

# General Orders for Lieutenant (LT) Exam Practice (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

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- 1. What must supervisors do during a Department-wide Tactical Response?**
  - A. Conduct performance reviews**
  - B. Obtain a preliminary count of personnel and equipment**
  - C. Request additional resources from the city**
  - D. Prepare an incident summary report**
  
- 2. Who must provide proper authorization for the disposal of any record maintained by the department?**
  - A. Department Head**
  - B. Records Administrator or Records Analyst**
  - C. Legal Advisor**
  - D. Immediate Supervisor**
  
- 3. What must be documented in reports regarding immigration status inquiries?**
  - A. Officer's rationale for inquiry**
  - B. Details of the person's background**
  - C. Date and time of the inquiry**
  - D. Location of the inquiry**
  
- 4. How many APD employees must sworn employees list as their Support Contact in case of an emergency?**
  - A. 1**
  - B. 2**
  - C. 3**
  - D. 4**
  
- 5. What indicates a prisoner must be transported to the hospital?**
  - A. Mild headaches**
  - B. Swelling face affecting vision or breathing**
  - C. Exaggerated complaints of pain**
  - D. None of the above**

- 6. Who will investigate complaints of discrimination, harassment, and retaliation involving sworn employees?**
- A. City Personnel Policy**
  - B. COA Human Resources**
  - C. Department of Justice**
  - D. General Orders**
- 7. What type of crime scene requires a sketch to be completed?**
- A. Property loss above a certain value**
  - B. Serious injury or death**
  - C. Both property loss and serious injury or death**
  - D. Involvement of multiple suspects**
- 8. Where should supervisors clear reports for officers still in FTO?**
- A. In the Training Cadet System**
  - B. In the Academy Cadet Training Queue**
  - C. In the Report Review Queue**
  - D. In the Supervisory Approval System**
- 9. What type of incident should prompt a prompt notification to VHU?**
- A. Reports of stolen vehicles**
  - B. Acute injuries involving any non-duty responders**
  - C. Life threatening injury or death**
  - D. Property damage accidents**
- 10. What situation should lead to the discontinuation of a pursuit?**
- A. The pursuit moves outside of city limits**
  - B. A significant risk to innocent lives is present**
  - C. The suspect is driving a stolen vehicle**
  - D. Backup units have arrived**

## Answers

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1. B
2. B
3. A
4. B
5. B
6. D
7. C
8. B
9. C
10. B

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## **Explanations**

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1. What must supervisors do during a Department-wide Tactical Response?
  - A. Conduct performance reviews
  - B. Obtain a preliminary count of personnel and equipment**
  - C. Request additional resources from the city
  - D. Prepare an incident summary report

During a Department-wide Tactical Response, obtaining a preliminary count of personnel and equipment is crucial for several reasons. This action ensures that all available resources are accounted for and can be effectively mobilized to manage the situation at hand. By knowing the numbers, supervisors can assess their current capabilities and identify any gaps in personnel or equipment necessary to respond adequately to the tactical situation. This preparation is essential for coordinated efforts and for making strategic decisions about resource allocation throughout the incident. In this context, while conducting performance reviews, requesting additional resources, and preparing incident summary reports are important aspects of overall departmental operations, they are not immediate priorities during a Tactical Response. The focus during such an event should primarily be on understanding the available resources and making sure that all involved personnel are accounted for, which directly influences the response's effectiveness.

2. Who must provide proper authorization for the disposal of any record maintained by the department?
  - A. Department Head
  - B. Records Administrator or Records Analyst**
  - C. Legal Advisor
  - D. Immediate Supervisor

The proper authorization for the disposal of any record maintained by the department must come from the Records Administrator or Records Analyst. This is because these individuals possess specialized knowledge and expertise regarding record management policies, regulations, and retention schedules that govern how long records must be maintained and the procedures for their disposal. They ensure that records are handled in compliance with legal and departmental requirements, thus safeguarding the integrity of the records management process. Having a designated role such as the Records Administrator or Records Analyst also helps to centralize and streamline the decision-making process regarding records disposal, reducing the risk of errors or legal issues that may arise from improper handling of sensitive information. By having this level of oversight, the department can maintain organizational compliance and efficient record management practices.

**3. What must be documented in reports regarding immigration status inquiries?**

- A. Officer's rationale for inquiry**
- B. Details of the person's background**
- C. Date and time of the inquiry**
- D. Location of the inquiry**

Documentation of an officer's rationale for an immigration status inquiry is crucial because it provides transparency and accountability in law enforcement practices. Well-documented rationale helps clarify the circumstances that led to the inquiry, ensuring that the officer's actions are justified and legally sound. This is particularly important in maintaining community trust and upholding the standards of conduct expected in law enforcement. When officers are required to document their rationale, it enhances the integrity of their actions and provides a clear record that can be reviewed if necessary. This is especially important in cases where individuals may feel their rights are being infringed upon or when inquiries may be scrutinized in court or during administrative reviews. While the other aspects such as details of the person's background, date and time of the inquiry, and location are also relevant and beneficial for a complete record, the rationale stands out as the most critical element. It encapsulates the reasoning behind the inquiry, which is essential for ensuring that such actions are based on legitimate law enforcement needs and not on arbitrary or discriminatory practices.

**4. How many APD employees must sworn employees list as their Support Contact in case of an emergency?**

- A. 1**
- B. 2**
- C. 3**
- D. 4**

Sworn employees are required to list two Support Contacts in case of an emergency in order to ensure that there are adequate resources available for communication and support in critical situations. Having two contacts allows for a backup in case one individual is unavailable or cannot be reached, enhancing the department's ability to effectively manage an emergency. This policy is designed to promote safety and cooperation among employees, facilitating quick and efficient responses when needed. The requirement reflects a well-thought-out approach to emergency preparedness, acknowledging that various circumstances may necessitate the involvement of more than one person.

**5. What indicates a prisoner must be transported to the hospital?**

- A. Mild headaches
- B. Swelling face affecting vision or breathing**
- C. Exaggerated complaints of pain
- D. None of the above

The indication that a prisoner must be transported to the hospital is primarily based on serious medical concerns that could lead to critical situations. In this case, swelling of the face that affects vision or breathing represents a significant health risk. Such symptoms may indicate potential airway obstruction or other severe complications that require immediate medical attention. Timely transport to a hospital becomes essential when there is a risk to vital functions, and facial swelling that impairs vision or obstructs breathing falls squarely into that category. Addressing this condition is crucial to safeguard the prisoner's health and well-being, as well as to fulfill the responsibility of the officers managing the care of inmates. The other options present conditions that may warrant attention but do not necessarily indicate the acute need for hospital care. Mild headaches and exaggerated complaints of pain may not signify an emergency, while stating "None of the above" disregards the pressing need created by the serious symptoms in the correct choice.

**6. Who will investigate complaints of discrimination, harassment, and retaliation involving sworn employees?**

- A. City Personnel Policy
- B. COA Human Resources
- C. Department of Justice
- D. General Orders**

The correct answer pertains to the role of General Orders in addressing complaints of discrimination, harassment, and retaliation involving sworn employees. General Orders typically outline the protocols and responsibilities for various matters within an organization, including the handling of serious issues like discrimination and harassment. These orders provide a structured framework for how complaints should be investigated and handled, ensuring that there are clear guidelines for both reporting and resolving such issues within the department. General Orders often specify the designated officers or units responsible for investigating these complaints, which helps maintain accountability and consistency in the handling of sensitive matters. They serve to protect the rights of employees and ensure a thorough investigation process, fostering a fair and respectful workplace environment. The other options, such as City Personnel Policy or COA Human Resources, while related to employee issues, may not specifically focus on sworn personnel or could have different jurisdictional roles. The Department of Justice typically deals with broader legal matters but does not investigate internal complaints like those outlined in General Orders. Thus, understanding the role of General Orders is crucial in recognizing how such complaints are managed effectively within sworn employee contexts.

**7. What type of crime scene requires a sketch to be completed?**

- A. Property loss above a certain value**
- B. Serious injury or death**
- C. Both property loss and serious injury or death**
- D. Involvement of multiple suspects**

A sketch of a crime scene is an essential tool for law enforcement, as it provides a visual representation of the scene, aiding in investigations and court proceedings. In both cases of significant property loss and serious injury or death, a sketch becomes even more critical. When property loss exceeds a certain value, it indicates that the incident may carry legal implications or could be linked to larger criminal activity. A sketch helps document the specifics of the scene, including the location of valuable items and any evidence that may be pertinent to the investigation. Similarly, when serious injury or death occurs, the stakes are higher, and the details of the crime scene are vital for understanding the circumstances surrounding the incident. A sketch can capture the positions of victims, evidence, and other relevant details that can provide insights into how the event transpired. Therefore, the requirement for a sketch encompasses both property loss above a certain value and serious injury or death, making it essential in situations with significant implications for investigation and legal proceedings. The need for thorough documentation becomes even more pronounced in these cases to ensure that all evidence is accurately captured and preserved for analysis.

**8. Where should supervisors clear reports for officers still in FTO?**

- A. In the Training Cadet System**
- B. In the Academy Cadet Training Queue**
- C. In the Report Review Queue**
- D. In the Supervisory Approval System**

The correct answer reflects the appropriate process for managing reports for officers undergoing Field Training Officer (FTO) programs. When officers are still in the FTO stage, their progress and relevant reports are typically handled within the Academy Cadet Training Queue. This system is dedicated to tracking the training status of cadets, allowing supervisors to ensure that all necessary evaluations and reports are completed as part of their development. By using the Academy Cadet Training Queue, supervisors can maintain a clear overview of cadet progress and ensure that all reports are properly reviewed and processed within the structure designed for initial training stages. This allows for accountability and a structured training pathway for officers, facilitating quality assurance in their readiness to serve. In contrast, other systems serve different purposes, such as ongoing report management or supervisory approval for officers who are no longer in the cadet phase, making the Academy Cadet Training Queue the most relevant choice for FTO-associated reports.

**9. What type of incident should prompt a prompt notification to VHU?**

- A. Reports of stolen vehicles**
- B. Acute injuries involving any non-duty responders**
- C. Life threatening injury or death**
- D. Property damage accidents**

Life-threatening injury or death is a situation that warrants an immediate notification to VHU (Victim's Help Unit) because it involves severe consequences that could affect the safety and well-being of individuals. Such incidents require urgent intervention and coordination with multiple agencies to provide necessary support and resources for victims and their families. In cases of critical medical emergencies, like life-threatening injuries or fatalities, the need for specialized crisis management is paramount. The Victim's Help Unit is equipped to handle these situations by ensuring that victims receive the appropriate medical attention, as well as psychosocial support. Additionally, timely communication helps relevant personnel to respond quickly, coordinating resources and services that can alleviate the impact of the incident on those affected. Other types of incidents, while important, do not always necessitate the same level of immediate intervention or support. For example, reports of stolen vehicles typically involve theft and property crime, acute injuries involving non-duty responders may not require the same level of specialized response, and property damage accidents often do not involve direct threats to life or severe injury. Therefore, the critical nature of life-threatening injuries or death makes this the appropriate and urgent matter for notification to VHU.

**10. What situation should lead to the discontinuation of a pursuit?**

- A. The pursuit moves outside of city limits**
- B. A significant risk to innocent lives is present**
- C. The suspect is driving a stolen vehicle**
- D. Backup units have arrived**

Discontinuing a pursuit is a critical decision that prioritizes the safety of all involved, particularly innocent civilians. When there is a significant risk to innocent lives, it warrants an immediate cessation of the pursuit to prevent potential harm that could result from high-speed chases or reckless driving. Law enforcement agencies emphasize the importance of evaluating the consequences of a pursuit, and protecting public safety is paramount. In situations where the risk to innocent lives is deemed high, the potential for accidents or injuries increases considerably, justifying the decision to end the chase. Authorities are trained to balance the need for apprehending suspects with the responsibility of ensuring the safety of the general public. Therefore, recognizing when the danger escalates is crucial for police officers during pursuits.

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://genorderslieutenant.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**

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