Ohio SELECT

Study Guide

OH-SELECT

Problem Solving & Personality Test

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OH-Select
OH-Trait
Selection Test

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Introduction

This study guide has been developed to introduce you to the *Ohio Law Enforcement Selection Inventory* (OH-SELECT), an examination used to select law enforcement officers in the state of Ohio. The exam consists of a series of multiple-choice questions and rating scales designed to assess important cognitive abilities and personality traits that are necessary for effective job performance as a law enforcement officer.

In developing the OH-SELECT, a group of law enforcement experts from police departments in the state of Ohio identified many of the tasks essential to the performance of the job of a law enforcement officer. From these tasks, 13 essential areas for entry-level testing were determined. These 13 essential areas are as follows:

- *Verbal comprehension*
- *Verbal expression*
- *Problem sensitivity*
- *Deductive reasoning*
- *Inductive reasoning*
- *Information ordering*
- *Spatial orientation*
- *Mathematical reasoning*
- *Number facility*
- *Visualization*
- *Flexibility of closure*
- *Selective attention*
- *Personality traits*

These 13 areas have been clustered or grouped into two sections on the OH-SELECT. The cognitive section, which consists of the first 12 areas listed above, includes a total of 60 questions. Various attitudes and personality characteristics will be assessed in the second section of the OH-SELECT, which includes a total of 125 questions.
You will be allowed a total of two (2) hours to complete both sections of the OH-SELECT.

The selection process for law enforcement officers is very competitive, and higher scores on the exam will increase your chances of being hired by a law enforcement agency in the state of Ohio. Although you are not required to read or use this study guide, we encourage you to do so. The more you prepare for the test, the more likely you are to improve your score. In this guide, we hope to accomplish the following:

- help you become acquainted with the types of questions included in the exam
- inform you of the rules governing the testing process
- provide you with some general test-taking strategies
- provide specific instructions for completing the exam answer sheet
- provide you with information about common test-taking errors and strategies for avoiding them

We hope this study guide will help you to become better prepared for the OH-SELECT, and we wish you success on this examination and in your future career.

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Test Basics

It is crucial that you arrive on time at the examination site. Punctuality will demonstrate your enthusiasm for a career in law enforcement. Besides, candidates who arrive late for a test are often turned away. We strongly recommend that you make plans to arrive early. Allow time for traffic delays, bad weather and any other problems that may arise on the day of the test.

When you arrive at the examination site, you will need to follow the proper check-in procedures. Listen carefully to and follow all instructions given to you at that time. Any infraction of the rules will result in your being dismissed from the test. Remember that photo identification is mandatory for admittance to the test.

You must bring the following supplies to the test: two sharpened #2 pencils, an eraser and a watch. A small pencil sharpener is also recommended but is not mandatory. No other supplies will be permitted at the test site. Calculators and spelling or grammar aids will NOT be allowed at the test site.

The use of pagers, cellular phones and other communication devices will NOT be permitted during testing. Please turn these devices off or set to a "silent" mode to avoid disturbing others during testing. If you choose to use an unauthorized communication device in violation of testing guidelines, your test will be collected and considered invalid. Handbags, backpacks or other personal items must be placed on the floor under your work area (table/desk). You may not open your handbag, backpack or any other personal belongings during the testing process.

The proctors will distribute the tests; DO NOT open the test booklets until you are told to do so. The proctors or test administrators will read aloud instructions for filling in your answer sheet and taking the test. Listen carefully to these instructions and be sure to direct any questions that you may have to the appropriate proctors or test administration staff persons so that you know what to do.

It is also helpful for you to know in advance how to fill out your answer sheet before you take the OH-SELECT. Your answer sheet will be on the last page of your test booklet. Tear off your answer sheet at the perforation. When the examiner tells you to do so, write the letters of your last name, first name and middle initial in the appropriate boxes and completely fill in the circle in the column beneath each letter of your name that corresponds to that letter. If any part of your name is longer than the spaces provided, just print all that will fit and fill in the corresponding circles. You will also be instructed to fill in the test-administration date, your social security number, your age, your date of birth, your race, your gender and the last year/degree of education completed. For some of these categories, you will have to write letters or numbers in boxes and then fill in the corresponding circles beneath each letter or number; for other categories, you will only have to fill in a circle.

Important Notes:

Since your answer sheet will be machine-scored, it is vital that you fill out your answer sheet clearly and correctly. If your answer sheet is marked incorrectly, you may not receive credit for correct answers.

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- When you are filling in circles, blacken your answer space firmly and completely (e.g., ●)

- If you mark the answer space with ∅, ◑, ⊗ or (✔), the machine will not be able to read your answer.

- Mark only one answer for each question. If you mark more than one answer, your responses will be marked as incorrect, even if one of them is correct.

- If you decide to change an answer, make sure to erase your mark completely. An incomplete erasure may be read as a second answer, and your response will be marked as incorrect.

- Only the answer sheet will be scored; be sure to mark all of your answers on the answer sheet. Correct answers written in the test booklet will not count.

- Most importantly, make sure that each response has been marked in the correct space. Question 1 must be in space 1; question 60 in space 60, etc. If you accidentally skip a line and mark answers in the wrong places, you must erase all of the incorrect responses and mark your answers again in the correct spaces. Because you only have a limited time in which to complete the OH-SELECT, be sure to look at the number of the question and ensure that you are marking the space with the same number for *each* question.

Keep in mind that you will have two (2) hours in which to complete the OH-SELECT. Be sure to pace yourself so that you can complete the entire exam. If you finish early, we strongly encourage you to use the extra time to look over your work and check your answers. There is no bonus for finishing early, so we recommend that you use all of your time to perfect your exam.

If you have any questions while you are taking the exam, please raise your hand, and an exam proctor will assist you. Remember that the exam proctors are not allowed to answer any questions regarding the content of the test.

Finally, it is strictly prohibited for you to leave the test site with any test materials. All test materials supplied MUST be returned before you exit the test site.

The Cognitive Section of the OH-SELECT

The following sections will provide you with information about the cognitive areas that are being measured on the OH-SELECT, the types of questions that will be asked and ways that you can improve your performance in these areas.

Important Note: The questions on the OH-SELECT will be related to law enforcement and will involve situations that Ohio law enforcement officers may encounter on the job, such as issuing citations or interviewing witnesses and victims. However, the OH-SELECT does NOT require any previous experience or outside knowledge. Use ONLY the information provided in the questions or accompanying passages as a basis for choosing your answers.

Verbal Comprehension

Verbal comprehension can be defined as the ability to read and comprehend written words and sentences. You will use this ability as a law enforcement officer when reading legal bulletins, Ohio state statutes,

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municipal ordinances, and departmental policies, procedures, and memos.

On the OH-SELECT, you will be provided with a reading passage. You will then answer questions that will require you to recall details from the passage and to determine the meaning of the passage. In order to understand the questions correctly, you will have to be able to comprehend the passage.

Verbal Comprehension Sample Question

Please use the information in the following passage to answer the verbal comprehension sample question.

Ms. Amelia Winters called the Cleveland Police Department at approximately 8:45 p.m. Wednesday evening to report a burglary in her apartment. Ms. Winters, who lives with three roommates, reported that she was alone in the apartment at the time of the incident. She was reading in the living room when she heard a noise in the bedroom. She did not immediately investigate the situation because she assumed that she must not have noticed one of her roommates returning home early. However, when her greetings went unanswered, she walked into the bedroom to see who was in the apartment. She walked through her bedroom, looked into an adjoining bathroom and discovered a young Caucasian male, approximately six feet tall, age 14-17, standing in her shower, attempting to keep out of sight. He had short brown hair and blue eyes. He was wearing a plain red t-shirt, blue jeans and black Nike sneakers. Ms. Winters ordered the young man to leave, and he walked into the bedroom and climbed out of an open bedroom window. After he left, Ms. Winters suddenly grew fearful and went next door to a neighbor's apartment to seek help and call the police. When she returned, she noticed that her purse had been stolen. She did not know exactly when the purse had been stolen although she remembered that she had last seen it lying on her bed.

1. Which of the following is the BEST description of the intruder Ms. Winters discovered in her apartment?

   a. A young Caucasian male, age 12-14, with short brown hair and blue eyes, wearing a plain blue t-shirt, black jeans and black Nike sneakers.
   b. A young Caucasian male, age 14-17, with short blonde hair and brown eyes, wearing a plain red t-shirt, blue jeans and black Nike sneakers.
   c. A young Caucasian male, age 12-14, with long brown hair and blue eyes, wearing a red and blue t-shirt, blue jeans and black Nike sneakers.
   d. A young Caucasian male, age 14-17, with short brown hair and blue eyes, wearing a plain red t-shirt, blue jeans and black Nike sneakers.

The correct answer to the verbal comprehension sample question is **(d)**. If you did not select the correct answer, please review the preceding passage.

Tips for Answering Verbal Comprehension Questions

- Before the test day, read entire newspaper articles for practice. Underline important details and ideas and notice different points of view and types of supporting evidence. After you have finished the article, try to summarize the main point of the article

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and the different arguments that have been presented. Look over the words and sentences you have underlined. Were they the most important words and ideas? As you continue to practice this exercise, you will become a more efficient reader, and you will read with greater comprehension.

- One strategy you may find helpful is to read the questions before you read the selection. The questions will tell you what important details you need to notice as you read the passage.

- Make sure that you read each question very carefully. Many candidates make mistakes on reading comprehension questions because they misunderstand the question.

- Read all of the answer choices carefully. Try to eliminate incorrect answers until you are left with only one possible answer. If you have more than one possible answer, reread the passage.

Verbal Expression

Verbal expression questions are designed to test your ability to write words and sentences that other people will be able to understand. Law enforcement officers will use this ability frequently to write the many reports, memos, affidavits and narratives that they are required to complete.

On the OH-SELECT, you will be required to choose the correct spelling of a word, detect misspelled words in a sentence, select the proper punctuation required in a sentence and choose the correct phrase to complete a sentence, based on your knowledge of grammar and proper sentence structure.

Verbal Expression Sample Question

Please determine which word in the following sentence is spelled incorrectly. There will be only one misspelled word in this sentence.

1. Because Officer Vogel responded to the home-invaison call late in his shift, he had to work six hours of overtime.

   a. Because
   b. responded
   c. invaison
   d. overtime

The correct answer to the verbal expression sample question is **(c)**. If you did not select the correct answer, you may wish to consult a dictionary or other spelling aid to help you determine which word in the sentence is misspelled.

Tips for Answering Verbal Expression Questions

- By reading more every day, you will be able to increase your vocabulary and to become more comfortable with different types of sentence structures.

- As you read, make a list of unfamiliar words. Afterwards, look up these words in the dictionary and write down their definitions in a notebook. By writing down these words and their definitions, you will be able to remember them more easily.

- As you read newspapers, magazines and books, practice locating the subjects and verbs of various sentences. Try to

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determine why a particular kind of verb is required to complement a particular kind of subject.

- If you are aware that you have difficulty spelling certain words, make flash cards and ask someone to help you practice spelling these words.

- If you are not familiar with terms such as "passive voice" or "direct object," we recommend that you consult a good grammar guide as a refresher so that you are able to analyze the sentences in the test questions to understand what elements are required to complete the sentence grammatically.

Problem Sensitivity

Problem sensitivity questions test your ability to sense if something is wrong or is likely to go wrong. Law enforcement officers constantly use this skill when patrolling neighborhoods or interacting with individuals. This skill involves the ability to sense that a situation is going to deteriorate or worsen, to recognize the symptoms of a physical problem that requires first aid or to sense that an individual has a problem, even if he or she insists that everything is all right.

On the OH-SELECT, you will be asked to read a short passage. You will then determine what is most likely to be the main problem in the situation that is presented in the passage. You may also be asked to determine what problem would most likely arise from the conditions presented in the passage or what step you would take to address the problem.

Problem Sensitivity Sample Question

Please use the information in the following passage to answer the problem sensitivity sample question.

Officer Denver is patrolling a neighborhood around 3:30 a.m. when she notices a car that is traveling approximately 25 miles per hour over the maximum speed limit. She pulls the motorist over for a traffic stop. As she steps out of her squad car, the driver of the car steps out of his vehicle and approaches her with his license and registration. Before Officer Denver can say a word, the driver apologizes for speeding and explains that he had just received a call about an emergency at home. He shows Officer Denver his driver's license and says that he hopes that the situation can be taken care of quickly. The man seems alert and agitated; his speech is clear, and he does not seem to have problems walking. Officer Denver orders the man to go back inside his car. She adds that she will also need to see proof of insurance. The man offers to go back to the car and get the proof of insurance for her, but Officer Denver again orders the man to return to his car. The man snaps, "Why can't we just take care of this here?" He immediately apologizes for losing his temper; however, Officer Denver must order him to return to his car for a third time before he complies.

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1. Based on the above information, what, if anything, is MOST likely to be the man's problem?

   a. The man is just impatient to return home so that he can deal with a family emergency.
   b. The man has something in his car that he does not want Officer Denver to see.
   c. The man is under the influence of alcohol.
   d. The man is nervous because he has no insurance and does not know how to behave during a traffic stop.

The correct answer to the problem sensitivity sample question is **(b)**. If you did not select the correct answer, please reread the above passage for details as to why the other answer options might be incorrect.

Tips for Answering Problem Sensitivity Questions

- You will need to rely on your common sense to answer most of these questions. But make sure that you read the situation carefully and look for important details. Carefully examine the answers and make sure that you pick the answer that relates most closely to the details presented in the passage. For example, in the problem sensitivity sample question above, the passage indicates that the driver of the car is alert, speaks clearly and has no problems walking. Thus, option C, or intoxication, would not be the *most* likely cause for the driver's strange behavior.
- If you are asked to imagine what would be the first step you would take to solve a problem, you may find it helpful to imagine the consequences that would arise if you followed each answer option.

Deductive Reasoning

When you take the OH-SELECT, you will encounter deductive reasoning questions, which will measure your ability to apply general rules to specific problems in order to reach a logical conclusion. Law enforcement officers use this ability to apply Ohio state statutes, municipal ordinances and laws, and departmental policies and procedures to specific situations.

On the OH-SELECT, you may be asked to read a passage that explains a hypothetical department's policies and procedures. (Note: the policies and procedures you will find on the test are not meant to reflect the actual policies and procedures of a real police department or law enforcement agency in the state of Ohio.) You will then be given a specific situation related to the policies, and you will have to decide the best course of action based on what you know about the given policies and procedures.

Deductive Reasoning Sample Question

Please use the information in the following passage to answer the deductive reasoning sample question.

In the event of a traffic crash involving death or personal injuries, officers should adhere to the following procedures:

- The driver of any vehicle involved in a crash resulting in the injury of any person must immediately stop the vehicle at the scene of the crash or as

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close thereto as possible and must remain at the scene of the crash until he or she has fulfilled the requirements of statute 316.062. Any person who willfully violates this paragraph is guilty of a felony in the third degree.

- The driver of any vehicle involved in a crash resulting in the death of any person must immediately stop the vehicle at the scene of the crash or as close thereto as possible and must remain at the scene of the crash until he or she has fulfilled the requirements of statute 316.062. Any person who willfully violates this paragraph is guilty of a felony in the second degree.

- The department shall revoke the driver's license of the person convicted of violating the above regulations.

- Every stop must be made without obstructing traffic more than is necessary, and, if a damaged vehicle is obstructing traffic, the driver of the vehicle must make every reasonable effort to move the vehicle or have it moved so as not to obstruct the regular flow of traffic. Any person who fails to comply with this subsection shall be cited for a nonmoving violation.

1. Joe Biglietta was driving his car, a white 2002 Ford Explorer, and talking on his cell phone on his way to work. Witnesses say that he ran a red light at the corner of Main and Broadway and crashed into the driver's side door of Mary Churchill, who was driving a red 2000 Pontiac Grand Prix. Ms. Churchill was not wearing her seat belt and suffered severe injuries to her head, neck and her shoulder. It is unclear what type of injuries Mr. Biglietta sustained because as soon as he discovered that he could still drive his car, he left the scene before the police arrived. Police found Mr. Biglietta at his home shortly afterwards. According to the above information, Mr. Biglietta will be charged with which of the following for leaving the scene of the accident?

   a. None, because Ms. Churchill's injuries were caused by her failure to wear her seat belt.
   b. A nonmoving violation.
   c. A felony of the second degree.
   d. A felony of the third degree.

The correct answer to the deductive reasoning sample question is **(d)**. If you did not select the correct answer, please reread the rules and regulations preceding the question.

Tips for Answering Deductive Reasoning Questions

- Be sure to read both the policies and the questions carefully. Occasionally, there will be irrelevant details in both the

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general policies and the specific situations, so make sure to carefully match up important details and disregard the information that does not help you answer the question. For example, in the deductive reasoning sample question, the models of the cars that Mr. Biglietta and Ms. Churchill were driving and the location of the collision were not pieces of information that helped you answer the accompanying question. You had to ignore those details to reach the correct conclusion.

- Other times, you may have to combine policies to find the right answer.

- You may be able to practice your deductive reasoning skills by looking at a set of rules or policies. They could be school regulations, office policies at your current job, city ordinances, etc. Try to imagine situations in which a person could either follow or violate the rule. What parts of the rule(s) would you cite if you had to defend someone or issue a citation?

Inductive Reasoning

Inductive reasoning questions assess your ability to combine separate pieces of information or use specific details to form general rules or conclusions. Inductive reasoning involves the ability to think of possible reasons that certain causes and effects seem to go together, such as giving a logical explanation for a series of events that seem unrelated. Law enforcement officers use this ability to perform when analyzing crime trends or reading departmental graphs or tables.

On the OH-SELECT, you will be given tables of information, bar graphs or pie charts. You will be asked to make general conclusions based on the information provided in these tables and charts. What trends do you notice? Have specific strategies been successful or unsuccessful? (Note: any statistics you may find on the OH-SELECT are not reflective of actual statistics or studies.)

Inductive Reasoning Sample Question

Please use the table below to answer the inductive reasoning sample question.

Total Number of Domestic Violence Incidents in Ashland County from 1994-2002.

Year	Number of Domestic Violence Incidents
1994	1,815.3
1995	1,827.3
1996	1,864.1
1997	1,926.9
1998	1,920.8
1999	1,927.0
2000	1,888.9
2001	1,822.6
2002	1,779.8

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1. In 1999, a new public-awareness campaign against domestic violence was established. The campaign included advertisements in local newspapers, billboards on state highways and lectures at community centers. Based on the information provided in the table above, how successful was this campaign?

   a. The campaign was successful in decreasing the number of domestic violence incidents from 1999-2002.
   b. The campaign was unsuccessful in decreasing the number of domestic violence incidents at any point during 1999-2002.
   c. The campaign was highly successful in 2000, but the number of domestic violence incidents increased afterwards.
   d. The campaign was mostly successful because although the number of domestic violence incidents increased from 2000-2001, there was a drastic decrease in domestic violence incidents in the year 2002.

The correct answer to the inductive reasoning sample question is **(a)**. If you did not select the correct answer, please re-examine the provided table and the sample question.

Tips for Answering Inductive Reasoning Questions

- Be sure to examine carefully every aspect of the charts or graphs provided and every part of the answer options. If you misread a label or number, you obviously will not be able to reach the correct conclusion.

- You can practice your inductive reasoning skills by looking through a newspaper, magazine or math textbook for a chart or graph. Instead of reading the article or an explanation of the chart or graph, try forming your own conclusions about the data. Then read the article or explanation to see if you have reached a valid conclusion.

Information Ordering

Information ordering questions will measure your ability to follow a rule or set of rules correctly or to arrange things or actions in a certain order. The things or actions may include numbers, letters, words, pictures, procedures, sentences and logical operations. Law enforcement officers use this skill when making arrests, issuing warrants, transporting prisoners, performing first aid and arranging sentences in a meaningful paragraph.

On the OH-SELECT, the information ordering questions you will most likely encounter will ask you to place five or six statements in either chronological or logical order. The statements could be part of a set of first aid instructions, parts of policies or statements from witnesses to or victims of crimes. You will also be asked which statements come before or after other given statements.

Information Ordering Sample Question

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Please use the following information to answer the sample information ordering question.

Your supervisor has just distributed a flyer with instructions for cardiopulmonary resuscitation, which can be used at emergency scenes before the arrival of paramedics or other emergency medical personnel. The instructions on the flyer include the following five statements.

1. After contacting emergency medical personnel, position the victim. To open the person's airway, turn him or her on his or her back, supporting the head and neck.
2. Just before performing mouth-to-mouth breathing, observe and feel for respiratory movement.
3. To ascertain if someone requires CPR, tap or gently shake the shoulder of the person who collapsed. Shout, "Are you okay?"
4. When performing mouth-to-mouth breathing, use the thumb and forefinger of your hand to pinch the person's nose shut. As you keep an airtight seal with your mouth on the victim's mouth, immediately give two full breaths.
5. If the person does not respond, call 911 before performing CPR.

1. If you place the above statements in the most logical order, which step should be performed AFTER shaking, tapping or talking to the victim to ascertain if he/she requires CPR, assuming that the person needs further help?

   a. You should perform mouth-to-mouth breathing.
   b. You should call 911.
   c. You should position the victim.
   d. You should feel for respiratory movement.

The correct answer to the information ordering sample question is **(b)**. If you did not select the correct answer, please reread the statements and the question again or try rearranging the statements above to create the most logical order.

Tips for Answering Information Ordering Questions

- Look for word clues in the statements, such as "before" and "after." See if any of the statements pair up in some way. For example, in the information ordering sample question, you are instructed to call 911 before performing CPR. The following step begins, "After contacting emergency medical personnel…"

- To practice information ordering, obtain a copy of a policy, a recipe, assembly instructions—something that clearly must be done in a certain order. Cut out the individual steps or instructions; mix them up and then see if you can rearrange them so that they are once again in their original, or most logical, order, relying only on the verbal clues you can find in the steps or instructions.

Spatial Orientation

Spatial orientation questions are designed to evaluate your ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. This skill involves maintaining directional orientation in one's bearings with respect to the points of a compass and allows one to stay oriented in a vehicle as it changes direction and location. Law enforcement

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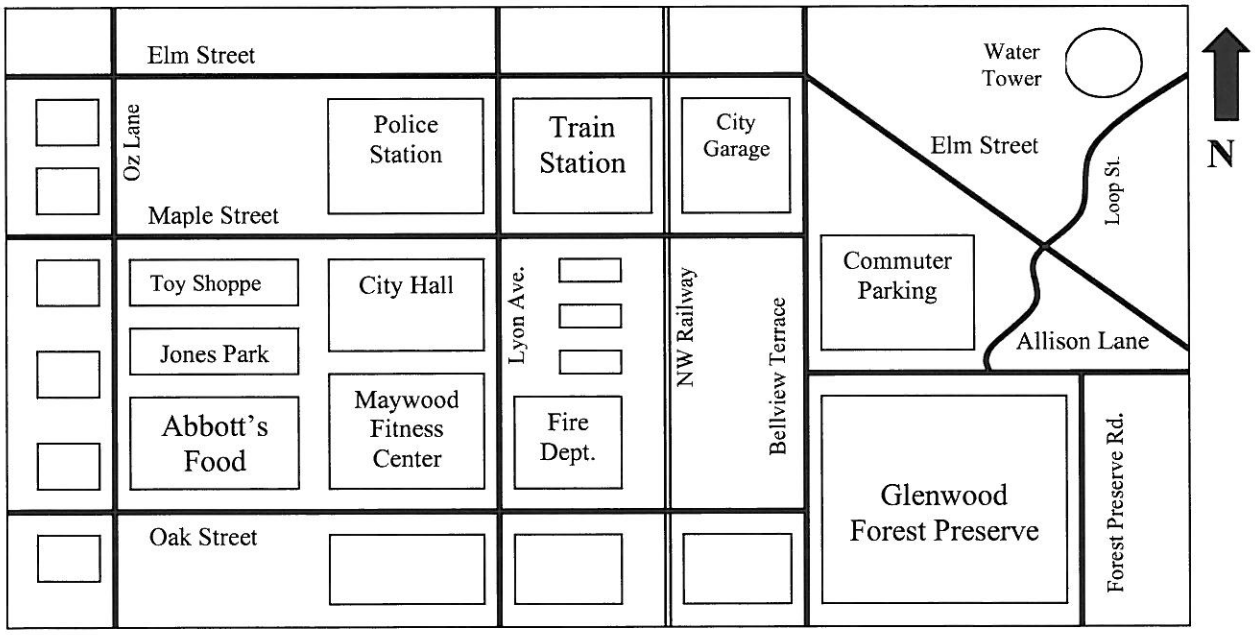
officers use this ability when they have to reach a destination in their community. They have to be able to visualize where they are in relation to their destination to determine the best route.

On some OH-SELECT questions, you will be presented with a map. You will then be given a situation in which you must determine the shortest (least distance) route from one location on the map to another. Alternately, you may be tested on where one object is in relation to another.

Spatial Orientation Sample Question

Please use the following map to answer the spatial orientation sample question.



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1. Officers Charleston and Diaz are at the intersection of Oak Street and Lyon Avenue. They receive a call to report to the site of a traffic accident at Allison Lane and Forest Preserve Road. What would be the quickest (least distance) route for them to take in order to reach the site of the accident?

   a. Travel east on Oak Street, then north on Bellview Terrace, then east on Allison Lane.
   b. Travel west on Oak Street, then north on Oz Lane, then east and southeast on Elm Street, then southwest on Loop Street.
   c. Travel east on Oak Street, then northeast on Allison Lane.
   d. Travel west on Oak Street, then north on Oz Lane, then east on Maple Street, then south on Bellview Terrace, then east on Allison Lane.

The correct answer to the spatial orientation sample question is **(a)**. If you did not select the correct answer, please reread the question or re-examine the map.

Tips for Answering Spatial Orientation Questions

- As with previous question categories, read the maps and situations very carefully. Occasionally, you will learn in the passages provided that certain streets are one-way only or that traffic flows more slowly on certain roads due to construction or other conditions. Take these factors into account when choosing the best possible route.
- Practice your spatial orientation skills with other types of maps. Figure out the best way to reach one destination from another. Make this activity challenging by placing obstacles on certain paths. Imagine, for example, that a certain road has been blocked by the police. What would be the shortest route to your destination while avoiding this obstacle?

Number Facility and Mathematical Reasoning

Number facility is the ability to calculate the answers to simple arithmetic problems, using addition, subtraction, multiplication and division skills. Mathematical reasoning involves more complex skills, such as determining averages, percentages or proportions. Law enforcement officers use these skills to calculate the value of items, determine bond percentages, estimate distances traveled, etc.

Both of these types of questions will present you with all of the information that is necessary to arrive at the correct answer. You must determine the proper mathematical operation (e.g., addition, subtraction) that should be used to solve the problem and correctly apply the operation to the information provided. Sometimes it will be necessary to apply more than one operation to solve the problem.

Number Facility Sample Question

Please calculate the correct answer to the following question.

1. $(42 - 13) * (12 + 4) =$ _____.

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a. 45
b. 232
c. 464
d. 880

The correct answer to the number facility sample question is **(c)**. If you did not select the correct answer, please reread the question and recheck your calculations. Be sure to follow the correct order of mathematical operations and to double-check your work.

Mathematical Reasoning Sample Question

Please use the following information to answer the sample mathematical reasoning question below.

1. Officer Reynaldo lives approximately 11 miles from the police department where he is employed. He is currently traveling 35 mph in his personal vehicle from his home to the police station so that he can report for duty as scheduled. Assuming that his speed remains constant, how long will it take Officer Reynaldo to reach the police station from his home?

   a. 3.2 minutes
   b. 6.4 minutes
   c. 18.9 minutes
   d. 36.0 minutes

The correct answer to the mathematical reasoning sample question is **(c)**. If you did not select the correct answer, please reread the question and recheck your calculations.

Tips for Answering Number Facility and Mathematical Reasoning Questions

- If there are mathematical concepts that you may not feel comfortable with, such as working with proportions, fractions or percentages, practice solving problems in a mathematical textbook.

- Become more aware of the mathematical operations that you use every day, such as balancing your checkbook, figuring out how much it will cost to fill up your gas tank, determining how much you will save if you use a certain coupon at the grocery store, etc.

- If you are used to performing many mathematical functions with the aid of a calculator, practice performing these calculations by hand.

Visualization

Visualization questions assess your ability to imagine how something will look when it is moved around or when its parts are moved or rearranged. This skill requires the forming of mental images of how patterns or objects would look after certain changes. Law enforcement officers use this skill when evaluating equipment for alterations, field-stripping a weapon for cleaning, deciding how faces would look with changes in hairstyles or age and conducting searches.

On the OH-SELECT, you will be presented with two-dimensional and three-dimensional images. There will be four pieces next to each two-dimensional and three-dimensional image. For the two-dimensional images, three of the four pieces would be combined to equal the exact size and shape of the original figure. You will be asked to choose the piece that would NOT be used to recreate the original figure. For the three-dimensional images, only one of the four pieces would perfectly replace a portion of the original figure. The other pieces would not match in some way. You will be asked

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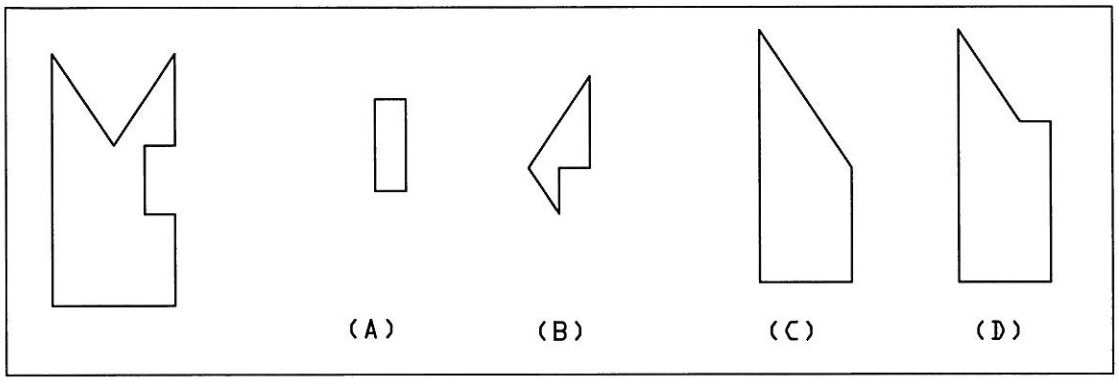
to choose the one piece that would perfectly replace a part of the original image.

Visualization Sample Question

The large figure on the left can only be made from three of the four pieces to the right of it. Please identify the letter of the piece that is NOT used.



The correct answer to the visualization sample question is **(d)**. If you did not select the correct answer, please reread the instructions or re-examine the two-dimensional images.

Tips for Answering Visualization Questions

- Look at complex shapes around you. Try to divide these large, complex shapes into smaller shapes in your mind. What kinds of different pieces can be created out of a larger shape?

- Draw a large, complex shape like the one above. Trace this shape onto another piece of paper. Cut out the shape on the second piece of paper and cut it up into smaller pieces. Rotate the smaller pieces vertically and horizontally and compare them to the large, complete shape on the first piece of paper. Can you mentally fit the smaller pieces together to form the original shape? Similarly, can you visualize what the smaller shapes would look like if you turned them around in different directions? If not, try to rearrange them physically until you get used to visualizing the combination and rearrangement of these shapes.

Flexibility of Closure

Flexibility of closure questions are designed to measure your ability to identify or detect a known object, such as a number or a picture, which is hidden among similar objects. These questions test your ability to pick out the target object from the background material. Law enforcement officers use this ability when performing a search for evidence of a crime.

When you take the OH-SELECT, you will see large boxes that feature rows of numbers, letters or pictures. You will be asked to count the number of times that a certain number, letter or picture appears in the box.

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Flexibility of Closure Sample Question

Please use the information below to answer the flexibility of closure sample question.

1	4	8	9	6	3
2	8	5	7	5	8
4	1	7	9	3	2
8	5	3	4	8	5
9	6	7	1	2	1
0	5	7	0	6	9
5	6	7	1	3	4
5	8	2	6	0	1
1	3	2	2	5	7
4	6	4	5	9	7
4	1	0	6	7	0
8	3	2	1	6	3
9	8	1	2	1	4
6	6	8	1	7	9
5	2	4	2	3	0
7	0	5	0	2	7
0	3	8	5	9	3

1. How many 1s can you find in this picture?

   a. 10
   b. 11
   c. 12
   d. 13

The correct answer to the flexibility of closure sample question is **(c)**. If you did not select the correct answer, please re-examine the picture above.

Tips for Answering Flexibility of Closure Questions

- Be sure to leave yourself enough time to carefully examine these questions before choosing your answers. Beware of numbers, pictures or letters that may look alike (e.g. 1s and 7s).
- You may find it helpful to circle the letter, picture or number that is being targeted. Keep in mind that you may be required to answer more than one question for each picture.

Selective Attention

Selective attention questions are designed to test your ability to concentrate on a task without getting distracted by external stimuli. Law enforcement officers might use this ability when sitting in a patrol car doing paperwork while the radio is on.

On the OH-SELECT, you will be presented with a series of numbers, letters and/or symbols. You will be asked to choose which one of the four Ohio license plates beneath it matches the original pattern exactly.

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Selective Attention Sample Question

Please use the information and pictures below to answer the selective attention sample question.

1. Find the license plate number 6894+003YI★M

a.

b.

c.

d.

The correct answer to the selective attention sample question is **(c).** If you did not select the correct answer, please re-examine the question and the answer options.

Tips for Answering Selective Attention Questions

- Once again, be sure to allow yourself enough time to complete this portion of the test. We aren't kidding when we say that you'll have to pay attention! Note the exact placement of the letters, numbers, symbols and spaces. Occasionally, they will be in the wrong order or another similar-looking character will be substituted for one of the letters, numbers and symbols. Only one answer per question will be correct, so look carefully!

- Look at license plates, phone numbers or serial numbers that you see every day. Can you copy them down quickly and exactly?

- Try typing a random set of characters on your computer or word processor. Put this original set away for a while. Return to it later and, below the original set, try to type the exact same pattern of characters.

The Personality Section of the OH-SELECT

Personality Traits

The information presented in this section of the study guide will assist you in becoming familiar with the structure of the personality trait section of the OH-SELECT. A brief definition of this section is presented along with sample statements to orient you to the different question formats.

The questions appearing in this section are significantly different from the questions appearing in the cognitive-abilities section in terms of design and requirements for your

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response. **It is important to note that the statements in this section are not scored in terms of correct or incorrect answers. Rather, they are scored in terms of the similarity between your responses and those of highly successful law enforcement officers in the state of Ohio.** These questions are presented as a series of statements for you to respond to by marking the answer that best fits your opinion. The following five-point scale is provided for you to record your response to each statement presented:

1 – Strongly Agree
2 – Agree
3 – Neither Agree nor Disagree
4 – Disagree
5 – Strongly Disagree

There are no obviously "correct" or "incorrect" responses to these types of questions as there are on the cognitive questions. The goal of the personality component of the OH-SELECT is to compare your attitudes and personality traits to those of successful law enforcement officers. The closer your responses match those of successful officers, the more likely it is that you will be successful on the job.

Sample Personality Trait Statements

Please rate the sample personality trait statements using the scale previously provided. Be as candid and honest as you can when making your ratings. Remember, there are no correct or incorrect answers.

1) I am sometimes nervous around friends whom I have not seen for a long time.
2) I enjoy trying to make others feel comfortable in new situations.
3) When I am uncertain of how to complete a task, I will usually ask for instructions.
4) I am more assertive than most of my friends.
5) Most people feel stressed when they get home from work or school.
6) I work best as part of a team.
7) Sometimes I say one thing when I really mean something else.

Tips for Responding to Personality Trait Statements

- Your response should be an indication of how you feel about the statement that is presented. **You should respond honestly to each statement.**
- A good guideline for answering these types of items is to put down the first response that feels right. Overanalyzing the question or looking for a hidden meaning can often cause you to misunderstand the question and respond in a manner that does not reflect your true personality.

Additional Test-Taking Strategies

Throughout this study guide, we have offered you tips on how to improve your skills in each of the areas that will be assessed on the OH-SELECT. Following are some additional tips to help you do your best on the exam.

- Make sure that you get a good night's sleep the night before the exam so that you are rested and relaxed on the day of the test.

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- Stay confident! A confident and positive attitude will help you to do your best on the exam. Keep in mind that although you should view the OH-SELECT as a challenge, try not to succumb to stress and test-taking anxiety. Remember that by carefully reading this study guide, you have prepared yourself for the OH-SELECT.

- Remember that you should pace yourself so that you can read and carefully consider each question.

- Only correct answers will be counted as part of your score. If possible, try to make an educated guess rather than a wild guess on the cognitive questions in the exam. Try to eliminate the answer choices you know to be wrong and try to reason among the answers that remain. If you still do not know the answer, make a guess from the answer choices that remain. The odds of choosing the right answer will increase if you can guess between two or three answer choices instead of four.

- When you make a guess, mark the question in your test booklet so that you can return to that question if time remains.

- It is very important that you respond to all of the statements in the personality section of the exam so that your true opinions and attitudes will be measured accurately.

- If you cannot understand the meaning of a word in a sentence or passage, reread the entire passage for the general or overall meaning of the selection. By looking at the context, or the words and phrases around the unfamiliar word, you may be able to determine the meaning of the unfamiliar word.

- Keep in mind that incorrect answers are sometimes designed to divert you from the correct response. Carefully read each answer option. Even if the option contains exact words or phrases from the accompanying passage, this does not guarantee that that option will be the correct answer.

- Watch out for answer options that contain the words "only," "always," "never," and "all." Make sure that you carefully read any passages accompanying the question to determine whether an answer option is accurate or an exaggeration. This does not mean that any answer option containing the words listed above is automatically incorrect. Again, you must carefully read the accompanying passage to determine the validity of an answer option.

You are now prepared to take the Ohio Law Enforcement Selection Inventory!

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