



# State Police Lieutenant Study Program

*Revised on December 30, 2020*

presented by

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## ***What's different?***

**The State Police, as you know, are releasing new versions of policies, rules, and EES on December 31, 2020.** Based on this development, check out our revised Study Plan at the end of this document.

**Don't worry, the changes are less dramatic than they appear!** If you already ordered the policies, rules, EES, and CBA audio classes (which were released in early December), you are not at a disadvantage. Look at all the components of these assigned materials that are *unaffected* by the new revisions.

<b>REVISED STATE POLICE MATERIAL</b>	
<b>Area</b>	<b>Specific Components</b>
<b>POLICY &amp; PROCEDURE</b>	
<b>ADM</b>	REVISED: 05, 07, 08, 19, 19A, 21, 24, 4 (Only 8 policies)
<b>DET</b>	NEW CATEGORY: 01, 01A, 02, 03, 04, 05, 06, 07, 07A, 08, 09, 10 (12 new policies)
<b>GEN</b>	NO CHANGES
<b>INV</b>	REVISED: 01, 01A, 09, 10, 11A, 14, 16A (7 policies)
<b>PRI</b>	NO CHANGES
<b>SOC</b>	REVISED: 03E, 08 (Only 2 policies)
<b>SUP</b>	NO CHANGES
<b>TOP</b>	NO CHANGES
<b>TRF</b>	REVISED: 01, 02, 03, 04, 04A, 05, 07, 08, 09, 10, 11, 12, 14, 14A, 14B, 15, 16, 17, 20, 21, 22 (21 policies)

<b>TRN</b>	REVISED: 01, 02, 03, 04 (4 policies)
<b>UOF</b>	REVISED: 02, 03, 04, 05 (4 policies)
<b>RULES &amp; REGULATIONS</b>	
<b>Revised ARTICLES</b>	Articles 3 and 5
<b>Unchanged ARTICLES</b>	Articles 1, 2, 4, 6, 7, 8, 9, 10, Appendix NO CHANGES
<b>COLLECTIVE BARGAINING AGREEMENT</b>	
<b>CBA</b>	NO CHANGES
<b>EMPLOYEE EVALUATION SYSTEM</b>	
<b>EES</b>	Anticipated changes to the entire document!

***Your LED promotional program... step-by-step!***

**Step 1: Purchase the assigned texts & download other relevant materials.** You should immediately purchase:

- **Organizational Behavior & Management in Law Enforcement** (4<sup>th</sup> ed.) by Vito et al.
- **Reducing Crime** by Jerry Ratcliffe.
- **Leaders Eat Last** by Simon Sinek.
- **2020 Criminal Procedure Manual** by Law Enforcement Dimensions ([www.ledimensions.com](http://www.ledimensions.com)). *Note:* You may want to get the companion question book when you buy the criminal procedure manual. *See discussion on page 3.*

You should also download and print out:

- **2017 NIMS** (go to [www.fema.gov/media](http://www.fema.gov/media)).
- **State Police Policy & Procedure** (print out all current policies and put them, in order, in a three-ring binder. *See pg. 1 chart for changes.*
- **State Police Employee Evaluation System (EES)** (get new revised EES on 12/31/20).

You should NOT download and print:

- **State Police Rules & Regulations.**
- **State Police Collective Bargaining Agreement (CBA).**

*Note:* You are better off avoiding these original documents (especially the CBA!). Instead, use LED's summary of Rules & Regs and the CBA, which comes with our audio class on those subjects. **NOTE:** We will send along the updates to Articles 3 and 5. *See chart above for notice of these revisions.*

**Step 2: Purchase and download John Scheft's audio lectures.**

As you know, because of COVID-19, I decided not to conduct in-person classes for the MSP Lieutenants' examination. You can purchase and download from our audio website (<https://audios.ledimensions.com>) these classes onto your phones or computers. Each class costs \$125, which you can purchase by credit card just before you download it.

I want you to know that the total cost for *all* of my 8 audio classes is actually \$50 less than the *discounted* rate for my MSP lieutenants' classes in 2018.

This NEW LIST of audio classes and release dates was designed to keep you studying hard while we break down the revised materials, record new lectures, and write new practice questions:

- **Class 1: Organizational Behavior and Management** (already released on December 7, 2020).
  - **Class 2: State Police Policy & Procedure** (already released on December 7).
  - **Class 3: State Police Rules & Regulations, Collective Bargaining Agreement, EES, and 2017 NIMS** (already released on December 7).
  - **Class 4: Reducing Crime** (release date December 30, 2020)
  - **Class 5: Criminal Procedure, Chapters 1-8** (release date December 30, 2020).
  - **Class 6: Leaders Eat Last** (new earlier release date January 5, 2021)
  - **Class 7: Criminal Procedure, Chapters 9-16** (release date January 25).
  - **Updates** (release date February 9, 2021) *for:*
    - ✓ **Class 2: State Police Policy & Procedure**
    - ✓ **Class 3: State Police Rules & Regulations, Collective Bargaining Agreement, EES, and 2017 NIMS**
- Important note: If you already purchased either of these classes, we will tell you how to get the updated segments at no cost!
- **Class 8: Criminal Procedure, Chapter 17-25** (release date February 22).

**Step 3: Purchase practice questions on all the materials.** Two question books cover all the subject matter. Please note their release dates:

- *Currently available:* **2020 Criminal Procedure Q** by Law Enforcement Dimensions ([www.ledimensions.com](http://www.ledimensions.com)). This question book provides 1,176 questions covering all 25 chapters in this assigned manual. Cost is \$40.95 plus shipping.
- *Release on February 15, 2021:* **2021 Lieutenant Leverage Q.** This question book provides approximately 1,750 questions covering MSP policy, rules, EES, contract; Organizational Behavior & Management in Law Enforcement; 2017 NIMS; Jerry Ratcliffe's Reducing Crime; and Simon Sinek's Leaders Eat Last. Cost is \$96.95 plus shipping.

**Step 4: Follow the revised study plan!** The attached study plan is designed to get you through all the material in an efficient and effective way. It assumes an examination date of April 10, 2021, and it also assumes a candidate who has done absolutely nothing and begins his/her study preparation on December 7, 2020.

The study plan also assumes a commitment of approximately 10 hours per week. Some candidates can do more; some can do less. Whatever you can do is fine . . . But my honest feeling overall is that to be a serious student, you should try and target 10 hours per week because it's enough to cover the material and it forces a candidate to be efficient.

Of course, my way is not the only way –you should feel free to alter the plan and not hesitate to use the methods that you are comfortable with. At the same time, so many State Police candidates over the years have told me that they found the study plan a key ingredient of their preparation and success.

*Important note about access to materials:* In order to purchase the LED audios, you must go to our *supplemental* LED website and set up a *new* account as a *new* user at <https://audios.ledimensions.com>. To purchase LED books, go to our *typical* website: [www.ledimensions.com](http://www.ledimensions.com) and login as usual.

***Let this be your jumping off point. And may you get the bars that you seek . . .***

***John Sofis Scheft***

# STATE POLICE LIEUTENANTS' EXAM 2021 — REVISED STUDY PLAN FOR PROMOTIONAL GLORY!

Attorney John Sofis Scheft & Law Enforcement Dimensions, LLC

Study plan current as of December 30, 2020<sup>1</sup>

Week	Dates	Preparation
1	<u>December</u> 7 - 13	<ul style="list-style-type: none"><li>• <b>Audio classes to download this week from our <a href="https://audios.ledimensions.com">audio website at https://audios.ledimensions.com</a></b><ul style="list-style-type: none"><li>✓ Class 1: Organizational Behavior &amp; Management in Law Enforcement (4<sup>th</sup> ed.)</li><li>✓ Class 2: State Police Policy &amp; Procedure</li><li>✓ Class 3: State Police Rules &amp; Regulations, Collective Bargaining Agreement, EES, and 2017 NIMS</li></ul></li><li>• <b>Assignment</b><ul style="list-style-type: none"><li>✓ Listen to audio class Organizational Behavior &amp; Management (OBM). 4.25 hours.</li><li>✓ Read the 4 top priority chapters in OBM. Rip apart chapters 11, 9, 8, 2! These are the key chapters in that order. 5.00 hours.</li></ul></li></ul>
2	<u>December</u> 14 - 20	<ul style="list-style-type: none"><li>• <b>Assignment</b><ul style="list-style-type: none"><li>✓ Read the next 4 priority chapters in OBM: Chapters 5, 6, 4, 7. 5.00 hours.</li><li>✓ Listen to audio class on ADM policy. Make sure you have your updated Policy Manual with you as we go through the policies. 4.00 hours of brutal fun!</li></ul></li></ul>
3	<u>December</u> 21 - 27	<ul style="list-style-type: none"><li>• <b>Assignment</b><ul style="list-style-type: none"><li>✓ Read the final 4 chapters in OBM: Chapters 3, 10, 12, 1. 3.75 hours.</li><li>✓ Listen to audio class on GEN and INV. 2.25 hours of spellbinding action!</li><li>✓ <i>Light week.</i> Enjoy the holidays (You can always sneak in a little review of ADM while you're opening presents . . . just kidding . . . maybe . . . no, seriously, just kidding!).</li></ul></li></ul>
4	<u>December</u> 28 - 31 <u>January</u> 1 - 3	<ul style="list-style-type: none"><li>• <b>Audio classes to download this week from our <a href="https://audios.ledimensions.com">audio website at https://audios.ledimensions.com</a></b><ul style="list-style-type: none"><li>✓ Class 4: Reducing Crime by Jerry Ratcliffe</li><li>✓ Class 5: Criminal Procedure, Chapters 1-8</li></ul></li><li>• <b>Assignment</b><ul style="list-style-type: none"><li>✓ Read chapter summaries in Reducing Crime, pgs. 16, 29, 48, 73, 97, 123, 146, 160, 181, 205, and 232. 0.75 hours.</li><li>✓ Read Reducing Crime, Chapters 2, 3, 4, 7, 8, 9 in that order. This will set the table for listening to the audio lectures next week! 4.75 hours. [Note: Light week. Get ready for the new year study grind! Don't peak too early!]</li></ul></li></ul>

<sup>1</sup> Since the examination date has not been officially declared yet, this study plan assumes the test will take place on April 10, 2021.

5	January 4 - 10	<ul style="list-style-type: none"> <li>• <b>Audio class to download this week from our <a href="https://audios.ledimensions.com">audio website at https://audios.ledimensions.com</a></b> <ul style="list-style-type: none"> <li>✓ Class 6: Leaders Eat Last by Simon Sinek</li> </ul> </li> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Read Reducing Crime, Chapters 1, 5, 6, 10, 11. Final coverage to set the table for the audio class. 4.00 hours.</li> <li>✓ Listen to audio class on Reducing Crime — a tremendous, practical book for commanders! 5.50 hours.</li> </ul> </li> </ul>
6	January 11 - 17	<ul style="list-style-type: none"> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Listen to audio class on Criminal Procedure (Crim Pro), Chapters 1-8. 6.00 hours.</li> <li>✓ Read Leaders Eat Last, Parts 1-5 (pgs. 1-155). It makes sense to read this book in chapter order. You have 7 days. Read 27 pages per day. No more. Reflect on what you read each day for 5 minutes. 5.75 hours.</li> </ul> </li> </ul>
7	January 18 - 24	<ul style="list-style-type: none"> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Listen to audio class on 2017 National Incident Management System (NIMS). 2.25 hours.</li> <li>✓ Go over your NIMS underlining and notes. Memorize NIMS terms. Rip this up! Another 2.50 hours.</li> <li>✓ Read Leaders Eat Last, Parts 6-8 and the Appendix (pgs. 159-305). You have 7 days. Read 21 pages per day. No more. Reflect on what you read each day for 5 minutes. 4.75 hours.</li> </ul> </li> </ul>
8	January 25 - 31	<ul style="list-style-type: none"> <li>• <b>Audio class to download this week from our <a href="https://audios.ledimensions.com">audio website at https://audios.ledimensions.com</a></b> <ul style="list-style-type: none"> <li>✓ Class 7: Criminal Procedure, Chapters 9-16</li> </ul> </li> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Break out your LED Criminal Procedure Q Book! Do approximately 360 questions covering subjects in Crim Pro, Chapters 1-8. Look up the questions you got wrong. This helps you master the material! 3.25 hours.</li> <li>✓ Make sure you know PANDA, VOLTAGE, VIPER, GOALS, OILRIG in Reducing Crime: LED Cheat Sheet! 1.25 hours.</li> <li>✓ Listen to audio class on Leaders Eat Last. 5.00 hours.</li> </ul> </li> </ul>
9	<u>February</u> 1 - 7	<ul style="list-style-type: none"> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Listen to audio class on Crim Pro, Chapters 9-16. 5.50 hours.</li> <li>✓ Listen to audio class Organizational Behavior &amp; Management (OBM). This is your <u>second time</u> around on this text. Make the listening count! 4.25 hours. [Note: A lot of listening this week. Even it out over the 7 days if you can.]</li> </ul> </li> </ul>
10	<u>February</u> 8 - 14	<ul style="list-style-type: none"> <li>• <b>Audio classes to download this week from our <a href="https://audios.ledimensions.com">audio website at https://audios.ledimensions.com</a></b> <ul style="list-style-type: none"> <li>✓ Updates to Class 2: State Police Policy &amp; Procedure</li> <li>✓ Updates to Class 3: State Police Rules &amp; Regulations, Collective Bargaining Agreement, EES, and 2017 NIMS</li> </ul> </li> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li><u>Important note:</u> If you already purchased these classes, the updates will be at no cost!</li> <li>✓ Break out your LED Criminal Procedure Q Book! Do approximately 360 questions on subjects in Crim Pro, Chapters 9-16. Look up questions you got wrong. 3.25 hours. [Note: Easy week. Use it to rest, recover, catch up!]</li> </ul> </li> </ul>

11	February 15 - 21	<ul style="list-style-type: none"> <li>• <b>Question manual to order at <a href="http://www.ledimensions.com">www.ledimensions.com</a></b> <ul style="list-style-type: none"> <li>✓ Lieutenant Leverage Q Book: Complete coverage with approximately 2,000 questions on <u>all</u> the revised policies, rules, CBA, EES, NIMS, OBM, Reducing Crime, and Leaders Eat Last.</li> </ul> </li> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Listen to audio class on ADM policy (only 8 policies were revised). Make sure you have your updated Policy Manual with you as we go through policies. This may be your <u>second time</u> around if you got the initial roll out of the policy audio class — either way . . . it is 4.00 hours of spine-tingling adventure!</li> <li>✓ Listen to audio class on DET policy (12 new policies). Should be about 1.25 hours of massive entertainment!</li> </ul> </li> </ul>
12	February 22 - 28	<ul style="list-style-type: none"> <li>• <b>Audio class to download this week from our <a href="https://audios.ledimensions.com">audio website</a> at <a href="https://audios.ledimensions.com">https://audios.ledimensions.com</a></b> <ul style="list-style-type: none"> <li>✓ Class 8: Criminal Procedure, Chapters 17-25</li> </ul> </li> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Do 259 practice questions on OBM. 4.50 hours. Look up the questions you got wrong. Come up with other questions when you look at the answers in the book. This helps you master the material!</li> <li>✓ Do 390 ADM practice questions. Look up the ones you got wrong! Work that ADM! 5.50 hours. [Note: Lots of questions on OBM and ADM. Tough week. Good test to see where you are with the <u>rank-making</u> sources!]</li> <li>✓ Listen to audio class on GEN (same) and INV (7 revised policies). 2.25 hours of galactic odyssey!</li> </ul> </li> </ul>
13	<u>March</u> 1 - 7	<ul style="list-style-type: none"> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Listen to audio class on Crim Pro, Chapters 17-25. 5.50 hours</li> <li>✓ Listen to audio class on PRI (same) and SOC (only 2 revised policies). 3.50 hours of rollicking adventure! [Note: The opposite of last week. A lot of listening. Spread it out over 7 days, then it's only about 1.25 hours per day!]</li> <li>✓ Do about 60 DET practice questions. Same drill. Look up the wrong ones. Eat this DET! 1.25 hours.</li> </ul> </li> </ul>
14	<u>March</u> 8 - 14	<ul style="list-style-type: none"> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Break out your LED Criminal Procedure Q Book! Do approximately 420 questions covering subjects in Crim Pro, Chapters 17-25. Look up the questions you got wrong. Are you feeling it? Master that Crim Pro! 4.00 hours.</li> <li>✓ Do 160 GEN and INV practice questions. 2.75 hours.</li> <li>✓ Listen to audio class on SUP (same), TOP (same), and TRF (21 policies revised!). 3.25 hours of cosmic delight!</li> <li>✓ Do approximately 75 practice questions on Leaders Eat Last. 1.25 hours.</li> </ul> </li> </ul>

15	<p><b>March</b> 15 - 21</p>	<ul style="list-style-type: none"> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Listen to revised audio of Rules &amp; Regulations (R&amp;R) (2 changes), Employee Evaluation System (EES) (overhauled), and Collective Bargaining Agreement (CBA) (same). 3.00 hours that will seem like a fentanyl-infused sleigh ride!</li> <li>✓ Do 132 practice questions on NIMS. Rip it up! 2.50 hours. Know NIMS like the back of your hand!</li> <li>✓ Do 100 practice questions on Reducing Crime. 2.50 hours. Look up the questions you got wrong. Come up with other questions when you look in the book. Do you love this book? . . . I can't hear youuuu!</li> </ul> </li> </ul>
16	<p><b>March</b> 22-28</p>	<ul style="list-style-type: none"> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Do approximately 340 practice questions on R&amp;R, EES, and CBA. These are tough questions! Go through them as your 1<sup>st</sup> priority of the week! It is 5.00 hours of intensity. (Now drop and give me 20 . . . count it out . . .)</li> <li>✓ Do 240 PRI and SOC practice questions. 4.50 hours. SOC is very different from the last Lt's exam! Make it count!</li> <li>✓ Listen to audio class on TRN (4 revised policies) and UOF (4 revised). 1.50 hours of a high octane, adrenaline rush!</li> </ul> </li> </ul>
17	<p><b>March</b> 29 – 31 <u>April</u> 1 -4</p>	<ul style="list-style-type: none"> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ Do 230 SUP, TOP, and TRF practice questions. 3.50 hours.</li> <li>✓ Do 75 TRN and UOF practice questions. 1.25 hours.</li> <li>✓ <i>Freestyle!</i> 5.25 hours of focused reinforcement! Last hard week. Now is the time to peak for performance! What should you do? Where is the area you want to spend on that last bit of preparation: <ul style="list-style-type: none"> <li>▪ Listen to key policies!</li> <li>▪ Listen to select management chapters in OBM, NIMS, or Reducing Crime [don't focus on Leaders Eat Last].</li> <li>▪ Listen to R&amp;R, new EES, CBA!</li> <li>▪ Go over criminal procedure questions or read "black letter" law from key chapters!</li> </ul> </li> </ul> </li> </ul>
18	<p><b>April</b> 5 - 10</p>	<ul style="list-style-type: none"> <li>• <b>Assignment</b> <ul style="list-style-type: none"> <li>✓ <i>Go light this last week.</i> Maximum of 8 hours. Pick <i>your</i> spot. Is it Policies — ADM, DET, GEN, INV, PRI, SOC, SUP, TOP, TRF, TRN, UOF? Rules? EES? CBA? OBM? Reducing Crime? NIMS? Criminal Procedure? You decide what you need to put the cherry on the sundae of your exam preparation!</li> <li>✓ <u>No</u> studying at all on April 9. You are ready . . .</li> <li>• <b>Anticipated "Game Day!"</b> April 10, 2021 at the MSP Academy<sup>2</sup></li> </ul> </li> </ul> <p style="text-align: right;"><i>Luck is the residue of desire and preparation . . .</i></p>

<sup>2</sup> Again, as stated in footnote 1, this date is assumed. The official exam announcement has not been issued by the Colonel as of December 30, 2020.