

Police Lieutenant Written Work Sample (WWS) Sample Problem/Response

NOTE: This sample consists of **1)** a *sample* WWS problem, **2)** a reference passage excerpted from a Division source, and **3)** an abbreviated *sample* WWS response. The abbreviated response illustrates how one might derive specific steps from a referenced Division source, and how one might articulate those in their response. A proper response to an *actual* WWS problem **WILL** require *more* steps/information and/or reference to *multiple* sources.

1) Sample WWS Problem

You are a Patrol Lieutenant and one of your officers is off on injury leave. You know that your Commander encourages home visits when possible. Since it is a very slow day on the precinct, you decide to visit the injured officer at his home. The officer does **not** live on your zone. Per Division policy, what steps will you take before, during, and after the home visit?

2) Reference Passages Excerpted From a Division Source

Supervisor's Manual 5.00.V.B. – E

- B. Supervisors should check to see that the employee is home during scheduled work hours and ensure the employee is aware of and complying with contractual mandates and Division policy.
- C. Supervisors shall not inquire about, gather, or document any personal medical information of the employee. Supervisors may inquire about concerns such as when the employee expects to return to work, if the employee can return to restricted duty, or whether the employee has contacted Employee Benefits.
- D. Upon completing a home visit, the supervisor shall write a letter of information documenting the date and time of the home visit and pertinent information relative to the employee's compliance with Division policy and contractual mandates. The supervisor shall note any observations made during the home visit that indicate apparent sick leave or injury leave abuse (for example, the employee was doing strenuous yard work while marked off with a back injury). General observations and opinions regarding an employee's medical condition shall not be included. The letter shall be forwarded through the employee's chain of command to Employee Benefits.
- E. Sergeants may conduct a home visit without prior approval when an employee's residence is on their assigned zone; otherwise, a lieutenant or higher must approve a home visit.

3) Sample WWS Response

- Check to see that the employee is home during scheduled work hours
- Only inquire about non-medical concerns

Write a letter of information documenting:

- The date and time of the home visit
- Pertinent information relative to the employee's compliance with Division policy and contractual mandates
- Any observations made during the home visit that indicate apparent injury leave abuse
- Forward letter through the employee's chain of command to EBU

This is a sample response. It is not intended to suggest an ideal response for a written work sample exam, or how the written work sample will be scored.