



# Department of Human Resources & Civil Service

## Open Competitive Exam Announcement

Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

### OC-69251

## Deputy Sheriff - Jailor

- Application Fee: **\$25.00**
- Examination Date: **April 12, 2008**
- Closing Date for Filing: **March 24, 2008** – Applications must be filed in our office or postmarked by this date
- Salary: **\$37,237 - \$55,189 annually (Monroe County)**
- Employment Opportunities: **The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

### Candidates also taking other Civil Service Examinations:

In addition to our examination, other civil service commissions in other counties and New York State may be holding tests for similar titles on the same test date. You must apply for examination in each location in which you wish to be considered. When you file for our examination **and** any offered by other counties, it will be necessary to take all of these examinations at the same examination center. You must complete our crossfiler form and submit it to our office no later than two weeks before the test date. Indicate all examinations and locations for which you have applied, and examination center preferred. Approval of your request is subject to seating capacity and the policies of the other civil service commissions regarding crossfilers. If you are taking a New York examination, **YOU MUST TAKE ALL TESTS AT THE NEW YORK STATE EXAMINATION CENTER** and call (518) 457-7022 no later than two weeks before the test date to make arrangements, **as well as completing our crossfiler form.**

### Minimum Qualifications:

Graduation from high school or possession of a general equivalency diploma.

### Special Requirements:

If you pass the written test, you must also satisfy the following requirements at the time of appointment. Only a sufficient number of candidates needed to fill present vacancies at the time the eligible list is established will be invited to participate. As additional vacancies occur, other candidates who are also on the eligible list may be invited to participate.

1. Conviction of a felony will bar appointment.
2. Applicants must be United States citizens at time of appointment.
3. Applicants must possess a valid New York State Class \*D\* driver's license at time of appointment and maintain the license throughout employment.
4. Applicants must meet physical and medical standards established by the Monroe County Civil Service Commission.
5. Applicants will be subject to an extensive background investigation and psychological evaluation. Psychological evaluation is both written and oral.
6. Applicants must be a Monroe County resident within thirty (30) days of appointment and maintain residency throughout employment.
7. Depending on the position duties, candidates for employment with the Monroe County Government will be required to

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

pass a pre-employment drug test.

**Residency Requirement:**

There is no residency requirement for participating in the written examination.

**Fees:**

A \$25.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

**Exception to Fee Requirement:**

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

**Description of Duties:**

This position is responsible for guarding inmates in one of the Monroe County Jails, ensuring that order, discipline, safety and security are maintained as well as tending to inmates daily personal needs. The employee is assigned to a particular unit such as Housing or Transport for a period of time. The employee reports directly to and works under general supervision from a Deputy Sheriff-Jailor Corporal or Deputy Sheriff-Jailor Sergeant with wide leeway for independent judgment in dealing with everyday activities according to the "Rules and Regulations of the Monroe County Sheriff's Office". Work is carried out in accordance with established procedures and involves substantial contact with inmates on a daily basis. Must be available for shift work and on holidays and weekends. Employees must successfully complete a training course mandated by the New York State Commission of Corrections during probationary period.

**Scope of Examination:**

A multiple-choice written test will cover knowledge, skills and /or abilities in such areas as:

1. Applying written information in a correctional services setting

These questions are designed to evaluate the candidates' ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. The candidates are required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc. which are cited.

2. Observing and recalling facts and information

These questions are designed to test how well the candidates can observe and recall information presented. The candidates will be presented with information describing or depicting prison scenes or other facts. They will have a short time to memorize the information before it is collected by the monitor. They will then be asked to recall specific details.

3. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and

comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

#### 4. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

A "Guide to Taking the Written Test for the Entry-level Correction Officer Series" is attached. It is also available at the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614. The guide is also available on the Monroe County web-site or by sending a self-addressed, stamped envelope with fifty-seven (57) cents postage to the above address. This guide contains sample test questions similar to the questions that will be used in this written test.

#### **Calculators and Reference Materials:**

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **PROHIBITED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

#### **Applications:**

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

**Candidates must record the Exam Number and Title on the Application.**

#### **Note:**

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

#### **Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

#### **Background Investigation:**

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

#### **Special Requirement for Appointment in School Districts and BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

#### **Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file

two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

**Children of Firefighters and Police Officers Killed in the Line of Duty:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**Special Arrangements for Examination:**

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)] or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

**Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

**Admission to Examination:**

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

**Issue Date:** February 27, 2008



**New York State  
Department of Civil Service**

*Committed to Innovation, Quality, and Excellence*

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***A Guide to the Written Test***

**for the**

**Entry-Level Correction Officer Series**

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Eliot Spitzer  
*Governor*

Nancy G. Groenwegen  
*Commissioner*

## **INTRODUCTION**

The New York State Department of Civil Service has developed this test guide to familiarize you with the written test for the Entry-Level Correction Officer Series. This test guide provides a general description of the subject areas which will be tested and the different types of questions you may see on the test. The Examination Announcement will specify the exact subject areas to be included on the particular examination you will be taking.

The written test for the Entry-Level Correction Officer Series has an overall time allowance of 3 hours.

The test questions will cover the following four subject areas:

- 1. OBSERVING AND RECALLING FACTS AND INFORMATION:** These questions test for the ability to observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will have a short time to observe and memorize the material before it is collected by the monitor. You will then be presented with questions which require you to recall specific details about the material.
- 2. APPLYING WRITTEN INFORMATION IN A CORRECTIONAL SERVICES SETTING:** These questions test for the ability to read, interpret, and apply regulations, directives, written narratives, and other related material, in a correctional services setting. You will be required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc., which are cited.
- 3. PREPARING WRITTEN MATERIAL:** These questions test for the ability to present information clearly and accurately and for the ability to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences, followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from among four suggestions, the best order for the sentences.
- 4. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test for the ability to comprehend written material. You will be provided with brief reading selections and will be asked questions relating to the selections. All the information required to answer the questions will be provided in the selections. You will not be required to have any special knowledge relating to the subject areas of the selections.

These are the only subject areas that will be included on the written test.

The remainder of this test guide explains how you will be tested in each of the subject areas listed above. A **TEST TASK** is provided for each subject area. This is an explanation of how a question will be presented and how to correctly answer it. Read each explanation carefully. This test guide also provides at least one **SAMPLE QUESTION** for each subject area. The sample question will be similar to the type of questions that will be presented on the actual test. This test guide provides the **SOLUTION** and correct answer to each sample question. You should study each sample question and solution in order to understand how the correct answer was determined.

## **SUBJECT AREA 1**

**OBSERVING AND RECALLING FACTS AND INFORMATION:** These questions test for the ability to observe and recall facts and information, without the aid of notes.

**TEST TASK:** You will be presented with facts or photographs which describe or depict prison scenes. You will have a short time to observe and memorize the material before it is collected by the monitor. You will not be allowed to take notes during this study period. You will then be presented with questions which require you to recall specific details about the material.

**SAMPLE PHOTOGRAPH:** Look closely at the people in the photograph. Who are they? (e.g., correction officer, inmate, or instructor) What are they wearing? What are they doing? Note the setting of the scene. What objects are present? How are the objects positioned? What are the people doing with the objects?

Try to remember all the details about the photograph so that you can answer questions about the photographs later, without the aid of notes.



**INMATES IN PRISON YARD**

### **SAMPLE QUESTIONS:**

You will be presented with two types of questions in the memory test booklet.

- the four-choice, multiple choice question, and
- the two-choice, True/False question

Following are samples of each:

#### **SAMPLE QUESTION 1:**

The following question is based on the photograph labeled "INMATES IN PRISON YARD."

In the photograph, what was the focus of attention of the group?

- A. a weightlifting bench
- B. an inmate holding his fist out
- C. a barbell on the ground
- D. an inmate lifting weights on a bench

*The correct answer to sample question 1 is B.*

**SOLUTION:** To answer this question correctly, you must be able to recall that the group in the photograph appeared to be looking at an inmate holding his fist out. Therefore, the correct answer to sample question 1 is choice B.

#### **SAMPLE QUESTION 2:**

The following question is based on the photograph labeled "INMATES IN PRISON YARD."

One of the inmates in the prison yard was holding a barbell.

- A. True
- B. False

*The correct answer to sample question 2 is B.*

**SOLUTION:** To answer this question correctly, you must be able to recall that none of the inmates in the photograph were holding a barbell. Therefore, the correct answer to sample question 2 is "False" (choice B).

## **SUBJECT AREA 2**

**APPLYING WRITTEN INFORMATION IN A CORRECTIONAL SERVICES SETTING:** These questions test for the ability to apply written information, such as rules, regulations, directives, narrative reports, and other material, in a correctional services setting.

**TEST TASK:** You will be presented with a set of rules, regulations, or other written information which you must read. Then, you will be presented with a situation that is similar to those typically experienced in a correctional services setting. For each question, you must apply information in the rule, to the given situation, in order to answer the question correctly.

### **SAMPLE RULE:**

**Personal Grooming Standards** - Employees shall be well groomed, appropriately dressed, and present a neat, clean appearance while on duty. Moderate amounts of cologne or perfume may be used.

- I. **Hair** - The hair must be kept clean and within Department standards. Uniformed staff may not wear hair styles that feature spikes, shaved patterns, lines, tails, symbols, or names cut into the hair. Unnatural color dyes, or any other styles which distract from their professional appearance should be avoided.

**Males** - The hair shall be neatly groomed so as not to fall over the ears or eyebrows or extend more than 1/2" below the top of the uniform collar.

**Females** - While in uniform, the hair shall be neatly groomed and arranged/styled so that it does not extend more than 1/2" below the top of the uniform collar. Pins, combs, or barrettes similar to the color of the hair are permitted, provided they are tasteful, not ostentatious, and concealed as much as possible. Hair ornaments or ribbons shall not be worn.

- II. **Facial Hair** - Recruits reporting to the Academy shall keep existing facial hair trimmed as set forth below. Recruits shall not be permitted to grow new facial hair while at the Academy.

**Beards** - Security staff appointed after 1990 are not permitted to wear beards. Security staff appointed prior to 1990 may wear beards, provided they are kept trimmed within one inch.

**Sideburns** - Sideburns shall be neatly trimmed. The base shall be clean shaven on a horizontal line and shall not extend below the lowest part of the exterior ear openings. Muttonchops or flared sideburns are prohibited.

**Mustaches** - Mustaches must be neatly trimmed and not extend beyond the corners of the mouth or fall below the center line of the lips.

### **SAMPLE SITUATION:**

While inspecting the appearance of Correction Officers at pre-shift briefing, a Sergeant observes the following:

- **Officer A** - a male officer wearing his hair 1/4" over his ears and 1/4" below the top of his uniform collar
- **Officer B** - a female officer wearing shoulder-length hair arranged in a single braid
- **Officer C** - a female officer wearing a yellow ribbon in her hair, in recognition of her husband who is overseas with the military
- **Officer D** - a male officer who did not have a mustache when graduating from the Academy, but who has grown a neatly trimmed mustache since reporting to the facility.

### **SAMPLE QUESTION:**

Based on the preceding rule, which officer is in compliance with the Personal Grooming Standards?

- A. Officer A
- B. Officer B
- C. Officer C
- D. Officer D

*The correct answer to this sample question is D.*

**SOLUTION:** To answer this question correctly, you must compare the descriptions of the four officers presented in situation, to the relevant sections of the stated rule:

**Officer A** is wearing his hair 1/4" over his ears. This is in violation of the rule for males, which states that "The hair shall be neatly groomed so as not to fall over the ears..." Therefore, Officer A is not in compliance with the standards.

**Officer B** is wearing a shoulder-length braid. This is in violation of the rule for females, which states that hair should "not extend more than 1/2" below the top of the uniform collar." Therefore, Officer B is not in compliance with the standards.

**Officer C** is wearing a yellow ribbon in her hair. This is in violation of the rule for females, which states that "Hair ornaments or ribbons shall not be worn." Therefore, Officer C is not in compliance with the standards.

**Officer D** has a neatly trimmed mustache. This complies with the rule on mustaches, which states that "Mustaches must be neatly trimmed..." Officer D is in compliance with the standards. Therefore, the correct answer to this sample question is choice D.

## **SUBJECT AREA 3**

**PREPARING WRITTEN MATERIAL:** These questions test for the ability to present information clearly and accurately and for the ability to organize paragraphs logically and comprehensibly.

**TEST TASK:** There are two separate test tasks in this subject area:

- In the first, **Information Presentation**, you will be presented with information in two or three sentences, followed by four restatements of the information. You must choose the version that presents the original information most clearly and accurately.
- In the second, **Paragraph Organization**, you will be given paragraphs with their sentences out of order. You must choose, from among four suggestions, the best order for the sentences.

### **INFORMATION PRESENTATION SAMPLE QUESTION:**

Correction Officer Gilson failed to take proper precautions. His failure to take proper precautions caused a personal injury accident.

Which one of the following best presents the information above?

- A. Correction Officer Gilson failed to take proper precautions that caused a personal injury accident.
- B. Proper precautions, which Correction Officer Gilson failed to take, caused a personal injury accident.
- C. Correction Officer Gilson's failure to take proper precautions caused a personal injury accident.
- D. Correction Officer Gilson, who failed to take proper precautions, was in a personal injury accident.

*The best answer to this sample question is C.*

### **SOLUTION:**

*Choice A conveys the incorrect impression that proper precautions caused a personal injury accident.*

*Choice B conveys the incorrect impression that proper precautions caused a personal injury accident.*

*Choice C best presents the original information: Correction Officer Gilson failed to take proper precautions and this failure caused a personal injury accident.*

*Choice D states that Correction Officer Gilson was in a personal injury accident. The original information states that Gilson caused a personal injury accident, but it does not state that Gilson was in a personal injury accident.*

**SUBJECT AREA 3 cont.**

**PARAGRAPH ORGANIZATION SAMPLE QUESTION:**

The following question is based upon a group of sentences. The sentences are shown out of sequence, but when correctly arranged, they form a connected, well-organized paragraph. Read the sentences, and then answer the question about the best arrangement of these sentences.

1. Eventually, they piece all of this information together and make a choice.
2. Before actually deciding upon a corrections job, people usually think about several possibilities.
3. They imagine themselves in different situations, and in so doing, they probably think about their interests, goals, and abilities.
4. Choosing a correctional services occupation is an important decision to make.

Which one of the following is the best arrangement of these sentences?

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

*The best answer to this sample question is D.*

**SOLUTION:**

*Choices A and C present the information in the paragraph out of logical sequence. In both A and C, sentence 1 comes before sentence 3. The key element in the organization of this paragraph is that sentence 3 contains the information to which sentence 1 refers; therefore, in logical sequence, sentence 3 should come before sentence 1.*

*Choice B also presents the information in the paragraph out of logical sequence. Choice B places sentence 4 in between sentence 1 and sentence 3, thereby interrupting the logical sequence of the information in the paragraph.*

*Choice D presents the information in the paragraph in the best logical sequence. Sentence 4 introduces the main idea of the paragraph: "Choosing a correctional services occupation." Sentences 2-3-1 then follow up on this idea by describing, in order, the steps involved in making such a choice. **Choice D is the best answer to this sample question.***

## **SUBJECT AREA 4**

**UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test for the ability to understand and interpret written material.

**TEST TASK:** You will be provided with brief reading selections and will be asked questions relating to the selections. All of the information required to answer the questions will be provided in the selections. You will not be required to have any special knowledge relating to the subject areas of the selections.

**SAMPLE QUESTION:**

Transporting Inmates

Correction officers who are transporting inmates are responsible for the safety and security of such inmates from the time they leave the jail until the inmates are delivered to their destination or until the inmates are returned to the jail. The officers should not make any stops during the trip unless it is absolutely necessary. If stopping is absolutely necessary, the officers must take all possible precautions to maintain their own safety and the safety and security of the inmates. If an unavoidable delay is experienced (for example heavy traffic, car trouble, or bad weather) the officers must take the first opportunity to notify the jail of the delay. If a situation occurs which is not covered by specific instructions, the officers must contact their jail's watch commander if it is possible. If it is not possible to contact the watch commander, the officers must exercise their best judgment to fulfill their responsibility to maintain the safety and security of the inmates.

Which one of the following statements concerning the transportation of inmates is best supported by the passage above?

- A. If it appears that the trip might be delayed, the officers transporting the inmates should notify the jail immediately.
- B. If it is necessary to make a stop, the inmates should be secured with leg-irons and handcuffs.
- C. The officers transporting the inmates are responsible for maintaining the safety and security of the inmates at all times during the trip.
- D. If the vehicle transporting the officers and the inmates becomes involved in a traffic accident, the first thing the officers should do is notify their watch commander.

*The correct answer to this sample question is C.*

**SOLUTION:**

*To answer this question correctly, you must evaluate each choice against information in the passage..*

**Choice A** states, if it appears that a trip might be delayed, the officers should notify the jail immediately. However, the passage states, if a delay is experienced, the officers must take the first opportunity to notify the jail of the delay. Choice A is not supported by information in the passage. Therefore, choice A is not correct.

**Choice B** states, if it is necessary to make a stop, the inmates should be secured with leg-irons and handcuffs. However, the passage states, if stopping is absolutely necessary, the officers must take all possible precautions to maintain their own safety and the safety and security of the inmates. It does not state that inmates must be secured with leg-irons and handcuffs. The appropriate method will vary depending on the nature of the inmates, the purpose of the trip, and the circumstances of the stop. Therefore, choice B is not correct.

**Choice C** states that the officers transporting the inmates are responsible for maintaining the safety and security of the inmates at all times during the trip. Information in the passage states that correction officers who are transporting inmates are responsible for the safety and security of such inmates from the time they leave the jail until the inmates are delivered to their destination or until the inmates are returned to the jail." Choice C is supported by information in the passage. **Therefore, choice C is the correct answer to this question.**

**Choice D** states, if the vehicle transporting the officers and the inmates becomes involved in a traffic accident, the first thing the officers should do is notify their watch commander. However, the passage makes no mention of notifying the watch commander if the transport vehicle becomes involved in a traffic accident. Therefore, choice D is not correct.

## **TEST SECURITY**

The test you will be taking is the property of the New York State Department of Civil Service. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Unauthorized possession or disclosure of the test material is prohibited by law and punishable by imprisonment and/or a fine. Additionally, candidates may be disqualified from appointment to the positions for which the examination is being held and from being a candidate for any civil service examination for five years. After you take the test, other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You should be careful that you do not inadvertently violate test security and put yourself at risk.

## **CONCLUSION**

Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best.

### **Before the test ...**

- Study and review this guide to familiarize yourself with what the test will cover.
- Study and review the subject areas that will be covered on the test.

### **On the day of the test ...**

- Arrive at the test site on time.
- Bring your Admission Notice, two No. 2 pencils, a photo ID containing your signature, a quiet lunch or snack, and any other **allowed** materials.
- Do **NOT** bring this test guide to the test site.

### **At the test site ...**

- Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site.
- The use of such devices anywhere on the grounds of the test site (this includes the test room, hallways, restrooms, building, grounds, and parking lots) could result in your disqualification.

### **During the test ...**

- Read and follow all directions on your Admission Notice, test booklets, answer sheets, and Candidate Directions.
- Follow the Monitor's instructions.
- Keep track of the time.

### **After the test ...**

- Do **NOT** remove any test materials from the test room.
- Do **NOT** paraphrase, reconstruct, or reproduce the test material in any way.
- Do **NOT** discuss the test material with others.

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

Visit the New York State  
Department of Civil Service web site  
[www.cs.state.ny.us](http://www.cs.state.ny.us)



New York State  
Department of Civil Service  
Albany, NY 12239

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