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INTRODUCTION

This Study Guide provides important information about employment as a Corrections Recruit with the Las Vegas Metropolitan Police Department (LVMPD) and will help you to achieve your goal of becoming a Corrections Recruit with our agency. In the following pages, you will read some facts about the Department’s Detention Services Division (DSD), as well as information about promotional opportunities within the Division.

This Study Guide also provides information about the selection process, expectations of the Academy, a description of the Corrections Field Training Evaluation Program (CFTEP), and answers to frequently asked questions. The last section of this Study Guide contains sample test items, tips for test preparation and advice on effective test-taking strategies.

CLARK COUNTY DETENTION CENTER

The Clark County Detention Center (CCDC) is a new generation, Direct Inmate Supervision facility located in downtown Las Vegas. The current capacity for the Detention Center is approximately 3,400 inmates. The inmates are housed in one of 55 housing modules, depending on the classification of the inmate. The classification of an inmate is determined by current charges, previous charges, institutional behavior, special needs and gender. The housing modules are separated into minimum, medium, close, special needs and maximum/disciplinary classifications. In addition to the housing modules, the ground floor of the Detention Center also houses arrestees that have recently been booked into the facility. The CCDC is responsible for all persons arrested for felony and misdemeanor crimes within Clark County and persons arrested on federal charges. There are approximately 200 - 250 arrestees booked into the Detention Center on a daily basis.

In addition to the Clark County Detention Center, the North Valley Complex has recently opened. This facility is a low-level offender facility with the ability to hold approximately 1,100 inmates.

CORRECTIONS OFFICER: CAREER OPPORTUNITIES

An LVMPD Corrections Officer has various responsibilities within the CCDC which are accomplished during a combination of 12-hour and 8-hour shifts. The work schedule is set up in “platoons” comprised of three 12-hour shifts and one 8-hour shift one week, and three 12-hour shifts the following week, to total 80 hours per two weeks (each payperiod). The 12-hour shifts begin and end at 6:00a to 6:00p, or 6:00p to 6:00a. An officer assigned as a module officer is responsible for the direct supervision of inmates assigned to a particular module. Duties include, but are not limited to, cell inspections,
linen exchanges, inmate counts, and most importantly, continuous effective interactions with the inmates to answer questions, alleviate problems, and investigate rule violations of the facility. Other job assignments pertaining to the modules are movement officer (responsible for transporting inmates within the facility as well as relieving the module officers for lunch/breaks); visiting officer (responsible for the monitoring of inmate phone and contact visits); and library officer (responsible for monitoring inmates while using the library). Officers assigned to the Booking floor are responsible for booking arrestees into the CCDC, releasing inmates from the CCDC, inmate movement upstairs to permanent housing modules, and management of the personal effects and monies of the inmates. This position also requires exceptional communication skills to avert potential problems as people are arrested and brought into the CCDC.

After a Corrections Officer completes probation (usually after 18 months), the officer is eligible to compete for various other assignments in the DSD. Such assignments include the:

1) Classification Section - responsible for classifying inmates as they are incarcerated, monitoring the inmate worker program, and investigating formal rule violations of inmates.
2) Alternatives to Incarceration Section - responsible for supervising inmates released on house arrest, investigating and monitoring inmates associated with various gangs incarcerated in the facility, and monitoring the work release program.
3) Field Services Section - responsible for taking inmates to court appearances on a daily basis. Additionally, this Section is responsible for any movement of inmates outside the facility for medical appointments, transportation to other detention facilities, or court appearances in one of the numerous outlying justice courts within Clark County.

Upon completion of probation, a Corrections Officer is also eligible to apply and test for the Special Emergency Response Team (S.E.R.T.). The S.E.R.T. consists of 15 officers on each platoon, for a total of 60 team members. The team is specially trained in the use of less-than-lethal weaponry to assist in handling any disturbances that may occur within the detention facility. Prior to becoming a S.E.R.T. member, the applicant must successfully complete a 90-hour academy that is both mentally and physically challenging.

After four years of employment, a Corrections Officer is eligible to test for the Training Section. The officers assigned to this section are responsible for conducting in-service training for the DSD as well as conducting the LVMPD Corrections Recruit Academies. After two years of service, a Corrections Officer is eligible to test for a Corrections Field Training Officer (CFTO). The CFTO is responsible for the training of Academy graduates for a 10-week period. Additionally, after meeting the necessary training and experience requirements, Corrections Officers may then compete to promote to Corrections Sergeant, Corrections Lieutenant, and Corrections Captain.
In addition to those working night shifts, the following assignments receive additional pay (subject to change):

- Corrections Officer Training Pay ................................................................. 8%
- Recruiting Officer Pay.................................................................................. 8%
- Field Training Officer (CFTO) Pay ................................................................. 8%

Additionally, assignments at the Tucker Holding Facility in Laughlin, Nevada, are compensated at a percentage above the regular base pay rate.

**CCDC TOURS**

In order to provide additional information about a career in corrections, optional group tours of the CCDC will be scheduled after successful completion of the Written Exam / Mandatory Seminar.
THE SELECTION PROCESS

Below is an explanation of the selection process that every LVMPD Corrections Recruit must successfully complete. Tests are given to assure selection of the most qualified persons while providing all candidates with a chance to compete fairly. The LVMPD uses several kinds of tests and screening methods to gauge your readiness to become an LVMPD Corrections Recruit. The selection process consists of several phases: Application Process, Physical Fitness Test, Written Examination, Mandatory Seminar, Oral Board, and Background Investigation. This Guide was designed, in part, to inform you of each phase to better prepare yourself and improve your chances of success.

APPLICATION PROCESS

Once the recruitment opens, employment applications will be available online by clicking on “Employment” in the Sections dropdown menu of the [www.lvmpd.com](http://www.lvmpd.com) homepage. Your completed application must be submitted during the filing period listed on the job posting. However, you are encouraged to submit your application as soon after the filing period opens as, oftentimes, there is a limit to the number of applications accepted and they are received on a “first-come, first-serve” basis. **If you are eligible for Veteran’s Preference Points, you MUST attach your DD-214 or Statement of Service to your application to be considered.** Applications will be reviewed for the minimum qualifications, which are also listed on the job posting, and you will be notified of the results of this screening process via email. It is important that you maintain an accurate email address in our system as this is how we will notify you of your status and/or the next step in the process.

PHYSICAL FITNESS EXAM (Pass/Fail)

The Physical Fitness Exam is comprised of the below six exercises. You MUST wear shirts with short sleeves (no tank tops) for this Exam. Shorts or sweat pants and athletic shoes must be worn. You are encouraged to bring your own water to the test. Casual observers are not allowed to enter the testing facilities.

Getting Ready the Day of the Physical Fitness Exam

1. Stick to your normal routine as much as possible.
2. Get adequate sleep. Most adults do best with 7-8 hours. Adopt this pattern at least several days before the exam.
3. Get up early enough to have plenty of time to have a light, balanced breakfast.
4. Minimize the use of outside influences (food, caffeine, nicotine, entertainment, etc.) that might over- or under-stimulate you. The main thing is to not do anything too different from what is normal for you.
5. Leave for the exam early enough to allow for the traffic, weather, parking, etc. so you are not late. If you are late, you will be disqualified.
<table>
<thead>
<tr>
<th>FITNESS EXERCISE</th>
<th>PRE-ACADEMY STANDARD</th>
<th>ACADEMY GRADUATION STANDARD</th>
<th>PHOTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERTICAL JUMP (three attempts) (3-minute rest afterwards)</td>
<td>Minimum of a 11.5 inch jump</td>
<td>Minimum of a 14 inch jump</td>
<td>![Vertical Jump Photo]</td>
</tr>
<tr>
<td>AGILITY RUN (two attempts) (10-minute rest afterwards)</td>
<td>Completed in start to finish in 23.4 seconds or less</td>
<td>Completed in start to finish in 19.5 seconds or less</td>
<td>![Agility Run Photo]</td>
</tr>
<tr>
<td>EXERCISE</td>
<td>PRE-ACADEMY STANDARD</td>
<td>ACADEMY GRADUATION STANDARD</td>
<td>PHOTO</td>
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<td>------------------------</td>
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</tr>
<tr>
<td>SIT-UPS (one minute)</td>
<td>24 correct repetitions in 1 minute</td>
<td>30 correct repetitions in 1 minute</td>
<td><img src="image1.png" alt="Picture 1" /></td>
</tr>
<tr>
<td></td>
<td>(rest in up position)</td>
<td></td>
<td><img src="image2.png" alt="Picture 2" /></td>
</tr>
<tr>
<td></td>
<td>(5-minute rest afterwards)</td>
<td></td>
<td><img src="image3.png" alt="Picture 3" /></td>
</tr>
<tr>
<td>PUSH-UPS (no time limit)</td>
<td>18 correct repetitions with no time limit</td>
<td>23 correct repetitions with no time limit</td>
<td><img src="image4.png" alt="Picture 4" /></td>
</tr>
<tr>
<td></td>
<td>(rest in up position)</td>
<td></td>
<td><img src="image5.png" alt="Picture 5" /></td>
</tr>
<tr>
<td></td>
<td>(10-minute rest afterwards)</td>
<td></td>
<td><img src="image6.png" alt="Picture 6" /></td>
</tr>
<tr>
<td>300-METER RUN (15 minute rest afterwards)</td>
<td>Completed start to finish in 82 seconds or less</td>
<td>Completed start to finish in 68 seconds or less</td>
<td><img src="image7.png" alt="Picture 7" /></td>
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A description of each exercise is provided below and provides the most current information. If there are any discrepancies between the fitness information provided in this Study Guide and the information contained within the video demonstration of each exercise located at http://lvmpd.com/Sections/ProtectTheCity/ResourceLibrary/PhysicalFitnessTestPreparation/tabid/507/Default.aspx, please adhere to the information in this Study Guide. (This video was developed a few years ago and is in the process of being updated.)

1) **VERTICAL JUMP**: This exercise measures the dynamic strength and muscle power in the legs. Candidates will be required to stand with one side to the wall with their heels together, and raise their arm closest to the wall overhead to record their maximum standing reach. Then, using a rocking, one-step approach or a standing, flat-footed approach without stepping, candidates will jump as high as they can, while reaching upwards. This exercise is measured as the distance in inches between the candidate’s maximum standing reach and the height their fingertips reaches during the jump. Candidates will have THREE attempts at this exercise, with the best effort counting as the final score. During new hire and pre-Academy testing, candidates must complete a vertical jump of 11.5 inches to achieve a passing score. In order to graduate from the Academy, candidates must complete a vertical jump of 14 inches.

2) **AGILITY RUN**: This exercise measures coordinated movement and speed. This is important for performing tasks requiring quick movements around obstacles. This exercise begins with the candidate in the prone position (lying on the ground facing down) to the left of the first cone with their arms extended and fingertips behind the starting line. When the instructor says “GO,” the candidate will stand up and sprint to the forward line 30 feet away, place one foot over the line, and sprint back to the starting line. They will then make a left turn around the first cone, zigzag in a figure eight fashion around the four cones and then zigzag back to the start line. Lastly, they will turn left around the first cone and sprint to the forward line, and back one more time. The clock stops when any part of their body crosses the finish line. If the candidate knocks over a cone, misses a turn or fails to touch the line when turning,
they will be stopped and returned to the end of the line for a restart. Candidates will have two attempts to complete this exercise. During new hire and pre-Academy testing, candidates must complete it in within 23.4 seconds to achieve a passing score. In order to graduate the Academy, candidates must complete it in within 19.5 seconds.

3) **SIT-UPS:** This exercise measures muscular endurance of the abdominal muscles, which is important for many physical tasks and injury prevention as a Police Officer. The sit-up begins while lying on your back with knees bent at approximately a 90-degree angle and heels on the ground. The candidate’s feet may be together or apart, but the heels must stay in contact with the ground.

Another candidate will hold each of the candidate’s ankles during the performance of this exercise. The tips of the fingers must stay behind the back of the ears throughout the exercise. When the instructor says “GO,” candidates will lift their upper body (head and torso) by bending at the waist and touch their elbows to the kneecaps. They will then return to the starting position with their shoulder blades touching the surface. This will count as one sit-up. If the candidate lifts their buttocks from the ground, arches their back, moves their fingertips forward of the back of the ears, fails to break the vertical plane and touches the knees, fails to touch their shoulder blades to the ground, or has either foot break contact with the ground during a repetition, they will receive a warning. For any subsequent violation, the repetition will NOT count. If the candidate uses their hands or arms to help them up to the rest position or rests in the down position with no attempt to complete a repetition, this exercise will be terminated. If, while performing this exercise, the angle created by the candidate’s upper and lower leg becomes greater than 90 degrees, they will be required to reposition their legs to the proper angle before they will be allowed to continue with their sit-ups. During new hire and pre-Academy testing, candidates must complete 24 proper sit-ups within one minute, to achieve a passing score. In order to graduate the Academy, candidates must complete 30 proper sit-ups within one minute.

4) **PUSH-UPS:** This exercise measures the muscular endurance of the upper body (chests, shoulders, triceps). This is important for tasks performed by a Police Officer, which includes uses of force, lifting, carrying, and pushing. The push-up begins in the front-leaning rest or "up" position by placing hands on the surface just outside a straight line down from the shoulders. The back, buttocks, and legs must be in a generally straight line from the head to the heels. The feet may be together or up to 12 inches apart. When the instructor says “GO,” the candidate will lower their body in a complete unit by bending the elbows until the tops of the upper arms, shoulders, and upper back are aligned and parallel to the ground. Once the candidate returns to the starting position by soft-locking their elbows, they have completed one repetition. If the candidate arches their back, fails to keep their body relatively straight, or fails to soft-lock their elbows, they will receive a warning. For any subsequent violation, the repetition will NOT count. Resting must be done in the "up" position. During new hire and pre-Academy testing, candidates must complete
18 proper push-ups, with no time limit, to achieve a passing score. In order to graduate the Academy, candidates must complete 23 proper push-ups, with no time limit.

5) **300-METER RUN**: This exercise measures the candidate’s anaerobic power. It will begin with the candidates lined up behind the marked starting line. When the candidates are given the command to begin, they will sprint as fast as possible to the finish line. During new hire and pre-Academy testing, candidates must complete the 300-meter run in 82 seconds to achieve a passing score. In order to graduate the Academy, candidates must complete the 300-meter run in 68 seconds.

6) **MILE AND ONE-HALF RUN**: This exercise measures the candidate’s cardiovascular endurance or aerobic power. This is important for foot pursuits and use of force situations lasting more than two minutes that Police Officers may encounter. It begins by lining up behind the starting line. When the instructor says “GO,” candidates will begin the run. The number of laps that need to be completed will depend upon the size of the track upon which this exercise is administered. It is performed with a group of candidates in running shoes and proper clothing. Your goal is to complete the 1.5 miles in your maximum sustainable pace. The candidate may complete this exercise by running or mixing a combination of running with walking. The exercise concludes as the candidate crosses the marked finish line for the last lap. The candidate may run alongside another runner, but cannot physically assist or be assisted by another runner. The candidate will be measured in minutes and seconds as to the time it takes to complete the mile and one-half run. During new hire and pre-Academy testing, candidates must complete the run in 20 minutes, 20 seconds to achieve a passing score. In order to graduate the Academy, candidates must complete the run in 16 minutes, 57 seconds.

**WRITTEN EXAMINATION / MANDATORY SEMINAR (Weighted 60%)**

**Written Exam**

The Written Exam consists of **100 multiple-choice questions** and you should plan on being at the Exam for approximately **5 hours**. It is designed to measure the following areas which have been determined to be important for the job of Corrections Recruit. (Calculators will not be permitted in completing this Exam.)

1) The ability to recall and recognize important details;  
2) Knowledge of basic mathematics;  
3) Writing skills;  
4) Reading comprehension; and  
5) Interpersonal skills.
Mandatory Seminar

Upon completion of the Written Exam and while waiting for the Written Exam to be scored, candidates will be required to attend a Mandatory Seminar in order to progress to the next step in the testing process. This Seminar is designed to provide information about the realities of the Corrections Academy and Field Training Program, as well as being a Corrections Officer and working within a detention center. It will also provide information about the background process that candidates will participate in if they are successful in the selection process.

ORAL BOARD INTERVIEW (Weighted 40%)

The Oral Board is a structured interview designed to measure your (1) background, motivation, and professional demeanor; (2) decision making and problem solving skills; (3) interpersonal skills; and (4) verbal communication skills. All candidates are asked the same set of structured questions which are open-ended to allow them to express their views more thoroughly than a multiple-choice question would permit. Answers are evaluated by a panel of three, some of whom may be commissioned personnel. The scoring range is from a rating of “does not meet minimum competency” to “excellent.” The Oral Board questions do require a great deal of thought about yourself and why you want to become a Corrections Recruit with the LVMPD. Knowing what to expect in an Oral Board Interview may help you overcome some of your nervousness. Remember that a little nervousness is to be expected. The key is to control it.

Helpful Hints

- Dress appropriately (i.e., shoes polished, clothes clean, hair and nails clean). Do not wear something that is too tight or uncomfortable.
- Introduce yourself confidently, with a firm handshake.
- Show appreciation for the interview. Thank the interviewers for their time after the interview.
- Arrive early for your appointment.
- When asked a question by the oral board panel, answer the question in sufficient detail so the panel can effectively evaluate your knowledge of this particular subject.
- Wherever possible, use examples to demonstrate your experience.
- Remember to emphasize your particular experience and education as it relates to the position of Corrections Recruit.
Do NOT:

• DO NOT BE LATE!
• Do not give anything to the oral board raters.
• Do not smoke.
• Do not dress casually.
• Do not wear sunglasses or a hat during your interview.
• Do not chew gum.
• Do not bring a drink with you (e.g., coffee or coke).
• Do not slouch.
• Do not swear or use inappropriate language.
• Do not bring a friend or family member with you to your interview.
• Do not downgrade previous employer(s).

Examples of Oral Board Questions You May Be Asked

• Why do you want to become a Corrections Recruit with the Las Vegas Metropolitan Police Department?
• How have you prepared for this position?
• Tell us about your experience and training as it relates to the position of Corrections Recruit.
• What are your qualifications?
• What do you consider to be your greatest assets (strengths)?
• What do you consider to be your greatest liabilities (weaknesses)?
• What do you consider to be your most outstanding trait? Why?
• How would you rate your ability to get along with others? What is the basis for this rating?
• What experience do you have as part of a team effort?
• Why did you choose a career in Corrections?
• What motivates you to put forth your greatest effort?
• How would you describe your work ethic?
• How has your education/training prepared you for a career in Corrections?

• What two or three accomplishments have given you the most satisfaction and why?
• In what kind of a work environment are you most comfortable?
• How would you rate your ability to work under pressure? What is the basis for this rating?
• What two or three things are most important to you in your present job?

Additionally, you can expect several scenario-type questions that are designed to measure your reactions to certain situations. Generally, these questions have no clear-cut, right or wrong answers. Instead, the raters will be looking at your common sense
and decision making ability, and your justifications for your actions. The key to being successful in these questions is to be yourself. Answer the questions the way you would actually handle the situations. The raters **DO NOT** expect you to have any prior law enforcement or corrections experience to answer these questions; they **DO** expect you to approach them logically by applying common sense and effective interpersonal skills.

Typically, the final question of an Oral Board will be something like:

"Is there anything you would like to add that will assist us in making our rating?"

**Remember, this is a question for which you should have a well thought-out answer. This is your last opportunity to sell yourself.**

**The scores obtained on the Written Exam (60%), and the Oral Board (40%) are weighted together to determine your placement on the resulting eligibility list.**

**BACKGROUND INVESTIGATION PROCESS**

The Background (Life History) Investigation Process, which is administered by the Backgrounds Section, involves several areas and is designed to obtain a complete picture of your character. Since a Corrections Recruit must be above reproach in behavior, both on and off duty, it is critical that any appearance of impropriety be researched before hiring.

**Background (Life History) Interview/Investigation**

You will undergo a Background (Life History) Investigation, which includes a Background (Life History) Interview as well as law enforcement computer systems checks. As part of the Background Investigation, you will be required to complete a lengthy Personal History Statement (PHS). To access the PHS, you will be emailed the link so that you can submit your completed PHS within the specified timeframe. The PHS inquires about your marital history, family, character references, places of residence, financial history, work history, military background, driving record, criminal history, drug and alcohol usage, and educational background. You will also be required to provide originals or certified copies of the following documents, if applicable to you. Further information is available on [www.protectthecity.com](http://www.protectthecity.com) under the “Joining the Force,” “Background.”

- Birth Certificate;
- Proof of U.S. Citizenship (if born abroad);
- High School Transcript or GED Certificate **AND** GED Transcript;
- College Transcript;
- DD-214 or Statement of Service (if in the military);
• Valid Driver’s License;
• Social Security Card;
• Selective Service Registration (males under 27);
• All Legal Name Change Documents;
• Criminal Court Documents;
• Social Security Work History Report (10 years); and
• IAB Clearance Letter (Law Enforcement ONLY).

Polygraph Examination

The Background (Life History) process also includes a Polygraph Examination. This Exam is used in conjunction with the other aspects of the testing process to assist the Department in determining your suitability for employment. You will be required to complete a Polygraph Booklet for this Exam.

Written Psychological Exam and Oral Clinical Interview

You will also be required to complete a six-hour Written Psychological Exam and an Oral Clinical Interview which is conducted by a licensed psychologist.

MEDICAL EXAMINATION

At the very end of the selection process, you will also be required to undergo a complete Medical Exam and Drug Screening Test, and meet the Department’s medical standards. The Medical Exam will include a standard physical exam, visual acuity testing, color perception testing (normal color vision required), audiogram, routine blood and urinalysis testing, chest x-ray, and an electrocardiogram.

SECOND FITNESS TEST

Due to recent changes in Nevada Administrative Code 289.300, Corrections Recruits are now required to pass the Police Officers Standards & Training (POST) Physical Fitness Test within 30 days of the start of the Academy. Candidates are given a conditional offer of employment which states the offer of employment is contingent upon the candidate passing a medical exam and the POST Fitness Test. The POST Fitness Test is the same one completed during the selection process described above.
EXPECTATIONS OF THE LVMPD CORRECTIONS ACADEMY

Every Corrections Recruit who enters the LVMPD Corrections Academy is expected to act in a professional manner at all times. The Academy setting is one of strict discipline and the Recruits are expected to follow rules and directions without question. All Recruits are expected to be prepared mentally and physically to successfully meet the standards of the Academy.

It is important that demands of the Academy are discussed and understood by the family of the Corrections Recruit; family support is necessary and invaluable. It is expected that each Recruit attending the Academy gives a 100% effort at all times.

The Academy itself is operated in an 18- to 20-week quasi-military setting, and the amount of information that each Recruit must learn is substantial. The Academy will be conducted Monday through Thursday, 7:00a to 5:00p. Recruits who enter the Academy will be subjected to a stressful environment as the Academy is a test of a candidate’s will to succeed and handle the stresses commonly found in the Corrections profession. We ask that those entering this profession have the ability to adapt to dynamic and changing circumstances, and display integrity, honesty, compassion, maturity and leadership qualities starting in the Academy.

ORIENTATION

The Academy begins with several orientation days. During this time, Recruits will be issued their books and equipment, class schedule, study assignments, rules, regulations, and Academy academic standards. Although there are no formal inspections during the orientation, the material discussed and reviewed during this time period is subject to subsequent testing. Recruits are expected to act professionally and follow rules and instructions. The dress code will be slacks, shirt and tie for men, and pants suit or dress for women.

WEEK ONE

The formal (para-military) setting of the Academy begins at this point. It is generally a stressful time until the Recruits are able to adjust to the customs, practices, military regimen, and rules and regulations of the Academy. Any Recruit who violates the rules and regulations will be subject to discipline, up to and including termination.

INSPECTIONS

Inspections are conducted throughout the Academy and are usually held in the morning, before the first class. Academy inspections are similar to military inspections. All Recruits are expected to know the proper formations as each Training Officer inspects each Recruit’s uniform and equipment.
Recruits are expected to know definitions and codes verbatim. In addition to this memorization, each Recruit is responsible for knowing any and all information that has been taught prior to that inspection. Any deficiencies that the Recruit may have will be dealt with in a disciplinary fashion, such as physical motivation or written deficiency reports.

WRITTEN EXAMS

Recruits are given several Written Exams throughout the Academy. They will consist of multiple choice, true and false, and fill-in-the-blank questions. The Exams are based on all lecture material as well as all reading assignments. A minimum 70% average must be maintained by the end of each phase or termination will occur. Any Recruit who falls below a 75% average will be placed under an “Early Warning,” in which they will be counseled and placed on a remedial study program.

In addition to the weekly exams, Recruits are given a comprehensive mid-term and final exam. A minimum of 70% must be attained on each exam in order to successfully complete the Academy. At the conclusion of the Academy, there will be a P.O.S.T. exam. If the Recruit does not score a minimum of 70%, he/she will not be P.O.S.T. certified, which will result in termination.

STUDY TIME

During the Academy, Recruits discover that there is very little time for recreational activities. This is a result of the amount of study material that is given in order to pass the exams. A strict schedule during the Recruit’s time off is highly encouraged. Recruits have also found that working in study groups can improve their academic performance. The use of study groups helps promote teamwork which contributes to the overall success of the class.

PHYSICAL TRAINING

Physical Training (P.T.) is an ongoing part of the Academy. It is imperative that Recruits report to the Academy in **excellent physical condition**. Do not report to the Academy with the idea that the Academy will get you in shape because you run the risk of not achieving Academy standards. The physical training consists of group runs, sprints, 300 meter runs, push-ups, sit-ups, and circuit training.

Recruits must pass a P.O.S.T. physical fitness test, as described above. Three physical fitness tests will be administered during the Academy. Because physical fitness is such an important part of the Academy and the job itself, it is highly recommended that you have an exercise regimen that includes push-ups, sit-ups, and running in preparation for the Academy. It is recommended that you begin your Academy-specific exercise regimen well in advance of your Academy start date. (See [www.protectthecity.com](http://www.protectthecity.com) for...
speed, agility, strength and conditioning exercises under “Resource Library,” “Physical Fitness Test Preparation.”

DEFENSIVE TACTICS

All Recruits will receive over 70 hours of Defensive Tactics training, consisting of handcuffing, expandable straight baton, O.C. Spray, weaponless defense, L.V.N.R., and control techniques. A minimum proficiency level of 85% must be maintained in order to graduate. All Recruits must participate in all areas of defensive tactics, in which the training is as realistic and as physical as possible.

FIREARMS PROFICIENCY

Recruits spend one week learning firearm safety and handling at the Las Vegas Metropolitan Police Department shooting range. All Recruits must complete firearms training and maintain a 75% average to graduate from the Academy.

INTERPERSONAL COMMUNICATION

Interpersonal communication is a skill that will give Recruits the necessary skillset to effectively communicate with inmates in a variety of situations. Recruits will watch videos, listen to lectures, and participate in role playing exercises. Recruits must meet established standards to successfully complete this training segment. The most important skill our officers must possess is the ability to communicate and persuade without the use of physical force. Interpersonal Communications training provides officers with the skills needed to generate voluntary inmate compliance with facility rules, regulations and other directives.

RECRUIT PARTICIPATION / ATTENDANCE

All Recruits must participate in all physical activities, which include physical training and defensive tactics. Any injury which prevents a Recruit from participation must be documented as outlined in the Academy handbook. Recruits failing to participate in all physical activities will be subject to termination.

Because of the amount of information that is taught, daily attendance is critical. Vacation leave is not permitted while attending the Academy, and absences due to illness and/or emergencies shall be subject to review and approval by the Academy staff.
FINANCIAL CONCERNS

It is necessary for all Recruits to enter the Academy with their financial matters in order. The LVMPD will issue uniforms and BASIC police equipment EXCLUDING several items for the Academy, such as physical training clothes/equipment, shoes, boots, a firearm, 1.5-inch basket weaved black belt and a flashlight. Recruits will be required to purchase these items. Every Recruit needs to be financially prepared to cover the costs of these and additional items. Any Recruit who fails to purchase the required equipment or who writes a check for insufficient funds will be subject to termination.

ACADEMY GRADUATION

Upon successful completion of the LVMPD Academy, the Recruit will graduate at a formal ceremony attended by family and friends. At this graduation ceremony, the Oath of Office is taken, the Recruit receives his/her commission as a Corrections Officer and receives his/her badge, and is a qualified weapons carrier.
CORRECTIONS FIELD TRAINING EVALUATION PROGRAM

The Corrections Field Training Evaluation Program (CFTEP) consists of ten weeks of structured on-the-job training. The goal of the program is to prepare new officers to perform independently as Corrections Officers in a competent, safe and productive manner. CFTEP assists new officers in making the transition from the highly structured environment of the Academy to the less structured, and at times unpredictable, environment in the modules. During the CFTEP training phase, the new officer's performance is evaluated throughout the entire program on a daily basis.

The program is divided into two 5-week phases. This format introduces the new officer to new material and experiences in a programmed and organized manner, maximizing the chance for learning and gaining experience. The first phase begins with a one-day orientation which is designed to familiarize you with your new platoon surroundings without the stress of receiving a daily written evaluation. During the remainder of this first phase, you will be evaluated by a Field Training Officer on a daily basis.

During the second 5-week phase, you will be transferred to a different platoon and will be assigned to a new Field Training Officer. You will remain on this platoon until you have completed the CFTEP. During this phase, you will also be evaluated on a daily basis with the exception of the first day. As you progress through the program, you gradually assume more of the workload while the Field Training Officer's workload decreases.
ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. The Department does not accept lateral transfers for Corrections positions.

2. The Department does not pay expenses for those testing for positions or related expenses for those hired.

3. Applicants with visible tattoos, brandings, and/or body piercings in areas of the body which cannot be covered by the appropriate dress required of this position will be disqualified, if they are not removed by the date of their background interview. Such markings may not be concealed using make-up or bandages. The process of removing tattoos is a lengthy one and applicants with such tattoos are encouraged to begin the removal process immediately to ensure the tattoo is completely removed by the date of their background interview. Further, tattoos or brandings anywhere on the body that promote racism/discrimination, indecency, extremist or supremacist philosophies, lawlessness, or violence, or contain sexually-explicit material are prohibited.

4. Applicants with gauged earlobes will also be disqualified if they are not corrected by their background interview.

5. All newly-hired Corrections Recruits must complete their Academy during probation. The Academy is conducted by the Department’s training staff at the new North Valley Complex, located near Nellis Air Force Base. It does not require Recruits to “live in.”

6. Newly-hired Corrections Officers will be assigned to modules for at least two years before being eligible for other assignments.

7. If you successfully complete the selection process, you will be hired by the Department as a Corrections Recruit which is a civilian classification assigned to pay schedule K24, as listed in the job posting. Upon graduation from the Academy, you will receive your commission and the title of Corrections Officer I, which is assigned to commissioned pay schedule M20. You will then begin your 18-month probationary period.

8. Corrections Officers will be required to wear body cameras, vests and other safety equipment.

9. Cost of living raises are negotiated with employee associations.

10. Military members are reminded that DD-214 copies or Statements of Service must be turned in at the time of their online application submission to ensure receipt of Veterans’ Preference Points.
11. The Department does not restrict the employment of family members.

12. You must be able to complete all parts of the testing process, including the fitness exam, on the scheduled dates listed in the job posting. Otherwise, you will be withdrawn from the process, take a spot from another viable candidate and have to re-apply.

**If you have any further questions about our testing process or the requirements listed within this Guide, please review the FAQs on the Employment Page of www.lvmpd.com or email our Recruitment Center at recruitment@lvmpd.com. Our offices are open Monday through Friday, 0800-1600 hours. Further details may also be found on www.protectthecity.com.**
STUDY GUIDE FOR CORRECTIONS RECRUIT WRITTEN EXAM

The remainder of this Guide was developed to assist you in doing your best on the Corrections Recruit Written Exam used by the LVMPD. It provides some advice and tips for preparing yourself to take this test and discusses strategies for taking this test effectively. It provides you with a sample of the actual instructions and question types found in the Exam. While this Guide may be applied to other exams, it was specifically written to provide guidance for this particular Exam. Most of the suggestions are relevant to your immediate plans for taking the Exam. Other suggestions (such as improving basic skills) will have more impact over a longer period of time.

Preparation

Tests are given to assure selection of the most qualified persons into the LVMPD while providing all candidates a chance to compete fairly. The LVMPD uses several kinds of tests and screening methods to gauge your readiness to enter the Department. The Written Exam is a component of the overall selection process. Knowing the rationale for this test and having a realistic idea of the job can improve your chance to demonstrate your job potential.

The Written Exam is designed to assess:

- How well you observe things and how well you remember what you observed
- Your basic writing skills
- Your knowledge of basic mathematics
- Your reading comprehension
- Your interpersonal skills

In the days and weeks before the Exam, we offer these suggestions:

1. Carefully read this Study Guide. Make sure you understand each step in the process to perform your very best at each stage. Get a feel for what the job is really like for a new Recruit, and what it will be like to be a Corrections professional.

2. Take some time every day to improve your reading and writing skills. These skills are important for effective performance as a Corrections Recruit and will be assessed by the Exam. Of course, these skills are also important in many other lines of work, including those that would represent promotions within the LVMPD.

3. Practice taking other tests. This can reduce testing anxiety and improve your test-taking strategies.
4. Organize your schedule so you can perform your best on the day of the Exam. The first day of testing takes virtually the entire day. Avoid any other commitments on this day.

Getting ready for the day of the Exam

1. Stick to your normal routine as much as possible. Some suggestions may not be in your normal routine, but they usually allow most persons to perform at their best.

2. Make sure you are well rested. Testing experts say that the most sensible preparation for an examination is a good night’s sleep. Fatigue is recognized as one of the most serious deterrents to successful test performance. Try to arrange your schedule to get a full night of sleep before the examination. Most adults do best with 7-8 hours of sleep. Try to adopt this pattern at least several days before the Exam.

3. On the day of the Exam, get up early enough to have plenty of time to have a light, balanced breakfast. Leave early to get to the testing site. Give yourself at least 30 extra minutes to ensure that you arrive on time, calm and unhurried when dealing with traffic, weather, parking, etc. Please note that if you arrive late at the testing site, you will not be permitted to take the examination. Arriving early will enable you to take a moment to relax and reduce your anxiety. This brief time period will boost your confidence and give you time to think positive thoughts and focus your mind.

4. Minimize the use of outside influences (food, caffeine, nicotine, entertainment, etc.) that might over- or under-stimulate you. The main thing is to not do anything too radical or too different than what is part of your normal routine.

Taking the test effectively

1. Listen attentively to all instructions and directions from hall monitors and test proctors. The more information you have about the examination process, the more confident you will feel while taking the Exam. Listen for instructions about how much time you will be given to complete the Exam and what to do when you are finished. Make sure that you understand the instructions and ask questions at the designated time before the test begins if you are unsure of any aspect of what you should do during the Exam.

2. Listen specifically for information about how to fill in your answer sheet. If you fill in your identification number incorrectly on the answer sheet, the computer will not be able to score your Exam. Take care of your answer sheet. Follow the proctor’s instructions on filling in your name and other information. Make sure that you fill in
the bubbles completely. Do not fill in the bubble too light or leave the bubble only partially filled or overfilled by going outside the bubble. Make sure that the space on the answer sheet you are marking actually corresponds to the question you are answering. Do not make stray marks or smudges on the answer sheet. If you change a response, make sure that you completely erase your first choice. Do not roll or wrinkle your answer sheet.

3. Use your time carefully and plan how you will use the time for the Exam. Bring your watch and pay close attention to the passing time. Follow your own pace and do not let the pace of others cause you to become nervous. Be confident in your plan for completing the Exam on time. You should have enough time to cover the entire Exam if you move through it steadily and do not spend too much time on any one question.

4. Read all directions very carefully, looking for specific instructions on how to proceed. Watch for details. Read the questions and alternatives carefully. Do not jump to an answer before you have completely read all of the alternatives. Respond to each question separately.

5. Answer all of the questions. Use your informed judgment to make a choice between alternatives. This may feel like an “educated guess” but, to the extent that it is informed, you are demonstrating a degree of knowledge and not just blindly guessing.

6. Don’t worry about trick questions. None of the questions in this Exam are designed to be trick questions. The Exam is really intended to allow you to show your best on what it is assessing. Avoid reading too much into a question. Keep a steady pace and do not let more difficult questions affect your attitude and steal your valuable time. Candidates often cloud their minds by lingering over difficult questions. Moving on and finding success with other questions is a better method.

7. Rely on your knowledge and don’t watch for patterns. Noticing that the last four answers are “c” is not a good reason to change an answer. It is better to trust knowledge to help you answer the questions.

8. Change answers only when you are certain. The answer which comes to mind first is often correct. Reviewing with an anxious mind and changing answers when you are not certain can do more harm than good.

9. When you have completed your Exam, use the remaining time effectively. Review the difficult questions you left. Make sure you answered all questions.
Reviewing a sample of the Exam

The actual Written Exam contains a total of 100 questions. Following are sample questions for the Corrections Recruit Written Exam.

1. The Regular Format:

The stem of each question describes the task that you must do to answer the question. The stem of Sample Question #1 is in italics to help you understand the term “stem.” After you have read all the choices and marked the ones you are sure are either wrong or the best, you may find that there is only one choice that you are sure is best. If so, you probably will do well to choose this answer as the correct answer and mark it on the answer sheet.

Sample question #1

1. Of the following, the most important caution to observe before beginning work on a new task assigned to you by your supervisor is to ensure that:

   A. you understand fully the relationship of the task to the general function of your assignment.
   
   B. you know precisely how long the task will take to complete.
   
   C. you understand fully your supervisor’s instructions for doing the task.
   
   D. the other employees in the office know what your assignment is.

   (The correct answer is C.)

2. Interpreting Text Material:

There are some questions which will involve interpreting a quoted text (reading material) which deals with Corrections work. The stem of each of these questions starts with the quotation, followed by a question which asks you to interpret the quotation or to draw a conclusion from the quotation. Your task is first to read the quotation so that you understand what it means and can interpret it, and then answer the question on the basis of the information contained in the quotation.
Sample question #2

The Constitution gives certain fundamental rights to each citizen. These include, for example, the rights to free speech, to be free from unreasonable searches and seizures, to privacy, and to freedom of association. When a person enters a jail or prison, these rights are limited by the needs and nature of the institutions.

2. **Citizens’ rights, provided by the Constitution, include the right to _________.**

   A. privacy  
   B. free speech  
   C. freedom of association  
   D. All of the above.  
   E. A and B only.

   (The correct answer is D.)

3. **Sequencing:**

Some questions will test your ability to sequence written material in a logical order. This relates to reading comprehension and writing ability. The sentences are labeled with Roman numerals. Choose the alternative which arranges the sentences in the correct order.

Sample question #3

3. I. *The officers on graveyard shift responded to the scene.*  
II. *At 0300 on the morning of December 17, a fight broke out in cell block C.*  
III. *Officers Davis, Williams, Green, and Johnson entered the cell and Officers Jefferson and Brown watched from outside the cell.*  
IV. *Subsequently, the fight was broken up and inmates were put in separate cells.*  
V. *Two inmates acquired injuries requiring medical attention and they were transported to the hospital after the disturbance was settled.*  
VI. *Recognizing that the officers in the cell were outnumbered, Officer Jefferson went in to assist them.*

   A. IV, II, III, I, VI, V  
   B. II, I, III, V, VI, IV  
   C. II, I, III, VI, IV, V  
   D. I, II, III, IV, V, VI  
   E. III, IV, I, II, VI, V

   (The correct answer is C.)
4. **Math Questions:**

The math questions are designed to measure your ability to perform basic math calculations, including addition, subtraction, multiplication, division, and percentages.

Sample question #4

4. **You are booking an inmate into the Detention Facility with the following monies: 5 dimes, 7 quarters, 5 one-dollar bills and 3 twenty-dollar bills. What is the total amount of money this inmate has in his possession?**

   A. $62.75  
   B. $67.25  
   C. $72.75  
   D. $77.25  

   (The correct answer is B.)

Sample question #5

5. **Twenty percent of the inmates housed in the Detention Facility are juveniles. If there are 1,500 inmates in the Facility, how many are juveniles?**

   A. 30  
   B. 150  
   C. 200  
   D. 300  

   (The correct answer is D.)

The Las Vegas Metropolitan Police Department would like to thank you for your interest in employment with our Department. We wish you the best of luck in the selection process. We are very dedicated in our objective to hire only the most qualified individuals through a strong commitment to our testing and evaluation process.
DEPARTMENT MISSION, VISION, AND VALUES

The vision of the Las Vegas Metropolitan Police Department is to be the safest community in America. The mission of the Las Vegas Metropolitan Police Department is to protect the community through prevention, partnership and professional service.

The vision of the LVMPD Detention Services Division is to be the safest jail in America. The mission of the LVMPD Detention Services Division is to set the standard for American jails, through leadership and excellent service, while focusing on the safety of the community, staff members and inmates.

The LVMPD is an equal opportunity employer. All appointments to the competitive service shall be made without regard to race, color, religion, sex, age, disability, sexual orientation, national origin, genetic information, military service, or political affiliation, and shall be based on merit and fitness only. The LVMPD is accredited by the Commission on Accreditation for Law Enforcement Agencies.

Integrity
Courage
Accountability
Respect for People
Excellence

The acronym “I CARE” is the guiding principle for each and every LVMPD employee. This acronym represents the values of the Las Vegas Metropolitan Police Department: Integrity, Courage, Accountability, Respect for People, and Excellence. The values are supported by behaviors, demonstrated by the actions of employees, as they live these values. All employees are expected to represent the values of the Department while in the workplace and off-duty.