

2018 CIVIL SERVICE PROMOTIONAL EXAMINATION STUDY PLAN

aka . . . 18 weeks to your promotional glory!

Your Mindset & Equipment

- **Don't listen to the naysayers . . . you have plenty of time to score and get promoted. But you have to be smart about it.** You need to find 12 hours per week! You have to concentrate your study time to maximize coverage and preparation. Is 216 hours between now and September 15th too much to ask for a promotion that will enhance your career and your income? Go for it!
- **Get the right equipment and take the right classes.** This study plan is geared to the following preparation materials:
 - Management.** You need to read the four management texts; take the Management Master class; and complete the 1,900 practice questions on the four assigned books – Police Administration 9th ed.; Iannone's Supervision 8th ed.; Community Policing 7th ed.; and Criminal Investigation 11th ed. Most candidates don't commit to the management texts. This is your edge! Live class, CD lectures and practice questions are the best way to do this!
 - Law.** You also need LED's four law texts – criminal procedure, law, motor vehicle, and juvenile – and the corresponding "Q books," which provide 3,000 questions to get you tuned up on all the law materials! Take the new four day law class (procedure, criminal, mv and juvenile). Listen to the CD lectures.

Week

Dates

Preparation Action Plan

Each study week is based on a six day cycle.

1

May 14-20
CLASS WEEK

Important Class Week! 2 days . . .

- **Management Books Seminar** at IBEW Local 103 in Boston on May 14 and 15. Tackle Police Administration 9th ed. and Community Policing 7th ed. Get into the texts! These books are your key!
- Take entire day off on May 16 and 20. Clear your head!
- Review underlining from PA and CP texts on 17, 18 and 19. 6-8 hours.

Strong recommendation: Purchase all 4 Q Books from LED. There is a special "Q Slam" on ledimensions.com.

2

May 21-27
CLASS WEEK

Important Class Week! 2 days . . .

- **Management Books Seminar** at IBEW Local 103 in Boston on May 21 and 22. Tackle Iannone's Supervision 8th ed. and Criminal Investigation 11th ed. Get into the texts! These books get you promoted!
- Take entire day off on May 23, 26 and 27. Enjoy Memorial Day! Clear your head!
- Review underlining from Iannone and Criminal Investigation texts on May 24 and 25

3

May 28-31
June 1-3

- **Police Administration (PA) Questions.** Do half the practice questions from PA. Check your mistakes. Go back into the book. Really work this learning process! Notice how we separate the time when you were in class from the time when you do the questions. This reinforces your long term memory for exam effectiveness. This time is well spent. 5 hours.
- **Criminal Law Q Book.** Do half the practice questions in this Q book. Check your mistakes. Look up any confusing areas of law. 5 hours.

4	<p>June 4-10</p>	<ul style="list-style-type: none"> • Print out Criminal Justice Reform 2 page update. This can be printed at ledimensions.com. Study it. It was signed into law on April 13, so it is eligible for the exam since the final version of the reading list was approved on April 17! 40 minutes. • Police Administration (PA) Questions. Finish the practice questions from PA. Check your mistakes. Go back into the book. Really work this learning process! This time is well spent. 5 hours. • Criminal Law Q Book. Finish the practice questions in this Q book. Check your mistakes. Look up any confusing areas of law. 5 hours.
5	<p>June 11-17</p>	<ul style="list-style-type: none"> • Break out the CDs from the management class! Iannone's Police Supervision (I): Listen to 1 hour of I coverage per day. 6 hours. If it's your first exam, this is where you score. The veterans have already been through this book a bunch! • Community Policing Questions. Do the practice questions on CP. Check your mistakes. Go back into the book. Really work this learning process! This is time well spent. 5 hours.
6	<p>June 18-24 <u>CLASS WEEK</u></p>	<p><i>Important Class Week! 3 days . . .</i></p> <ul style="list-style-type: none"> • Procedure, Criminal Law, Motor Vehicle & Juvenile Seminar at IBEW Local 103 in Boston on June 18, 19 and 22. Three tenacious days of criminal procedure, criminal law (rights of arrest, elements, key case law), and mv issues. These areas are key for rank! • Take entire day off on June 20, 21 and 24. • Review underlining and "black letter law" in Criminal Procedure Manual on June 23. 8-10 hours.
7	<p>June 25-30 July 1 <u>CLASS WEEK</u></p>	<p><i>Important Class Week! 1 day . . .</i></p> <ul style="list-style-type: none"> • Procedure, Criminal Law, Motor Vehicle & Juvenile Seminar at IBEW Local 103 in Boston on June 25. One tenacious day of criminal procedure and juvenile issues. These areas are key for rank! • Take entire day off on June 26 and 30. • Review underlining and "black letter law" in Criminal Law, Motor Vehicle and Juvenile Manuals on June 27, 28, 29 and July 1. 8-10 hours.
8	<p>July 2-8</p>	<ul style="list-style-type: none"> • Break out the CDs! Community Policing (CP). Listen to 1 hour of CP coverage per day. 7 hours. • Juvenile and Motor Vehicle Law Q Books. Do all the practice questions in those two Q books. Check your mistakes. Look up any confusing areas of law. 5 hours.
9	<p>July 9-15</p>	<ul style="list-style-type: none"> • Break out the CDs! Police Administration (PA). Listen to 1.25 hours of PA lecture per day. 9 hours (with an extra 40 minutes if you are a Lt. or Capt. candidate). • Iannone's Supervision Questions. Do the practice questions on I. Check your mistakes. Go back into the book. Really work this learning process! This is time well spent. 4 hours.

10	July 16-22	<ul style="list-style-type: none"> • Break out the CDs! Criminal Investigation (CI): Listen to 1 hour of CI coverage per day. 6 hours. • Criminal Procedure Q Book. Do all the practice questions in this Q book. Check your mistakes. Look up any confusing areas of law. 7 hours.
11	July 23-29	<ul style="list-style-type: none"> • Break out the CDs from the law class! Listen to Day 1 Criminal Procedure: Listen to 1 hour of coverage per day. 6 hours. • Criminal Investigation Questions. Do the practice questions on CI. Check your mistakes. Go back into the book. Really work this learning process! This is time well spent. 6 hours.
12	July 30-31 August 1-5	<ul style="list-style-type: none"> • Break out the CDs! Listen to Day 2 Criminal Law: Listen to 1 hour of coverage per day. 6 hours. • Freestyle! Listen to a management book CD of your choice or re-do practice questions. 6 hours.
13	August 6-12 CLASS WEEK	<p><i>Important Class Week! 4 days . . .</i></p> <ul style="list-style-type: none"> • Cram College! Come in a Freshman and go out a Senior! IBEW Local 103 Hall in Boston on August 6, 7, 9 and 10. • No study on August 8, 11 and 12. Let your brain fully relax!
14	August 13-19	<ul style="list-style-type: none"> • Break out the CDs! Listen to Day 3 Motor Vehicle Law: Listen to 1 hour of coverage per day. 6 hours. • Freestyle! Listen to a management book CD of your choice or re-do practice questions. 6 hours.
15	August 20-26	<ul style="list-style-type: none"> • Break out the CDs! Listen to Day 4 Juvenile Law: Listen to 1 hour of coverage per day. 6 hours. • Freestyle! Listen to a management book CD of your choice or re-do practice questions. 6 hours.
16	August 27-31 September 1-2	<ul style="list-style-type: none"> • Break out the CDs from the cram! Listen to hours 1-8 of the cram. • Extra credit! Go over practice questions in the management books. 5 hours.
17	September 3-9	<ul style="list-style-type: none"> • Break out the CDs! Listen to hours 9-17 of the cram. • Extra credit! Go over practice questions in the management books. 5 hours.
18	September 10-15	<ul style="list-style-type: none"> • Break out the CDs! Listen to hours 18-24 of the cram. <p><i>No studying the day before the exam. None. You are ready . . . GAME DAY: SEPTEMBER 15, 2018. GOOD LUCK!</i></p>

“Luck is the residue of desire and preparation”