

**POLICE CRIMINAL INFORMATION SPECIALIST II  
STUDY GUIDE**

A written examination for the class of **POLICE CRIMINAL INFORMATION SPECIALIST II** to be administered in **BATON ROUGE** on **MARCH 10, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<p><b>RECORDS MANAGEMENT AND DATA ENTRY</b></p> <p>Knowledge of record management practices including preparation, content, format, control and retention; and knowledge of effective filing procedures sufficient to enter data and to organize and maintain records numerically, alphabetically, chronologically, or according to subject matter.</p>	15.0%
<p><b>REPORTS/CORRESPONDENCE</b></p> <p>Knowledge of practices and procedures utilized for report preparation and preparation of official correspondence, involving the compilation and organization of information and data into a written format, including knowledge of English usage and grammar sufficient for effective written communications.</p>	15.0%
<p><b>SUPERVISION</b></p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; to maintain discipline; and to train subordinate personnel.</p>	40.0%
<p><b>PUBLIC RELATIONS</b></p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public.</p>	10.0%
<p><b>CRIMINAL INFORMATION MANAGEMENT</b></p> <p>Knowledge of the operation and procedures of the Crime Information Unit, including procedures for using Computer Aided Dispatch (CAD), National Crime Information Center (NCIC), and Louisiana Law Enforcement Telecommunications System (LLETS), to send or receive information involving criminal records, warrants, stolen vehicles, or related matters; and knowledge of the operations of office equipment such as computer keyboards, telecommunications equipment, and police radios in order to receive and relay information within the Baton Rouge Police Department, field units, and other law enforcement agencies.</p>	20.0%

## REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

### PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

LOUISIANA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM, Louisiana Department of Public Safety and Corrections, Office of State Police, P. O. Box 44314, Baton Rouge, LA 70804, 1988.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.