

**Deputy Sheriff  
Entry Level Examination  
Study Guide**

**West Virginia  
Division of Personnel**



## **OVERVIEW**

This examination study guide was developed specifically to assist you with test preparation, in understanding the different components of the examination, and to provide you with sample exam questions.

The Entry Level Exam contains 84 multiple choice questions. No law enforcement questions are included in the test because job analysis has shown this information is learned primarily after employment as a Deputy.

You will need to allot up to two (2) hours for the examination. All scoring for the Entry Level Exam will be performed by the Division of Personnel (DOP). The DOP will forward to the county a list of examinees and the score percentage each received.

## **WHAT IS ON THE EXAM ?**

The exam consists of 84 questions covering the following subject areas:

- Basic Mathematics (12 Questions)
- Interpersonal Relations and Dealing with People (15 Questions)
- English Usage (Grammar/Spelling) (20 Questions)
- Accident Diagrams and Maps (10 Questions)
- Reading Time Schedule Information and Forms Completion (7 Questions)
- Reading Comprehension (20 Questions)

## **Basic Mathematics**

In this position, knowledge of basic mathematics is necessary for the performance of tasks such as preparing reports. In the math portion of the exam, examinees are provided with situations that require the use of basic mathematics. Examinees will be required to read the word problem, and then select the correct multiple-choice answer.

### **Sample Questions**

1. There were 375 candidates attending a training program; however, by the time the program was completed, 117 candidates had dropped out or were eliminated. How many candidates finished the program?
  - a. 255
  - b. 260
  - c. 258
  - d. None of the other options
  
2. A deputy sheriff unit is called out to stop a disturbance at a baseball game. The crowd consists of approximately 180 people. If the crowd to deputy ratio is ten to one, how many deputies should be sent to control the crowd?
  - a. 18
  - b. 30
  - c. 5
  - d. 20
  
3. A Deputy worked 8 hours Monday, 8 hours Tuesday,  $7\frac{1}{4}$  hours Wednesday, 0 hours Thursday,  $10\frac{1}{4}$  hours Friday, 12 hours Saturday, and  $4\frac{1}{2}$  hours Sunday. How many hours did the Deputy work during the entire week?
  - a.  $51\frac{1}{4}$  hrs.
  - b. 52 hrs.
  - c.  $48\frac{1}{2}$  hrs.
  - d. 50 hrs.

4. In preparing the report on a home robbery, a deputy sheriff listed the following stolen items and their values:

- Television: \$530.00
- Diamond Ring: \$4,000.00
- Laptop Computer \$ 1,900.00
- Gaming System \$700.00

What was the value of the stolen items except the gaming system?

- a. \$7,130.00
  - b. \$6,430.00
  - c. \$6,600.00
  - d. None of the other options
5. The odometer on a patrol car shows that the car has been driven a total of 749 miles during a one week period. What is the average number of miles the car was driven each day during that one week period?
- a. 100 miles
  - b. 80 miles
  - c. 107 miles
  - d. 104 miles

### **Interpersonal Relations and Dealing with People**

In this portion of the exam, examinees will test their ability to interact with the public and co-workers in order to provide the best service, gain cooperation, and maintain public support.

### **Sample Questions**

1. When the public trusts law enforcement, they are more likely to?
- a. Cooperate and report crimes
  - b. Withhold information
  - c. Not report crimes
  - d. Resist arrest or questioning

2. A deputy is ordered to complete a complicated assignment, the deputy should
  - a. Ask another co-worker to complete the assignment
  - b. Follow through with the assignment
  - c. Ask to be excused from the assignment
  - d. Ask to be assigned to uncomplicated assignments
3. How should a deputy deal with an irrational person?
  - a. Arrest the person
  - b. Scream at the person
  - c. Remain calm
  - d. Show attitude
4. What role does a deputy play in public service?
  - a. Not enforcing laws and public safety
  - b. Obstructing justice, tampering with evidence
  - c. Failing to properly investigate a case
  - d. Enforcing laws, maintaining public order, and managing public safety
5. An individual considers himself/herself bullied and requests a deputy for his/her name, badge number, and phone number in order to make a complaint. The deputy should?
  - a. Tell the individual they are not allowed that information
  - b. Give the individual the information
  - c. Call for additional law enforcement
  - d. Discuss the facts of the individuals problem

### **English Usage (Grammar/Spelling)**

In this portion of the exam, examinees will test their ability to use correct grammar, spelling, and effective expression in oral and written communication. This is important in providing information, giving directions, and writing concise and accurate reports.

### **Sample Questions**

1. In the past year, the police department handled thousands of 911 calls. During that time, the deputy sheriff's office \_\_\_\_\_ over 2,000 calls.
  - a. received
  - b. recieved
  - c. receved
  - d. recievd
  
2. A deputy sheriff searched the suspect and found eight \_\_\_\_\_ in the suspect's back pocket.
  - a. knives
  - b. knives
  - c. knife
  - d. knife's
  
3. Which word contains a spelling error?
  - a. precarious
  - b. analyze
  - c. complaint
  - d. surprise
  
4. I \_\_\_\_\_ hardly drive in the rain.
  - a. can't
  - b. couldn't
  - c. wouldn't
  - d. can
  
5. Have you \_\_\_\_\_ the office inventory yet?
  - a. began
  - b. begun
  - c. begin
  - d. done

## Accident Diagrams and Maps

In this portion of the exam, examinees will test their ability to read and understand accident diagrams and road map directions. There are two (2) types of questions in this section, (1) you will choose the diagram which best represents the verbal description, (2) you will choose the best verbal description.

### Sample Questions

Moving vehicles are represented by this symbol:    Rear        Front

Parked vehicles are represented by this symbol:    Rear        Front

Pedestrians and bicyclists and the direction in which they are heading are represented by a circle and an arrow:    

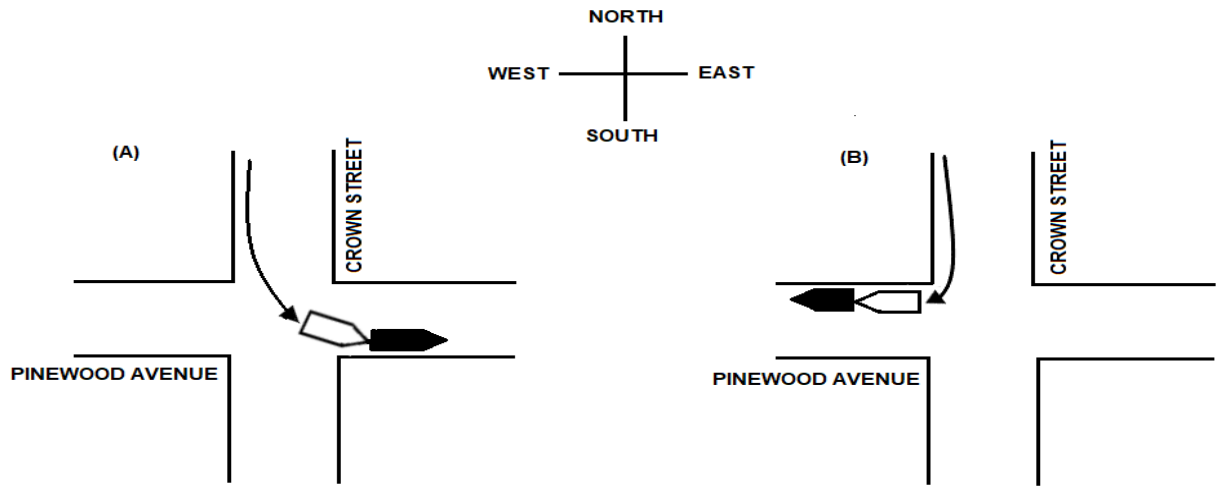
Solid lines indicate the path and direction of a vehicle or person before an accident happened:



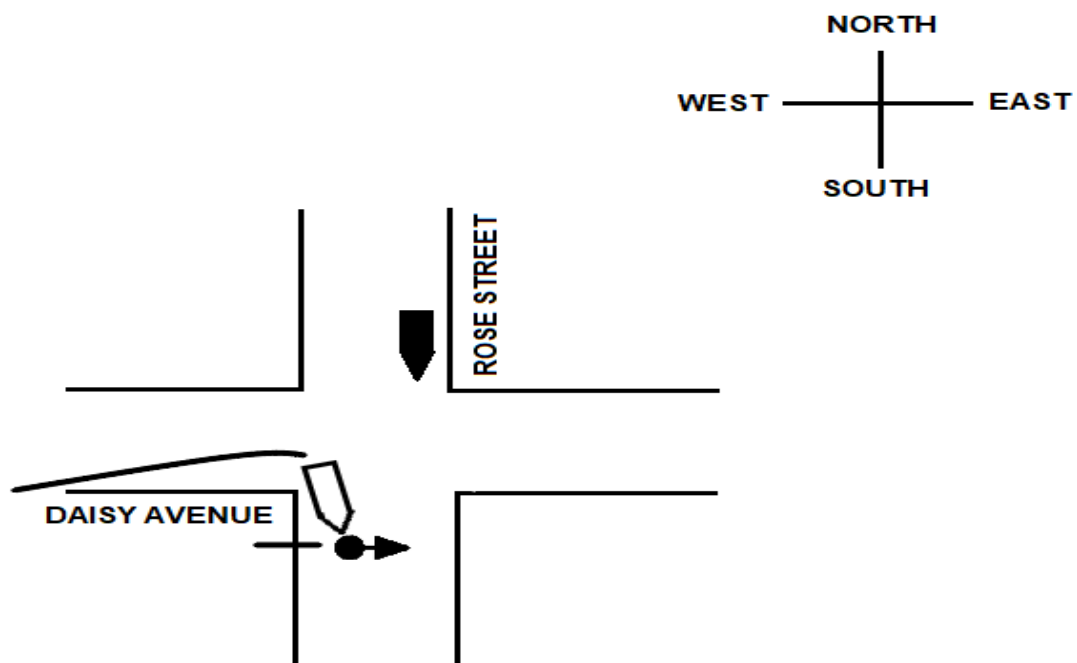
Dotted lines indicate the path and direction of a vehicle or person after an accident happened:



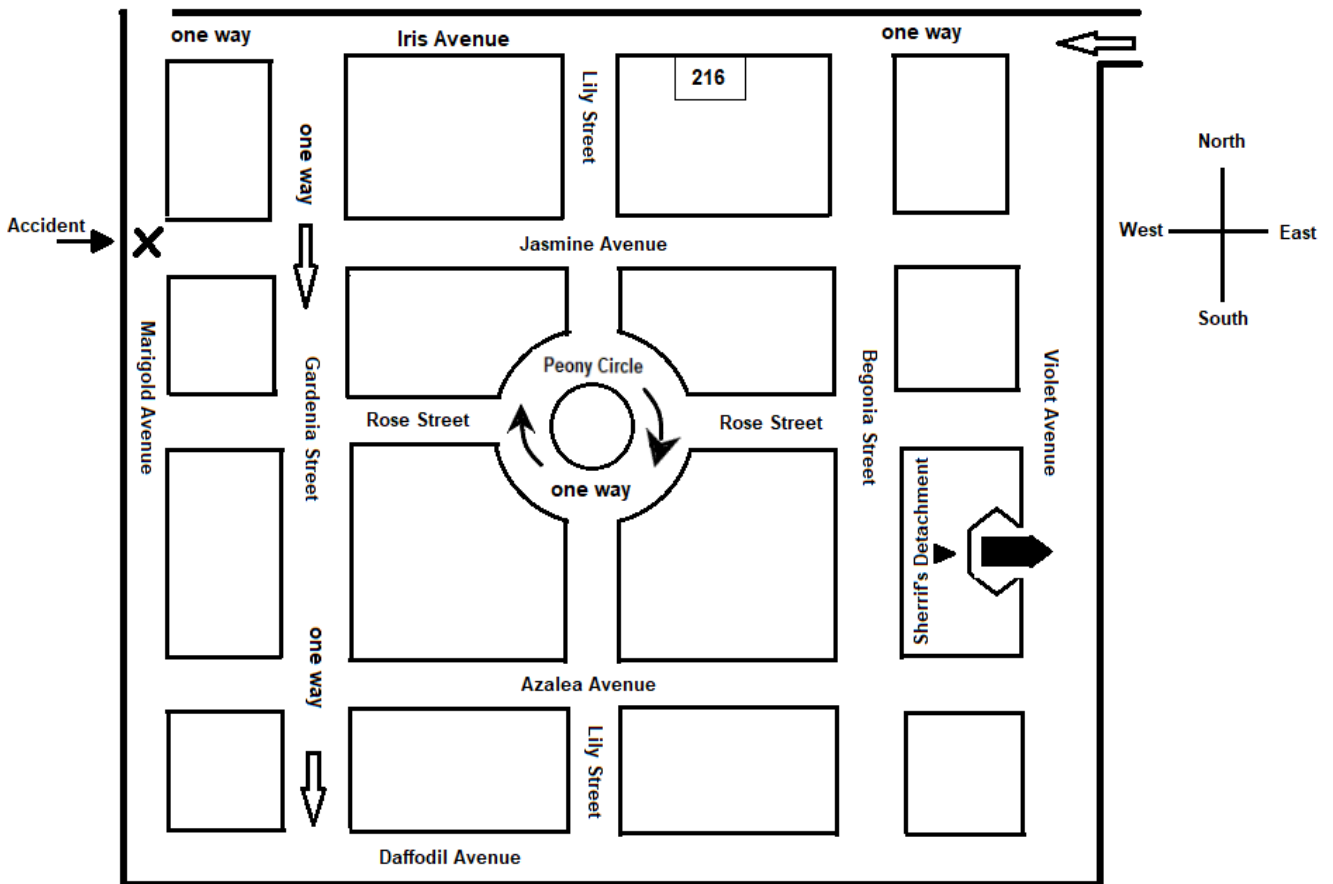
1. A car traveling south on Crown Street turns left onto Pinewood Avenue and hits a parked car in the rear. Which diagram best illustrates the accident?
  - a. A
  - b. B



2. A car traveling \_\_\_\_\_ on Daisy Avenue turns \_\_\_\_\_ onto Rose Street and hits a \_\_\_\_\_.
- a. West, left, parked car
  - b. East, left, pedestrian
  - c. West, right, pedestrian
  - d. East, right, pedestrian



Refer to the Area Map to answer the following questions.



3. From the accident at Marigold Avenue and Jasmine Avenue, you are dispatched to a disturbance at a store at 216 Iris Avenue. Which of the following is the shortest route following all normal traffic regulations?
  - a. South on Marigold Avenue, East on Daffodil Avenue, North on Begonia Street, West on Iris Avenue to the store.
  - b. North on Marigold Avenue, East on Iris Avenue to the store.
  - c. East on Jasmine Avenue, North on Begonia Street, West on Iris Avenue to the store.
  - d. East on Jasmine Avenue, South on Gardenia Street, East on Azalea Avenue, North on Begonia Street, West on Iris Avenue to the store.

4. From your location at the Sheriff's Detachment, you are dispatched to a traffic accident at the intersection of Marigold Avenue and Jasmine Avenue. Which of the following is the shortest route to the accident following all normal traffic regulations?
- a. North on Violet Avenue, West on Jasmine Avenue to the accident.
  - b. South on Violet Avenue, West on Azalea Avenue, North on Marigold Avenue to the accident.
  - c. North on Violet Avenue, West on Iris Avenue, South on Marigold Avenue to the accident.
  - d. South on Violet Avenue, West on Daffodil Avenue, North on Marigold Avenue to the accident.

### **Reading Time Schedule Information and Forms Completion**

In this portion of the test, examinees will test their ability to read and understand time schedule information and information presented in a form.

### **Sample Questions**

Please answer the following questions using the chart below.

1. On which of the following days would you not expect to find Captain Hobbs at 427 Garden Street?
- a. April 7
  - b. April 17
  - c. April 22
  - d. April 14
  - e. Not enough information to determine

2. At 2:45 P.M. On April 13, an emergency phone call was received for Deputy M. Torres. Where should the phone call be transferred?
  - a. Not enough information to determine
  - b. Detachment headquarters
  - c. 106 Overlook Drive
  - d. 427 Garden Street
  - e. 290 Beech Street
  
3. Which of the following deputies will receive orders from Lieutenant Sutton on April 9?
  - a. M. Baker
  - b. C. Goodson
  - c. N. Becker
  - d. None of the above

# READING TIME SCHEDULE INFORMATION AND FORMS COMPLETION

## Law Enforcement Weekly Training Schedule

|        | Monday                         | Tuesday                       | Wednesday                      | Thursday                       | Friday                         |
|--------|--------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| UNIT 1 | Defensive Tactics<br>8-10 A.M. | Firearms Tactics<br>2-4 P.M.  |                                | Physical Training<br>2-4 P.M.  |                                |
| UNIT 2 |                                | Firearms Tactics<br>8-10 A.M. |                                | Physical Training<br>8-10 A.M. | Defensive Tactics<br>8-10 A.M. |
| UNIT 3 | Physical Training<br>2-4 P.M.  |                               | Defensive Tactics<br>8-10 A.M. |                                | Firearms Tactics<br>8-10 A.M.  |

### UNIT 1

Sergeant Vetter  
(Unit Leader)  
M. Torres  
D. Weeks  
S. Finley  
F. Fisher

### UNIT 2

Sergeant Green  
(Unit Leader)  
G. Sawyer  
J. Vance  
C. Goodson  
S. Haley

### UNIT 3

Sergeant Tucker  
(Unit Leader)  
M. Baker  
E. Bolton  
A. Lambert  
N. Becker

### TRAINING OFFICERS:

|                   |                   |
|-------------------|-------------------|
| Defensive Tactics | Captain Hicks     |
| Physical Training | Lieutenant Sutton |
| Firearms Tactics  | Captain Hobbs     |

### TRAINING LOCATIONS:

|                   |                                  |                    |
|-------------------|----------------------------------|--------------------|
| Defensive Tactics | US Army Gym                      | 106 Overlook Drive |
| Physical Training | Mountain Training Facility       | 290 Beech Street   |
| Firearms Tactics  | Deputy Sheriff Training Facility | 427 Garden Street  |

### CALENDAR

April

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

## **Crime/Case Report**

Please answer the following questions using the chart below.

1. What type of vehicle was used by the suspects?
  - a. White 1990 Chevy Truck
  - b. Blue 2001 Dodge Truck
  - c. Black 2016 Nissan Truck
  - d. Red 2023 Ford F-150
  
2. What was the occupation of the first suspect?
  - a. Unemployed
  - b. Roofer
  - c. Clerk
  - d. Painter
  
3. Where did the burglary occur?
  - a. 21 Tap St., Dunbar, WV 25064
  - b. 110 Blueberry Drive, Charleston, WV 25301
  - c. 26 Cherry Lane, Apt 5, Charleston WV 25302
  - d. None of the above

## CRIME / CASE REPORT

**Report No.** 0425A

**Name:** Brown, Forrest A. **Address:** 26 Cherry Lane, Apt 5, Charleston, WV 25302 **Phone:** 668-4689  
**Occupation:** Clerk **Race - Sex:** Black Male **Age:** 43 **DOB:** 04-14-82 **HT:** 6-0 **WT:** 215 **Hair:** Black **Eyes:** Brown

**Name:** Ryder, Todd **Address:** 110 Blueberry Drive, Charleston, WV 25301 **Phone:** 663-2684  
**Occupation:** Unemployed **Race - Sex:** White Male **Age:** 19 **DOB:** 2006 **HT:** 5-9 **WT:** 175 **Hair:** Brown **Eyes:** Blue

**Date/Time Occured:** 12-18-25 **Time:** 0200 **Thursday** **Date/Time Reported:** 12-18-25 0215

**Crime:** Burglary **Classification or Title:** Business Attempt **Location of Occurrence:** 21 Tap St, Dunbar, WV 25064

| Property Taken                                  | Point of Entry                                     | Method of Entry                                  | Weapon                                       | Property Value                                          |
|-------------------------------------------------|----------------------------------------------------|--------------------------------------------------|----------------------------------------------|---------------------------------------------------------|
| <input checked="" type="checkbox"/> (a) Jewelry | <input checked="" type="checkbox"/> (a) Front Door | <input checked="" type="checkbox"/> (a) Pry Door | <input type="checkbox"/> (a) Firearms        | Stolen <input checked="" type="checkbox"/> \$2500.00    |
| <input type="checkbox"/> (b) TV                 | <input type="checkbox"/> (b) Front Window          | <input type="checkbox"/> (b) Break Window        | <input type="checkbox"/> (b) Knife           | Recovered <input checked="" type="checkbox"/> \$2500.00 |
| <input type="checkbox"/> (c) Laptop             | <input type="checkbox"/> (c) Back Door             | <input type="checkbox"/> (c) Pick Lock           | <input type="checkbox"/> (c) Hands, Feet     |                                                         |
| <input type="checkbox"/> (d) Clothing           | <input type="checkbox"/> (d) Roof                  |                                                  | <input checked="" type="checkbox"/> (d) None |                                                         |
| <input type="checkbox"/> (e) Money              |                                                    |                                                  |                                              |                                                         |

**SUSPECT VEHICLE (Color, Year, Make, Model, License No., State)**

Red 2023 Ford F-150 4DJ394 WV

### NARRATIVE

Received a phone call from a driver of a possible burglary in process. Apprehended 2 suspects loading stolen property into their vehicle at the scene.

**REPORTING OFFICER(s) and BADGE NO.**

B. Thompson 15442

## **Reading Comprehension**

In this portion of the test, examinees will test their ability to read and understand written materials. No specialized or previous knowledge is required.

### **Sample Questions**

1. Every inmate entering the jail must be considered a potential carrier of contraband. In order to protect visitors, employees and inmates of the jail, a thorough search of each inmate must be performed. This search should be performed after booking but before the person has had an opportunity to enter the cell area. According to the passage above, which of the following is the search specifically designed to protect?
  - a. Inmates
  - b. Visitors
  - c. Employees
  - d. All of the above are correct
  
2. In many jurisdictions, law enforcement officers are required to wear a uniform. This uniform typically includes a shirt, trousers, a jacket, and a hat. The uniform is designed to be both functional and to convey a sense of authority. It also serves as a visible means of identification.  
What is one purpose of wearing a uniform?
  - a. To provide warmth
  - b. To convey a sense of authority
  - c. To hide the identity of the officer
  - d. To allow for easy movement
  
3. The use of force by law enforcement officers is a serious matter, and it is governed by strict rules and regulations. Officers are trained to use the minimum amount of force necessary to achieve their goals.  
What is the key principle guiding the use of force?
  - a. To use the maximum amount of force
  - b. To avoid using any force at all

- c. To use the minimum amount of force necessary
  - d. To use whatever force is available
- 4. Drugs contribute to crime in several ways. Most directly, it is a crime to use, possess, manufacture, or distribute drugs that are classified as having the potential for abuse such as cocaine, heroin, marijuana, and amphetamines. Examples of these types of crimes, which are known as drug-defined offenses include drug possession, methamphetamine production, and selling cocaine. Drugs are also related to crime through the effects they have on a user's behavior and by generating violence and other illegal activity in connection with drug trafficking. Drug-related offenses are those in which a drug's pharmacologic effects contribute to an offense. Examples of drug-related offenses include violent behavior resulting from drug effects and stealing to get money to buy drugs. If a person becomes agitated and aggressive from the effects of methamphetamine and subsequently assaults another person, the crime is referred to as which of the following?
  - a. A direct offense
  - b. An abusive offense
  - c. A drug-related offense
  - d. A drug-defined offense
- 5. According to the passage above, if a college student gives heroin to another student, the crime is referred to as which of the following?
  - a. A direct offense
  - b. An abusive offense
  - c. A drug-related offense
  - d. A drug-defined offense

## **Entry Level Exam Study Guide Answer Key**

### **Basic Mathematics**

1. C
2. A
3. D
4. B
5. C

### **Interpersonal Relations and Dealing with People**

1. A
2. B
3. C
4. D
5. B

### **English Usage (Grammar/Spelling)**

1. A
2. B
3. A
4. D
5. B

### **Accident Diagrams and Maps**

1. A
2. D
3. C
4. A

### **Reading Time Schedule Information and Forms Completion**

1. C
2. A
3. B

### **Crime/Case Report**

1. D
2. C
3. A

### **Reading Comprehension**

1. D
2. B
3. C
4. C
5. D