



State of Oklahoma
Council on Law Enforcement Education and
Training

Reading, Writing and Comprehension Test
Guide

CLEET
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COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
State of Oklahoma
PEACE OFFICER BASIC SKILLS COMPREHENSION EXAMINATION INFORMATION

INTRODUCTION

Beginning November 1, 2009, any person or peace officer who desires to attend a basic law enforcement academy conducted by the Council on Law Enforcement Education and Training (CLEET) shall within ninety (90) days of hire and prior to CLEET admission, be required to score a minimum of seventy (70%) on a reading and writing comprehension examination approved and administered by CLEET to ensure the applicant can read and write on a level necessary to perform the requirements of the CLEET academy.

WHO MUST TAKE THE OKLAHOMA PEACE OFFICER SELECTION TEST (OPOST)

Any person, who is employed as a peace officer in the State of Oklahoma, who is scheduled to attend or who will be scheduled to attend the CLEET basic law enforcement academy in Ada, Oklahoma.

Any person who is required to take the OPOST by an employing public safety agency as part of the pre-hire screening process prior to a conditional offer of employment.

THE EXAMINATION INSTRUMENT

The Oklahoma Peace Officer Selection Test (OPOST) is an entry-level instrument designed to measure basic skills that are important for successful learning and performing an entry-level, law enforcement position. **NO PRIOR KNOWLEDGE OF LAW OR LAW ENFORCEMENT IS NEEDED TO ANSWER ANY OF THE QUESTIONS.** The test instrument, developed and validated by Stanard and Associates, Inc. and used in over 1,000 agencies nationwide including both cities and counties in the State of Oklahoma identifies candidates most qualified for entry-level police work, those most capable of reading criminal codes, writing correct reports and citations, calculating the value of stolen goods, and performing important police tasks.

The OPOST is divided into four sections. Each section is designed to measure a specific set of skills necessary to learn and perform the peace officer job. The Reading Comprehension section contains twenty-five (25) items that sample or measure a law enforcement candidate's ability to read and accurately interpret operating procedures, department directives, memos, training materials, state statutes, traffic regulations, etc. The Arithmetic section contains twenty (20) items that sample or measure a peace officer candidate's ability to correctly add, subtract, multiply, divide and determine proper percentages and simple averages. The Grammar section contains twenty (20) items that sample or measure a law enforcement candidate's ability to spell and use grammar and punctuation correctly. The Incident Report Writing section contains ten (10) items that sample or measure a law enforcement candidate's ability to write grammatically

correct, complete sentences. Words must be spelled correctly and punctuation must be used accurately.

The OPOST utilizes three different types of questions: (1) True/false questions in which a statement will be given concerning a passage or a sample report form. The statement will be either accurate or true based on the passage or form, or the statement will be inaccurate and false according to the passage form. (2) Questions in which the correct answer is based on the information presented in the passage or on a sample report form. (3) Questions that require choosing the alternative that best completes the sentence. Again, answers should be based on the information in the passage or on the report form.

TAKING THE EXAMINATION

No one will be allowed to enter the testing room without a photo identification card. Candidates who have already been employed as a temporary peace officer should bring a letter from the hiring agency stating that they have been hired, the date of hire, and that it is the agency's intent to utilize the OPOST for the candidates admission into the CLEET basic academy. The photo and name on the identification card must clearly identify the individual in possession of the card. A driver's license, a state identification card, passport, or school identification card will normally be accepted. If, in the sole opinion of the test administrator, the source of the identification card is questionable or the picture on the identification card does not clearly identify the holder of the card the candidate will not be allowed to enter the testing area.

The test administrator will ensure that the name on the testing instrument matches the name on the produced identification card. If, in the sole opinion of the test administrator, a discrepancy exists, the candidate will be required to leave the testing area and will not be allowed to take the examination.

The examination takes ninety (90) minutes including both administration and testing time. Instructions specific to the area being tested will be given to the candidates before the beginning of that portion of the examination.

The test administrator is responsible for test security. NO ONE other than the administrator and those taking the test may view the test. NO ONE may copy the test or retain a copy of it. Any instrument capable of transmitting a signal or creating a photographic image is strictly prohibited in the testing area. This includes but is not limited to any electronic device, camera or telephone. Candidates found in possession of a prohibited device will be immediately removed from the testing area and their test score voided.

Once the administrative portion of the testing process has begun, no one will be admitted to the testing room, and no one will be allowed to leave the room once testing has commenced. Where possible and where it may be accomplished safely, doors will be locked from the inside to prohibit interruption of the testing process. A candidate may elect to leave the testing area before completion or upon completion of the examination. However, under no circumstances will a person be allowed to re-enter the testing room nor will they be allowed to take test materials or other testing documents from the testing room.

Administrators and when available, proctor(s) will move around the room and monitor test taking, discourage cheating and talking, and ensure everyone is following instructions. Any candidate, who in the sole opinion of an administrator or proctor is engaging in any form of conduct contrary to individual test taking protocol, will be asked to leave immediately. If asking an individual to leave will create an unnecessary disruption of the class, their test score will be voided at the end of the testing period. Individuals removed from a testing site may be prohibited from future testing.

SCORING THE EXAMINATION

The OPOST is designed by Stanard and Associates to be easily scored. Each test has the correct answers that are exposed when the perforated carbon portion of the examination is exposed and incorrect answers are easily identified. Only the Incident Report Writing portion requires training. Here, scoring involves deducting points for incorrect answers, misspellings, obvious grammar errors, and certain punctuation mistakes.

To ensure accuracy in scoring, each instrument will be scored by no less than two authorized CLEET test administrators. Each administrator will be required to sign and make notation of the date and time the test was scored.

Once all of the tests have been graded each applicant will receive a CLEET form notifying them only whether they passed or failed the examination. An applicant's ACTUAL NUMERICAL OR PERCENTAGE SCORE WILL NOT BE MADE AVAILABLE. One copy of the CLEET form may be sent to the address of any peace officer agency designated by the candidate, and one copy will be retained by CLEET.

USING OPOST AS A PRE-HIRE OR POST-HIRE SCREENING MECHANISM

Law enforcement agencies may elect to use the OPOST instrument as either a pre-hire or post-hire screening mechanism. Candidates must take the OPOST either within ninety (90) days before being hired by an agency or within ninety (90) days of the date of hire.

Pre-hire

Law enforcement agencies may elect to require an applicant to successfully pass the OPOST prior to offering the candidate a conditional offer of employment. When using OPOST as a pre-hiring mechanism a candidate must be hired within ninety (90) days of taking the examination. If ninety (90) days have expired and a candidate has not been hired, the test score is void, and the candidate must re-test. Hiring agencies may elect to pay the cost of the examination or have the applicant pay the cost of the examination. However, when utilizing OPOST as pre-hire screening mechanism, CLEET will NOT be responsible for any costs associated with the taking of the examination. OPOST passing scores are valid for the six (6) month time period where the candidate is serving under temporary officer status. An applicant who successfully completes the test but fails to enter a CLEET academy prior to the expiration of the six (6) month temporary peace officer status period will be required to retest prior to starting a future CLEET academy.

At the sole discretion of the CLEET Executive Director, an extension of the time period may be granted, typically for injury or military service.

Post-hire

Law enforcement agencies that elect to hire a candidate prior to taking the OPOST will have the cost of the examination paid for by CLEET. The candidate must take and pass the examination within ninety (90) days of being hired with temporary officer status. Candidates who fail to take the test within the prescribed time periods will not be allowed to enter the CLEET academy. OPOST scores are retroactive to the date of hire. Hence they are valid for a six (6) month time period beginning with the actual date of hire, not the actual date the candidate takes the OPOST. An applicant who successfully completes the test but fails to enter a CLEET academy prior to the expiration of the six (6) month temporary peace officer status period will be required to retest prior to starting a future CLEET academy. At the sole discretion of the CLEET director, an extension of the time period may be granted, typically for injury or military service.

Candidates will be allowed a total of three (3) opportunities to pass the OPOST in post-hire status. CLEET will cover the costs associated with the candidate's first two attempts. Candidates will be required to pay a fee of \$50.00 for a subsequent test. If a candidate fails three (3) attempts under temporary police officer status, they will not be eligible for admission into the CLEET academy. An applicant's failure to retake the test or use additional allotted opportunities to pass the OPOST is not grounds for an appeal to enter the academy or a basis for granting an extension.

OPOST ADMINISTRATION

CLEET is working with the Oklahoma Technology Testing Centers to develop the ability for candidates to take the OPOST during normal Technology Center testing hours. It is anticipated that an agreement will be reached by January 1, 2010. Under the proposed agreement the participating Technology Centers across Oklahoma will administer the test and collect any applicable fees associated with taking the OPOST. Once the agreement has been finalized, this paragraph will be up-dated to include the names and addresses of the participating agencies, the costs associated with OPOST, and the times the testing will be available.

Beginning October 1, 2009, and continuing until a finalized agreement has been reached with the Oklahoma Technology Testing Centers, CLEET will be administering the OPOST examination at ten (10) locations across the state each month. The locations, dates, and times will be posted on the CLEET website. Post-hire candidates will be required to bring a letter from their agency stating they have been employed and a photographic identification.

Any agency desiring to self-administer the OPOST either in the pre-hire or post-hire process must make arrangements with CLEET to have an officer who is currently Basic Instructor Development (BID) certified, approved by CLEET to administer the examination. The approval process will consist of attending a CLEET examiner's orientation class. Under no condition will an agency be allowed to administer the OPOST examination without having both an approved administrator and a CLEET field agent present at the time of testing.

Law enforcement agencies desiring to use the OPOST in the pre-hire screening process for admittance into the CLEET academy should contact Assistant Director Steve Emmons at 405-239-5100 prior to the administering of or sending anyone to take an OPOST.

Candidates who are hired by a law enforcement agency and have either not passed a previous examination or who have not had the opportunity to take the examination may take the OPOST on the Monday before the start of the academy. The test will be administered at the CLEET facility in Ada, Oklahoma. Testing times will be posted on the CLEET website. Candidates who fail to pass the examination will not be allowed to enter the academy. Applicants who are not able to pass the test within the ninety (90) day statutory period will not be eligible to retest until one calendar year has expired from the date of the first test taken.