



Commission on
Peace Officer Standards and Training

SENIOR LAW ENFORCEMENT CONSULTANT EXAMINATION
TRAINING AND EXPERIENCE QUESTIONNAIRE

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience (T&E) Questionnaire used to evaluate your education, training and experience relevant to the position.

This T&E Questionnaire is a scored component accounting for 100% of your rating in the examination process. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. The eligible list resulting from this exam will be used by the Commission on Peace Officer Standards and Training (POST) to fill our existing and/or future vacancies.

It is important to complete the questionnaire carefully and accurately. Your responses may be subject to verification before appointment to a position.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me on this exam is true and accurate to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this exam and may not be allowed to compete in future exams for State employment. If already hired from the result of this exam, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____ DATE: _____

FULL NAME (PRINT): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

WORK/CELL PHONE NUMBER: _____ HOME PHONE NUMBER: _____

Filing Instructions:

Please submit the following: **1. An Examination/Employment (STD. 678)*** and **2. This completed T&E Questionnaire** as follows:

MAILING ADDRESS:

Commission on Peace Officer Standards and Training
(POST)
Attn: Human Resources
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630

OR

FILE-IN-PERSON:

Commission on Peace Officer Standards and Training
(POST)
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630
8:00 am – 5:00 pm

*The STD. 678 can be located here: <https://jobs.ca.gov/pdf/STD678.pdf>

SENIOR LAW ENFORCEMENT CONSULTANT EXAMINATION
Training and Experience Questionnaire

Name: _____

Instructions - Section 1: Tasks

Using the rating scale(s) below, you will rate the frequency in which you have performed the task and the level of skill you have in performing the task. You are required to respond to every statement by indicating **only one** option from the scale(s) provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

ITEM	FREQUENCY 5 = Performed Daily 4 = Performed Weekly 3 = Performed Monthly 2 = Performed Annually 1 = Not Performed LEVEL OF SKILL 5 = I have been consulted as an expert in performing this task 4 = I have performed this task on my own, following special guidelines or procedures 3 = I have performed this task on the job under normal supervision 2 = I have had education or training on this task, but no application on the job 1 = I have no education, training, or experience with this task	FREQUENCY	LEVEL OF SKILL
1.	Represent a law enforcement agency/department at formal and informal meetings for the purpose of communicating, sharing, or gathering information related to law enforcement training and certification.		
2.	Orally communicate changes in regulations and internal policy to various stakeholders (including agency heads).		
3.	Simultaneously coordinate and administer multiple projects (e.g., develop agendas, organize work of subject matter experts, delegate assignments, set deadlines, refine work-products into final form, etc.)		
4.	Establish priorities and service levels for staff in order to meet both long-term objectives and the short-term demands of the work unit.		
5.	Represent a law enforcement agency/department at a variety of meetings to provide guidance and counsel on law enforcement related issues, and to collect feedback on critical issues in order to incorporate into department training needs/requirements or programs.		
6.	Establish and maintain relationships with agencies and subject matter experts.		
7.	Maintain a professional representation of law enforcement and respond to inquiries from media as well as the public.		
8.	Establish and maintain relationships with agency representatives to promote awareness of a law enforcement agency/department's mission, goals, and vision.		
9.	Interact with members of the general public, law enforcement agencies, other governmental entities, and private and non-profit sectors on matters of interest in a professional and effective manner.		

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10.	Serve as conflict resolution facilitator on issues of agency compliance with state statutes and a law enforcement agency/department's regulations.		
11.	Represent a law enforcement agency/department in a professional, effective manner in state, regional and national forums.		
12.	Exhibit respect, courtesy, and support for all co-workers.		
13.	Work effectively with others in internal committees, inter-unit programs and projects, and within unit functions.		
14.	Review staff developed implementation plans for department strategy to ensure they are aligned with department goals, are beneficial to the law enforcement community, and are feasible with respect to budgeting, timelines etc.		
15.	Assign and delegate work to subordinate staff.		
16.	Provide staff with training and development opportunities to develop knowledge and skills within a law enforcement organization.		
17.	Establish consistent performance standards and expectations throughout the work unit.		
18.	Monitor and review work of subordinate employees to ensure that it meets quality, quantity, and timeliness standards.		
19.	Encourage and support subordinate employees in taking responsible risks to develop improved or innovative solutions to work-related problems.		
20.	Document employee performance for coaching, counseling, and disciplinary activities.		
21.	Complete employee performance evaluations and probationary reports (indicating accomplishments, performance goals, and areas of improvement).		

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Instructions - Section 2: Knowledge, Skills and Abilities

Using the rating scale(s) below, you will rate the level of expertise by choosing which statement best describes the level of experience you have with each knowledge, skill, or ability. You are required to respond to every statement by indicating **only one** option from the scale(s) provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

ITEM	EXPERIENCE	EXPERIENCE
	5 = I have applied this knowledge or ability for more than 5 years. 4 = I have applied this knowledge or ability for at least 3 years but less than 5 years. 3 = I have applied this knowledge or ability for at least 1 year but less than 3 years. 2 = I have applied this knowledge or ability for less than 1 year. 1 = I do not possess this knowledge or ability.	
1.	Knowledge of the role and responsibility of first line supervisors with respect to training, monitoring, and disciplining subordinate staff in law enforcement.	
2.	Knowledge of effective organization for administrative and operational functions within law enforcement agencies to provide recommendations to client agencies.	
3.	Knowledge of the principles of the chain of command within law enforcement agencies, including the appropriate delegation of tasks.	
4.	Knowledge of provisions of applicable local, State and Federal laws, rules, and regulations related to peace officer standards and training.	
5.	Knowledge of the principles and practices of personnel management, supervision, and selection as applied to law enforcement.	
6.	Knowledge of laws and rules mandating selection and training standards for California peace officers and dispatchers.	
7.	Knowledge of the POST Administrative Manual (PAM) or equivalent at an intermediate level to review provisions of applicable state and federal regulations.	
8.	Advanced knowledge of current issues and practices of the law enforcement community as they relate to public safety and personnel.	
9.	Knowledge of project management principles to manage the progress of a variety of administrative programs and project activities and ensure that project timelines and schedules are appropriately established, modified, and adhered to as project work progresses.	
10.	Knowledge of the criminal justice system and the peace officer role in protecting the rights of all individuals.	
11.	Knowledge of peace officer responsibility to fairly and impartially enforce and adhere to the law.	
12.	Knowledge of the circumstances set forth in the penal code when a peace officer has the authority to apply use of force for use, in curriculum review, training development, program evaluation, etc.	

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13.	Knowledge of a peace officer's responsibility and potential liabilities for the care, custody and safety of prisoners while ensuring their constitutional and statutory rights.	
14.	Knowledge of a peace officer's legal authority to utilize their firearms for use in curriculum review, training development, program evaluation etc.	
15.	Knowledge of change management principles and practices in order to introduce change in a positive manner to generate support for change and minimize negative impact.	
16.	Knowledge of state budgeting guidelines to advise agencies on program certification etc.	
17.	Knowledge of progressive discipline procedures that are implemented in the civil service merit system.	
18.	Knowledge of political environments of local law enforcement agencies and their respective governing bodies.	
19.	Ability to communicate effectively and tactfully with management, executive management, etc. to discuss program issues and concerns.	
20.	Ability to write clearly and concisely to be understood by audiences with varying levels of knowledge and understanding.	
21.	Ability to work independently and effectively with little or no supervision.	
22.	Ability to establish and maintain cooperative relations with other departmental staff, outside agency personnel, contractors, customers, and/or the public.	
23.	Ability to interact effectively with managers, supervisors, peers, other departmental employees, staff from other agencies, contractors, and the public to achieve desired outcomes and results.	
24.	Ability to introduce organizational and/or procedural change in a positive manner to generate support for the change and minimize the perceived impact on others.	
25.	Ability to negotiate and compromise when resolving issues involving differing opinions and viewpoints.	
26.	Ability to maintain self-control and make timely, rational decisions in stressful situations as applied to peace officer standards and training.	
27.	Ability to fairly and appropriately delegate work.	
28.	Ability to review the work of subordinate staff and provide constructive feedback.	
29.	Ability to assign appropriate work assignments to staff members given subordinate staff knowledge and ability.	
30.	Ability to monitor and maintain productivity of work unit staff members.	

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31.	Ability to remain on task, carrying out work assignments in an environment where interruptions are common.	
32.	Ability to exercise sound judgment in determining appropriate solutions for personnel issues.	
33.	Ability to demonstrate ethical leadership practices with staff in work unit.	
34.	Ability to demonstrate problem solving and effective decision making in the day-to-day operations of the work unit.	
35.	Ability to multitask and coordinate with staff members to resolve concerns, delegate assignments or review work progress.	
36.	Ability to deal with multiple issues and deliver appropriate responses.	
37.	Ability to understand and take into consideration the needs and desires of others to collaborate and negotiate goals of a law enforcement program.	

This completes the T&E Questionnaire.

NOTE: Please review the questionnaire carefully before submitting to ensure all items have been assigned a rating. Incomplete T&E Questionnaires will not be scored and will be returned to the address listed on the affirmation above.