officer Exam, 2nd edition. (Learning Express 2003).