

WRITING OBSERVATION SKILLS ASSESSMENT (WOSA)

Sussex Management Associates
P.O. Box 445
Lemont, IL 60439
Phone (630) 257-6843
Fax: (630) 257-7914
www.sussexmanagement.com

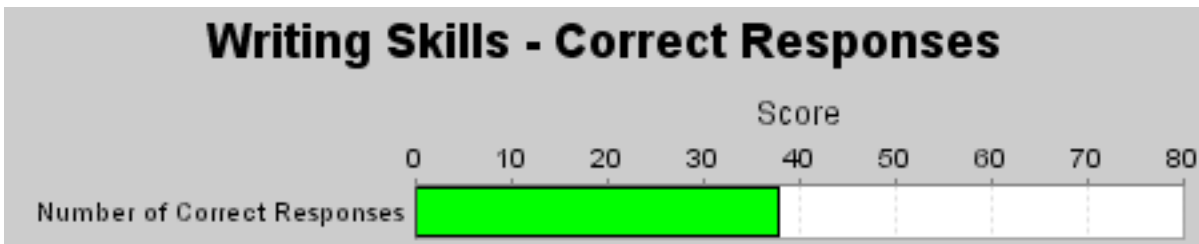
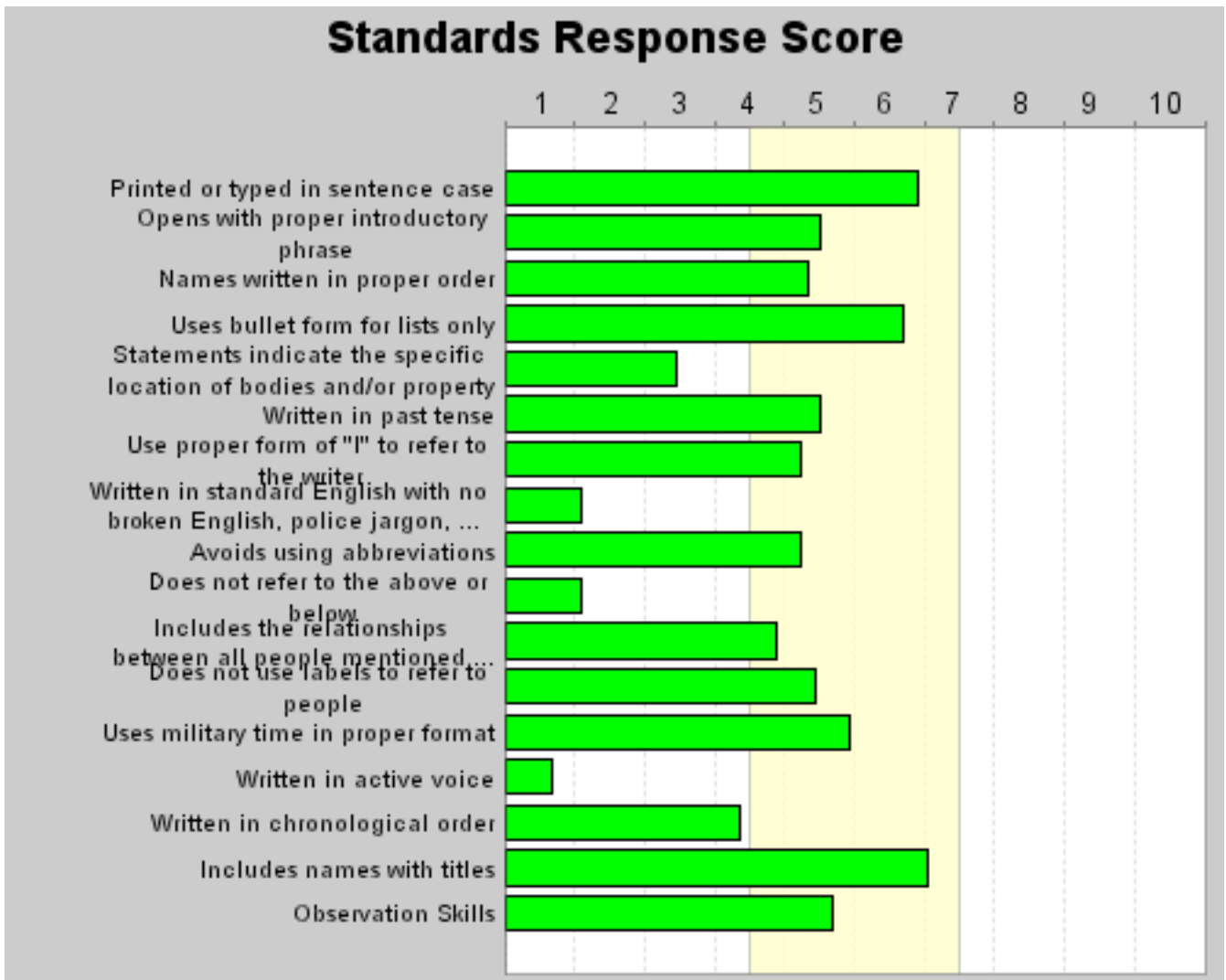
Campion Barrow & Associates
Corporate Park Centre
2110 Clearlake Blvd, Suite 202
Champaign, IL 61822
Phone: (217) 356-9922 (800) 292-3399
Fax: (217) 356-9875
www.CampionBarrow.com

The Writing and Observation Skills Assessment (WOSA) is designed to measure candidates' performance in each category and report this assessment in objective terms. It allows for comparison of performance externally among departments and internally among employees. Additionally, the WOSA will suggest to both the department and the candidate areas requiring remedial training; this encourages individual responsibility for one's level of performance and improvement. The WOSA is not to be used in assessing hiring decisions, disciplinary actions, or promotions, and was not developed to make predictions on future performance.

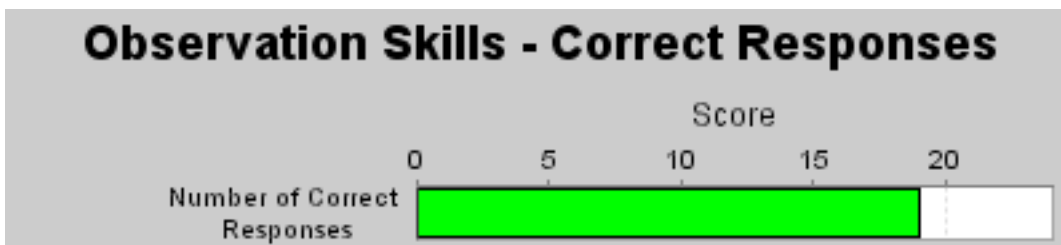
CANDIDATE NAME: **Sample, Officer**
POSITION: **Law Enforcement Officer**
DATE OF BIRTH: **January 1, 1965**
DATE OF EXAMINATION: **April 14, 2007**
DEPARTMENT : **Sample Department**

CONTENTS OF REPORT

Assessment Scores Graphs	2
Standard Response Scores.....	3
Formatting Scales	3
Grammar Scales	3
Technical Score.....	4
Requirement Scales.....	4
Assessment Scores Report.....	5
Contributing Companies Profile.....	6



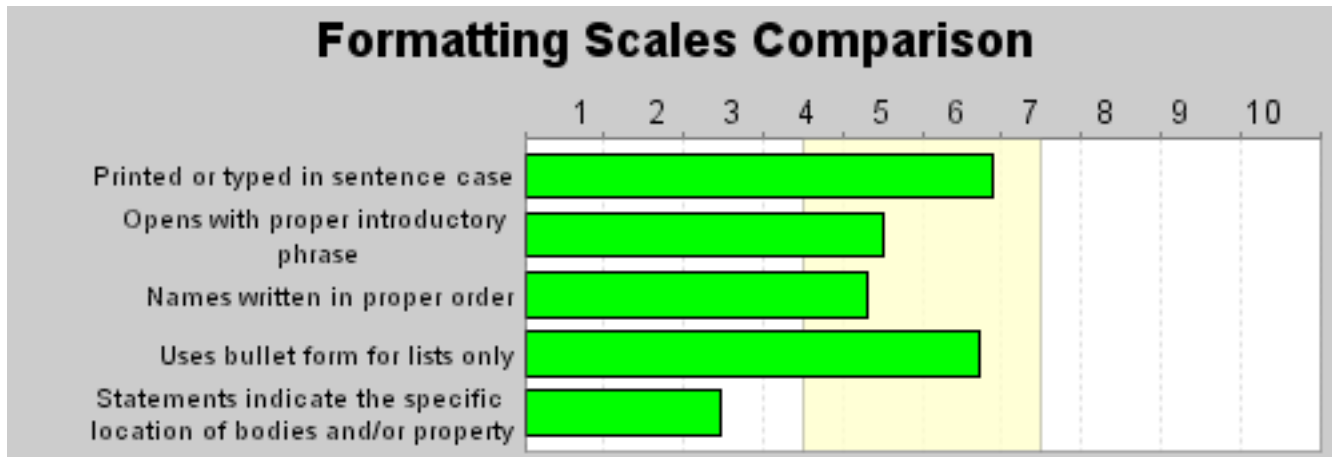
Maximum score for this test is 80.



Maximum score for this test is 23.

FORMATTING SCALES

Requirements within this area are focused on visual responses to the written document. Clarity is often as much a function of construction as content. These standards use formatting as a guide to assist the writer in organizing information in a predictable and therefore readily retrievable manner.

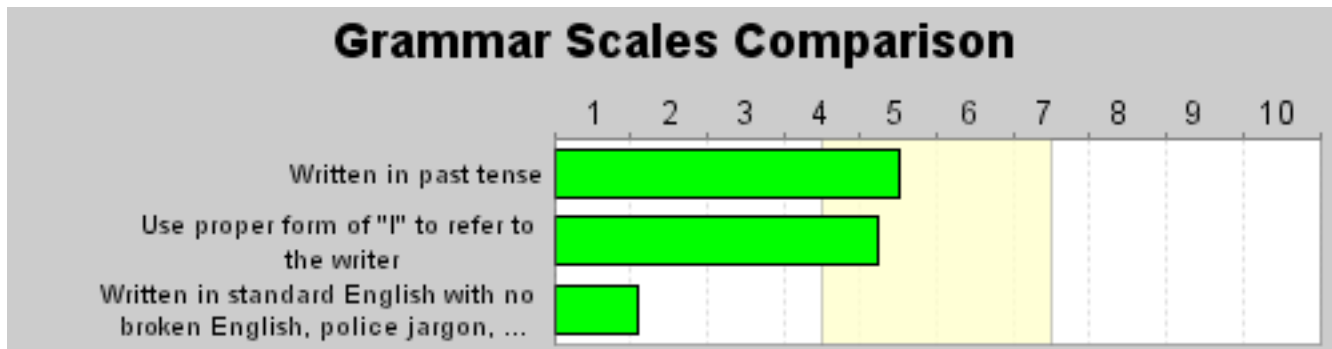


Recommendations

- Recognize ambiguity caused by the position of words, especially dates and times, in the sentence.
- For clarity and to avoid punctuation errors, when including complete names in sentences, write the name in narrative format: first, middle (if desired), last.
- Avoid using vague, descriptive words such as: secured, retrieved, collected, released, conveyed, et. al.

GRAMMAR SCALES

This area tests the writers competence in the basic grammar skills necessary for composing factual statements. Guiding the reader through the formative thought process requires command of spelling, punctuation, and sentence organization. These standards assess the writer's ability to focus on individual words within the sentence, a necessary skill in proof-reading and for reader comprehension.

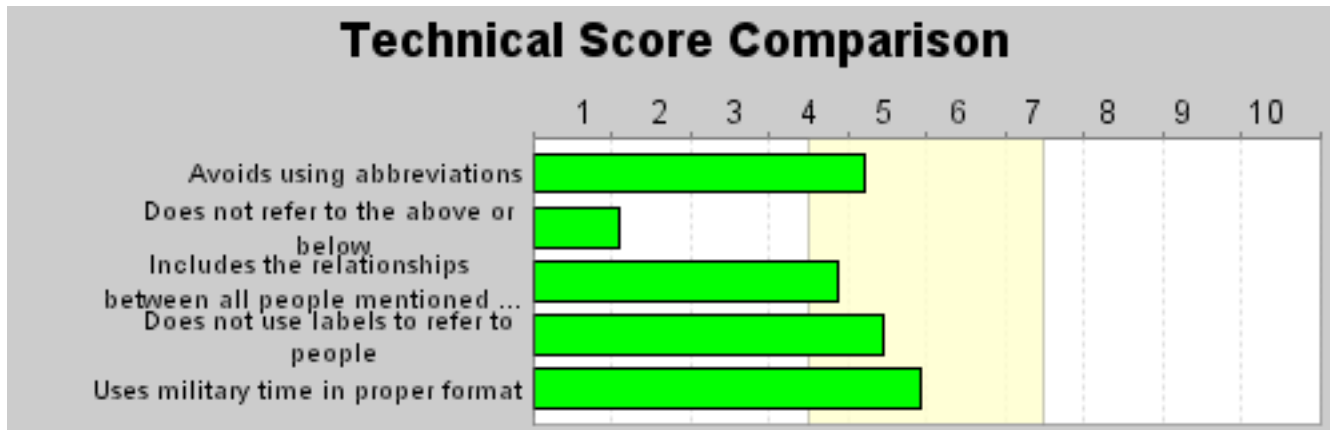


Recommendations

- Recognize past, present, and future tense verbs and the necessity for consistent use.
- Learn the correct use of "I", "me", and "myself" and use the proper form when referring to yourself.
- Review basic English principles for use of vowels, punctuation, and sentence structure. Recognize "in" phrases, like 'made contact' or 'with negative results', used in discussions with other officers are not suitable for inclusion in Police reports.

TECHNICAL SCORE

This area challenges the writer to apply a given set of "tools," generally used for reporting, instead of the more familiar, conditioned expressions used in daily conversation. These standards assess the writer's ability to compartmentalize and selectively apply required elements within paragraphs, a necessary skill for bridging the gap between lay-language and legal terminology.

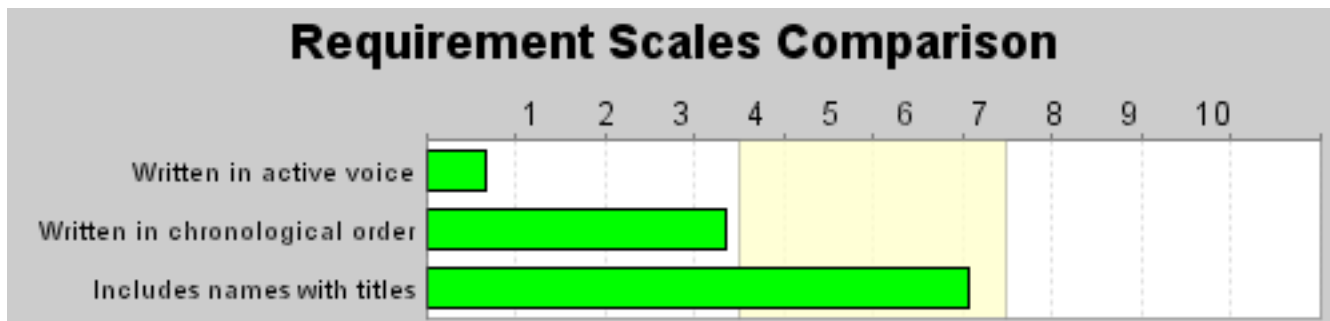


Recommendations

- Avoid embedded instructions causing the reader to concentrate on something other than the sentence, e.g. as listed above, the below mentioned.
- Appreciate the value of knowing the relationship between principals involved in an incident.
- To reduce opportunities for misinterpretation, use names rather than labels when referring to people.
- Learn the proper way to express military time: 1-24, no colons and with "hours."

REQUIREMENT SCALES

Recognizing incomplete, vague or ambiguous statements is a necessary skill for individuals in the criminal justice professions. This group of standards addresses the writer's attention to detail, and focuses on detection of information missing from or incompletely documented in the sentence.



Recommendations

- Develop the habit of always identifying who did the action, even when seemingly obvious.
- When documenting events, organize them in the order of occurrence. When constructing individual sentences, organize the information in the order of occurrence.
- When relating to individuals acting in a professional capacity, include their title along with their name.

WRITING AND OBSERVATION SKILLS ASSESSMENT SCORES REPORT

Total Scores in Summary

WOSA	Writing Skills Correct Responses	38.0
WOSA	Observation Skills Correct Responses	19.0
WOSA	Violations Standards Score	105.0

Description of the Violations of the Standards

Violation Points

Formatting Scales	21.0
Printed or typed in sentence case	0.0
Opens with proper introductory phrase	6.0
Names written in proper order	3.0
Uses bullet form for lists only	0.0
Statements indicate the specific location of bodies and/or property	12.0
Grammar Scales	20.0
Written in past tense	6.0
Use proper form of "I" to refer to the writer	6.0
Written in standard English with no broken English, police jargon, or dialect	8.0
Technical Score	37.0
Avoids using abbreviations	2.0
Does not refer to the above or below	15.0
Includes the relationships between all people mentioned in the narrative	6.0
Does not use labels to refer to people	8.0
Uses military time in proper format	6.0
Requirement Scales	27.0
Written in active voice	14.0
Written in chronological order	10.0
Requirement Scales	3.0

CAMPION BARROW AND ASSOCIATES

Since 1974, Campion, Barrow, and Associates (CBA) has been involved with the public safety community providing psychological assessment services for both large and small departments. In addition to pre-employment, promotion, special assignment and mandatory psychological assessment services, CBA provides emergency consultation for critical incident debriefing as well as job and family conflicts. Departments who use CBA as their psychological assessment consultant are provided with a twenty-four hour, toll free, officer assistance phone number.

The public safety team leader Michael A. Campion Ph.D. is uniquely qualified to serve public safety departments. Before receiving his doctorate, Dr. Campion was a police officer with the Minneapolis, Minnesota, Park Police. Dr. Campion, who is a licensed clinical psychologist in Illinois, Indiana and Minnesota, is also chairman of the Police Psychology Committee for the Illinois Association of Chiefs of Police.

Campion Barrow and Associates, with offices located in Illinois, Indiana, Missouri, Texas and Minnesota, provides comprehensive psychological services.

A multiple computer system enables optimal accuracy and speed in scoring which gives our accounts rapid turn around and high volume capabilities. A verbal response is available to meet the time constraints of the department, and reports are mailed out within ten working days after completion of the assessment process.

All assessment programs meet A.P.A. ethical guidelines as well as A.D.A. and Civil Rights guidelines to prevent discrimination.

SUSSEX MANAGEMENT ASSOCIATES

Sussex Management Associates (SMA), researches, develops, and presents training courses, primarily for the Illinois law enforcement community. Since licensed in Illinois on July 19, 1988, SMA has provided training for more than 500 Illinois municipal agencies in communications, non-crisis negotiation, cultural diversity, defensive driving and report writing skills

Sussex Management began as a word-of-mouth training resource for police agencies. From the beginning, our focus has been to provide private sector quality training for the public sector budget. We are determined to keep our focus on the innate skills of the students, and their determination to develop their skills to the fullest potential. Now, in our second decade, we are re-committed to introducing critical, relevant, and manageable techniques through aggressive skills development training. Our agency, working in partnership with Campion, Barrow and Associates, has developed several proprietary web-based products to serve our expanding user base. These products will assess current skills, and offer direction for increasing proficiency and performance.

Our strength is not only in the providing of training classes, but also in our partnership with Campion Barrow and Associates. Together, we have made the Writing and Observation Skills Assessment® available for police departments to evaluate writing strengths and weakness in both job applicant and in-service employees. It also helps each assessed person to identify and correct their weaknesses and affords them an opportunity to progress both personally and professionally.