

**JUVENILE OFFICER
STUDY GUIDE**

A written examination for the class of **JUVENILE OFFICER** to be administered in **VILLE PLATTE** on **FEBRUARY 8, 2006**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
JUVENILE OPERATIONS MANAGEMENT Knowledge of juvenile operations management, including laws, regulations, and procedures governing the handling of juveniles; records-keeping practices; and training.	28.0%
GENERAL LAW ENFORCEMENT Knowledge of accepted law enforcement procedures involving juveniles, including patrol practices; traffic; investigating crimes by and against juveniles; evidence collection; interview and interrogation; consulting with various child protection agencies; providing for medical care; and laws governing these procedures.	33.0%
JUVENILE CUSTODY PROCEDURES Knowledge of laws and procedures related to the handling of juveniles sufficient to effect the arrest and detention of juveniles.	10.0%
FIREARMS Knowledge of the proper handling and use of firearms, including maintaining efficiency.	9.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
JUDICIAL AND COURTROOM PROCEDURES/COURT TESTIMONY Knowledge of the judicial system and legal procedures as they relate to juveniles; of general courtroom and trial procedures; and of recommended courtroom demeanor and testimony.	10.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the other agencies, and the public.	10.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

THE LOUISIANA HANDBOOK OF STATUTORY CRIMINAL LAW AND PROCEDURE, West Publishing Company, is published annually and presents, in a single volume, the text of the following laws:

CODE OF CRIMINAL PROCEDURE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

LOUISIANA CHILDREN'S CODE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

REVISED STATUTES TITLE 14, CRIMINAL CODE AND MISCELLANEOUS OFFENSES, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

LOUISIANA HIGHWAY REGULATORY ACT (R.S. 32:1 TO 32:399), (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

STREET SURVIVAL/Tactics For Armed Encounters, Adams, Ronald J., et. al., Calibre Press, Inc., 666 Dundee Rd., Suite 1607, Northbrook, IL 60062, 1980, 1st ed., (Fifth Printing/May 1982).

FUNDAMENTALS OF CRIMINAL INVESTIGATION, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 6th ed., 1994.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, 6th ed., 2004.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.