

**POLICE COMMUNICATIONS OFFICER II  
STUDY GUIDE**

A written examination for the class of **POLICE COMMUNICATIONS OFFICER II** to be administered in **BATON ROUGE** on **JANUARY 7, 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/REPORTS/CORRESPONDENCE</b></p> <p>Knowledge of practices and procedures necessary for the preparation of communications division forms and records; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or correspondence addressing concerns of the communications division.</p>	12.0%
<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; and to maintain discipline.</p>	34.0%
<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 other agencies, and the public.</p>	7.0%
<p><b>POLICE COMMUNICATIONS MANAGEMENT</b></p> <p>Knowledge of the operation of the police communications center, including knowledge of effective police service management in order to plan, organize, and direct personnel; and knowledge of operational and dispatching procedures; procedures for receiving and processing calls for assistance; procedures for monitoring location and status of on-duty officers; and the proper operating procedures of the police radio system; and knowledge of the operation of the computer-aided dispatch system, including the operation of the computer keyboard; knowledge of computer codes; and of the procedures for sending and retrieving messages as well as for entering and retrieving information using the computer.</p>	47.0%

## 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

#### BATON ROUGE POLICE COMMUNICATIONS - OPERATIONS AND PROCEDURES.

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).

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Pearson Education, Upper Saddle River, NJ 07458, 8th ed., 2014.

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.