



Data for Decisions in Management

To: Prospective Client

Re: Pennsylvania First Line and Second Line Supervisor Tests

We are pleased that you are interested in the Pennsylvania First Line Supervisor Test and/or Pennsylvania Second Line Supervisor Test. Attached are the Pennsylvania Product Information Packet and Order Form for your review.

If you should decide to use our test, be aware that your agency can obtain a set, or multiple sets, of the source materials and provide a place for the applicants to review them or the agency can require applicants to obtain their own set of materials. In fairness to the candidates, they should have 30 days to study from the time the materials arrive till the actual exam date. We believe this will reduce the likelihood of any candidate challenges and give all involved an equal opportunity to prepare for the test.

It is important to remember that source material arrival dates vary, although Amazon and Barnes and Noble say that they ship within 24-48 hours, the source books could take 14 days or more to arrive. This is dependent upon inventory and method of shipment (i.e. next day or ground service).

If you need additional information please call at the Pennsylvania Chiefs of Police Association at 717-236-1059.



Fact Sheet: **Description of the Pennsylvania First and Second Line Supervisor Tests**

Overview

Stanard & Associates' First and Second Line Supervisor Tests help Pennsylvania law enforcement agencies identify promotional candidates who possess the relevant job knowledge to be successful supervisors and managers. The exams assess candidates' knowledge in areas such as management/supervision, major court cases affecting law enforcement, community policing, criminal investigation, patrol tactics, and Pennsylvania Criminal Law and Vehicle Code. Both exams are the result of an extensive research and development effort. First, S&A conducted a nationwide job analysis to identify critical first and second-line supervisory duties and responsibilities, as well as the knowledge required to competently perform those duties. Based on the input of over 600 law enforcement professionals nationwide, including a group from the state of Pennsylvania, S&A developed a bank of test questions designed to measure candidates' mastery of key supervisory concepts. Finally, five separate geographically diverse panels of experts, composed of over 50 police chiefs and commanders reviewed the test questions, contributing their invaluable expertise to refine the test questions. In addition, a group of law enforcement officials from the state of Pennsylvania were used to determine state specific source materials, from which items were written, and were also used to review and revise state specific test questions.

The end result is two cost-effective examinations that can be integrated easily into your agency's promotional process. The First-Line Supervisor Test measures critical knowledge areas associated with first-line supervisor positions (e.g., Corporal, Sergeant), while the Second-Line Test measures knowledge areas associated with many second-line supervisor positions (e.g., Lieutenant).

Exam Features

- Each exam has 125 questions (primarily multiple-choice with some true/false).
- A candidate study guide is available to provide test takers with a recommended reading list, study tips and sample test questions
- An administration guide is available to ensure standardization of the testing process across agencies.
- All exams will be sent to and scored by S&A

Pricing

- First Line Supervisor Test = \$100/test
- Second Line Supervisor Test = \$125/test
- Study Guide = \$10/guide
- Administration Guide = \$10/guide

Promotional Examination Process

- Candidate Study Guide (provided by S&A) is released to all eligible candidates
- Candidates are given a minimum of 30 days to study for the promotional exam
- Exam is administered (Administration Manual provided by S&A)
- All testing materials (used and unused exams) are sent back to S&A via a traceable carrier for processing.
- S&A scores completed examinations and provides a report of the results within 5 business days