New York State
Department of Civil Service

Committed to Innovation, Quality, and Excellence

A Guide to the Written Test

for the

State and Local
Police Supervisors/Investigators Series

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INTRODUCTION

The New York State Department of Civil Service has developed this test guide to familiarize you with some of the written test materials which will be included in the State and Local Police Supervisors/Investigators Series. This test guide provides a general description of the subject areas which will be tested and an explanation of the different types of questions you may see on the test.

Not all subject areas mentioned in this test guide are included in all examinations in this Series. The Examination Announcement will list the subject areas that will be included on the particular test you will be taking.

Local titles typically included in this series are Police Sergeant, Deputy Sheriff Sergeant, Detective, Criminal Investigator, and Detective Sergeant. State titles typically included in this series are Environmental Conservation Investigator 1 and 2, Supervising Environmental Conservation Officer, Forest Ranger 2 and 3, Sergeant and Lieutenant Park Patrol, University Police Investigator 1, and University Police Officer 2.

The series is designed to test, regardless of title, first-line police supervisors, police detectives or investigators, and first-line supervisors of police detectives or investigators. In addition, second-line police supervisors for some state titles are included.

The State and Local Police Supervisors/Investigators Series written test has an overall time allowance of 6 hours and 30 minutes. The tests in the series include a selection from the following subject areas (please refer to your Examination Announcement for the list of subject areas that will be included on the particular test you will be taking):

1. Law enforcement methods and practices – These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.

2. New York State Laws – These questions test for knowledge of the laws in effect during the current year that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, and the Family Court Act.

3. Preparing written material in a police setting – These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of 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.

5. Supervision – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

6. Evaluating information and evidence – These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.

7. Investigative techniques and criminalistics – These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.

8. DEC Bureau of Environmental Crimes Investigations' techniques (*for Environmental Conservation Investigator 1 and 2 titles only*) – These questions test for knowledge of investigative techniques in areas such as interviewing, surveillance, gathering and preserving evidence, and testifying in court.

9. EnCon Law, Title 6 NYCRR, Criminal Procedure Law, Penal Law, and other relevant laws (*for Environmental Conservation Investigator 1 and 2 and Supervising Environmental Conservation Officer titles only*) – These questions test for knowledge of the laws in effect on January 1, 2012 that Environmental Conservation Officers and Environmental Conservation Investigators may encounter in the course of their day-to-day work-related activities.

10. DEC Division of Law Enforcement methods and practices (*for Supervising Environmental Conservation Officer title only*) – These questions test for knowledge of Environmental Conservation law enforcement and cover areas such as law enforcement techniques, hearing procedures, rules of evidence, documents and policies and consent orders.

11. Environmental Conservation, Criminal Procedure, Penal and related laws, rules and regulations as applied to forest and forest recreation management (*for Forest Ranger 2 and 3 titles only*) – These questions are designed to test for knowledge of the laws in effect on January 1, 2012 that forest rangers may encounter in the course of their day-to-day work related activities including Environmental Conservation Law as related to Forest Protection, Criminal Procedure Law, Penal Law, and other laws, rules and regulations relevant to the duties of forest rangers in New York State.

12. Emergency incident field supervision and management (*for Forest Ranger 2 and 3 titles only*) – These questions test for the ability to arrive at sound management decisions and command orders at a variety of emergency incidents. These management decisions must be made based upon existing Division policies, Standard Operating Procedures, established Health and Safety Guidelines, labor/management guidelines and best management practices. Questions relating to specific protocols, organizational structure and Division responsibilities may be included.

13. Educating and interacting with the public (*for Forest Ranger 2 and 3 titles only*) – These questions test for knowledge of techniques used to interact effectively with individual citizens and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

14. NYS Parks and Recreation Law including the Snowmobile and Navigation Laws, Environmental Conservation Law, and Park's rules, regulations, policies, and procedures (*for Sergeant and Lieutenant Park Patrol titles only*) – These questions test for knowledge of appropriate laws, rules, regulations, policies and procedures including those found in the NYS Park Police Manual, in effect on January 1, 2012. You will be required to recall specific provisions of the laws, rules and regulations and to demonstrate an understanding of these provisions. You may be required to apply the provisions to described situations.

15. Planning, supervising and administering police programs and activities (*for Forest Ranger 3 and Lieutenant Park Patrol titles only*) – These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

The remainder of this test guide explains how you will be tested in each subject area listed above. A **TEST TASK** is provided for each subject area. This is an explanation of how a question is 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 is 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

LAW ENFORCEMENT METHODS AND PRACTICES: These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.

TEST TASK: You will be presented with situations in which you must apply knowledge of accepted police methods and practices in order to answer the questions correctly.

SAMPLE QUESTION:

A police officer should have a detailed knowledge of all legitimate business and activity in his patrol area. Which one of the following is the most important reason why the officer should have this knowledge?

A. The officer will become acquainted with and know the businessmen through a set patrol routine.
B. The officer will know the unusual or out of the ordinary and it can be investigated.
C. The officer will know who to notify in case of an emergency.
D. The officer will know who to call on if he needs assistance.

The correct answer to this sample question is B.

SOLUTION:

Choice A *is not correct. Patrol should generally be performed in a random manner. A set patrol routine is predictable and unacceptable.*

Choice B *is the correct answer to this question. Most events which are of interest to police are those that are unusual. The ability to recognize these allows officers to focus their attention where it is most likely to be needed.*

Choice C *is not correct. Notifications of emergencies should be made through the department's dispatching personnel.*

Choice D *is not correct. Assistance should be obtained through department dispatching personnel, not extra-departmental channels.*

SUBJECT AREA 2

KNOWLEDGE OF NEW YORK STATE LAWS: These questions test the candidates' knowledge of the laws in effect during the current year. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, and the Family Court Act.

TEST TASK: You will be presented with situations in which you must apply knowledge of New York State Laws in order to answer the questions correctly.

SAMPLE QUESTION:

According to the Penal Law, "Robbery" is defined as the forcible stealing of property

A. of any value
B. valued at more than $500.00
C. valued at more than $1000.00
D. valued at more than $3000.00

The correct answer to this sample question is A.

SOLUTION:

Choice A *is the correct answer. New York State Penal Law Section 160.0 defines robbery simply as the forcible stealing of property. No value or other modifiers are included in this definition.*

Choice B *is not correct. This definition would incorrectly exclude the forcible stealing of property valued $0 to $500 from the crime of robbery.*

Choice C *is not correct. This definition would incorrectly exclude the forcible stealing of property valued $0 to $1000 from the crime of robbery.*

Choice D *is not correct. This definition would incorrectly exclude the forcible stealing of property valued $0 to $3000 from the crime of robbery.*

SUBJECT AREA 3

PREPARING WRITTEN MATERIAL IN A POLICE SETTING: These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

TYPE 1:

TEST TASK: You will be presented with some notes about an incident. You must determine which one of four choices expresses the facts presented in the notes in phrasing and punctuation that results in a clear and accurate presentation of those facts.

SAMPLE QUESTION 1:

The following are taken from notes you have kept while following a suspect and observing his activities. In a "real" situation, part of your assignment would be to prepare a narrative report based on the notes.

NOTES:
- Brown left work at about 1:00 a.m.
- Brown met Johnson in Sam's Bar
- Johnson threatened Brown
- Brown left the bar quickly
- Brown went to Charlie's Place

In the following, select the one choice which is the most CLEAR and ACCURATE presentation of the information from the notes. Considerations of grammar and style are important only when they affect clarity and accuracy.

A. Brown met Johnson in Sam's Bar, and he left the bar quickly after Johnson threatened him.
B. Brown met Johnson in Sam's Bar, and he left the bar quickly after he threatened him.
C. Brown met Johnson in Sam's Bar; he threatened him, and then he left the bar quickly.
D. Johnson threatened Brown when he met him in Sam's Bar; then he left the bar quickly.

The correct answer to this sample question is A.

SOLUTION: *To answer this question, evaluate all the choices.*

Choice B *makes it unclear who did the threatening, and who left the bar, but it leaves the impression it was Brown who did the threatening.*

Choice C *is also unclear, and it implies even more strongly that Brown threatened Johnson.*

Choice D *is clear about Johnson doing the threatening, but it makes it seem it was also Johnson who left the bar quickly.*

Only ***choice A*** *is a clear and accurate presentation of material from the notes. Choice A is therefore the best choice.*

Note that the information from the first and last lines of the "notes" did not appear in any of the four choices. It therefore was not relevant to this particular question.

SUBJECT AREA 3 (Continued)

TYPE 2:

TEST TASK: You will be presented with a set of numbered sentences which form a paragraph. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

SAMPLE QUESTION:

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

1. Eventually, they piece all of this information together, make a choice, and act upon their decision.

2. Before actually deciding upon a 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 an occupation is an important decision to make.

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

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

The correct answer to this sample question is D.

SOLUTION:

The best arrangement of the sentences is 4-2-3-1. Sentence 4 introduces the main idea of the paragraph: "choosing an 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 the question.

SUBJECT AREA 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.

TEST TASK: You will be provided with brief reading passages and then will be asked questions relating to the passages. All the information required to answer the questions will be provided in the passages.

SAMPLE QUESTION:

The increasing demands upon our highways from a growing population and the development of forms of transportation not anticipated when the highways were first built have brought about congestion, confusion, and conflict, until the yearly toll of traffic accidents is now at an appalling level. If the death and disaster that traffic accidents bring throughout the year were concentrated into one calamity, we would shudder at the tremendous catastrophe. The loss is no less catastrophic because it is spread out over time and space.

Which one of the following statements concerning the yearly toll of traffic accidents is best supported by the passage above?

A. It is increasing the demands for safer means of transportation.
B. It has resulted in increased congestion, confusion, and conflict on our highways.
C. It does not shock us as much as it should because the accidents do not all occur together.
D. It has resulted mainly from the new forms of transportation.

The correct answer to this sample question is C.

SOLUTION: *To answer this question correctly, you must evaluate each choice against the written selection and determine the one that is best supported by the written selection.*

Choice A*: Nowhere in the passage does it say that there has been any demand for safer means of transportation. Someone who picks this choice may believe that there could be or should be a demand for safer transportation, but there is nothing in the passage to base it on. This choice is incorrect.*

Choice B: *The passage states that it is the congestion, confusion, and conflict which results in the high toll of traffic accidents and not the other way around. A person who picks this choice could either be confused as to which is the cause and which is the effect, or may not have read the choice carefully. This choice is incorrect.*

Choice C*: This choice is supported by the last two sentences in the passage. The writer says, "If …, we would shudder." (A shudder is a response to shock.) The implication is that we don't shudder because traffic accidents do not all occur at the same time and place. The writer then points out that we should think of the yearly toll as being catastrophic (shocking) even though the accidents are spread out over time and space. This choice is supported by the information in the passage.*

Choice D*: There are two reasons given in the passage for the high accident rate. One is the development of new forms of transportation; the other is the increased highway use from a growing population. Neither one is described as the main reason. It is clearly incorrect to say that the new forms of transportation are the main reason. This choice is incorrect.*

SUBJECT AREA 5

SUPERVISION: These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

TEST TASK: You will be presented with situations in which you must apply knowledge of the principles and practices of supervision in order to answer the questions correctly.

SAMPLE QUESTION:

Assume that the unit you supervise is given a new work assignment and that you are unsure about the proper procedure to use in performing this assignment. Which one of the following actions should you take FIRST in this situation?

A. Obtain input from your staff.
B. Consult other unit supervisors who have had similar assignments.
C. Use an appropriate procedure from a similar assignment that you are familiar with.
D. Discuss the matter with your supervisor.

The correct answer to this sample question is D.

SOLUTION:

Choice A *is not correct. Since this assignment is new for your unit, your staff would not be expected to be more knowledgeable than you about the proper procedure.*

Choice B *is not correct. Although discussing this matter with other supervisors may increase your knowledge of the new assignment, similar assignments performed in other units may differ in some important way from your new assignment. Other units may also function differently from your unit, so the procedures used to perform similar assignments may differ accordingly.*

Choice C *is not correct. Since this assignment is new for your unit, you would have no way of knowing whether the procedure from a similar assignment is appropriate to use. You would need someone with the appropriate knowledge, usually your supervisor, to determine if the procedure from a similar assignment could be used before you actually employed this procedure in the performance of your new assignment.*

Choice D *is the correct answer to this question. Your supervisor is more likely to be informed about what procedure may be appropriate for work that he or she assigns to you than would other unit supervisors or your staff. Even if your supervisor does not know what procedure is appropriate, a decision regarding which procedure to use should be made with his or her participation, since he or she has the ultimate responsibility for your unit's work.*

SUBJECT AREA 6

EVALUATING INFORMATION AND EVIDENCE: These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. You must decide if the conclusion is warranted by the facts.

TEST TASK: You will be given a set of **FACTS** and a **CONCLUSION** based on the facts. The conclusion is derived from these facts only – NOT on what you may happen to know about the subject discussed. Each question has three possible answers. You must then select the correct answer in the following manner:

Select **A** if the statements prove that the conclusion is TRUE.

Select **B** if the statements prove that the conclusion is FALSE.

Select **C** if the statements are INADEQUATE to prove the conclusion EITHER TRUE OR FALSE.

SAMPLE QUESTION #1

FACTS: All uniforms are cleaned by the Conroy Company. Blue uniforms are cleaned on Mondays or Fridays; green or brown uniforms are cleaned on Wednesdays. Alan and Jean have blue uniforms, Gary has green uniforms and Ryan has brown uniforms.

CONCLUSION: Jean's uniforms are cleaned on Wednesdays.

The correct answer to this sample question is B.

SOLUTION:

The last sentence of the FACTS says that Jean has blue uniforms. The second sentence of the FACTS says that blue uniforms are cleaned on Monday or Friday. The CONCLUSION says Jean's uniforms are cleaned on Wednesday. Wednesday is neither Monday or Friday. Therefore, the conclusion must be FALSE (choice B).

SAMPLE QUESTION #2

FACTS: If Beth works overtime, the assignment will be completed. If the assignment is completed, then all unit employees will receive a bonus. Beth works overtime.

CONCLUSION: A bonus will be given to all employees in the unit.

The correct answer to this sample question is A.

SOLUTION:

The CONCLUSION follows necessarily from the FACTS. Beth works overtime. The assignment is completed. Therefore, all unit employees will receive a bonus.

SAMPLE QUESTION #3

FACTS: Bill is older than Wanda. Edna is older than Bill. Sarah is twice as old as Wanda.

CONCLUSION: Sarah is older than Edna.

The correct answer to this sample question is C.

SOLUTION:

We know from the facts that both Sarah and Edna are older than Wanda. We do not have any other information about Sarah and Edna. Therefore, no conclusion about whether or not Sarah is older than Edna can be made.

SUBJECT AREA 7

INVESTIGATIVE TECHNIQUES AND CRIMINALISTICS: These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.

TEST TASK: You will be asked to answer questions about basic investigative techniques and physical evidence gathering and handling. Many of the questions will be situational in nature.

SAMPLE QUESTION:

The best reason for you to consider the possible motives of each person that is interviewed during an investigation is to

A. prevent persons from making false statements
B. appear sympathetic
C. avoid sensitive issues
D. recognize biased information

The correct answer to this sample question is D.

SOLUTION:

Choice A *is incorrect because understanding the motives of a person being interviewed will not prevent the person from making false statements.*

Choice B *is incorrect because it is not generally necessary for investigators to appear sympathetic as they conduct a professional interview.*

Choice C *is incorrect because it is often necessary to raise sensitive issues during an interview.*

Choice D *is the correct answer because it is critical that investigators understand the accuracy and value of the information they gather in an interview.*

SUBJECT AREA 8

DEC BUREAU OF ENVIRONMENATL CRIMES INVESTIGATIONS' TECHNIQUES (for Environmental Conservation Investigator 1 and 2 titles only): These questions test for knowledge of investigative techniques in areas such as interviewing, surveillance, gathering and preserving evidence, and testifying in court.

TEST TASK: You will be asked to answer questions about basic investigative techniques and physical evidence gathering and handling. Many of the questions will be situational in nature.

SAMPLE QUESTION:

The primary reason for assigning investigators to conduct surveillance is to

A. verify previously secured information
B. determine frequent contacts of a subject
C. determine whether a search warrant may be needed
D. obtain information difficult to secure in any other way

The correct answer to this sample question is D.

SOLUTION:

Choice A *is incorrect because it is not necessary to conduct surveillance to verify previously secured information.*

Choice B *is incorrect because although this might be a benefit of surveillance, it is neither the most efficient use of resources nor the primary reason to conduct surveillance.*

Choice C *is incorrect because the determining factor for "needing" a search warrant is whether you have probable cause to believe that the evidence you seek is at the location you are requesting to search. Because surveillance is manpower intensive, other investigative techniques would be used first to obtain this information.*

Choice D *is the correct answer because sometimes this is the only way to secure certain types of information. For example, you may know a business is dumping waste, but the only way to prove it is to actually observe it being done.*

SUBJECT AREA 9

ENCON LAW, TITLE 6 NYCRR, CRIMINAL PROCEDURE LAW, PENAL LAW, AND OTHER RELEVANT LAWS (for Environmental Conservation Investigator 1 and 2 and Supervising Environmental Conservation Officer titles only): These questions test for knowledge of the laws in effect on January 1, 2012 that Environmental Conservation Officers and Environmental Conservation Investigators may encounter in the course of their day-to-day work-related activities.

TEST TASK: You will be presented with situations in which you must apply knowledge of EnCon Law, Title 6 NYCRR, Criminal Procedure Law, Penal Law, and other relevant laws in order to answer the questions correctly.

SAMPLE QUESTION:

According to the Environmental Conservation Law, which of the following animals may a farmer take without permit or license, if the wildlife is destroying property or worrying livestock on land upon which the farmer resides?

1. skunk
2. coyote
3. raccoon
4. fox

A. 1, but not 2, 3, or 4
B. 1 and 2, but not 3 or 4
C. 1, 2, and 3, but not 4
D. 1, 2, 3, and 4

The correct answer to this sample question is D.

SOLUTION:

According to the Environmental Conservation Law:

§11-0523. Destructive or menacing wildlife; taking without permit

1. "Owners and lessees and members of their immediate families actually occupying or cultivating lands, and persons authorized in writing and actually employed by them in cultivating such lands, may take (a) unprotected wildlife other than birds and (b) starlings, common crows and, subject to section 11-0513, pigeons, when such wildlife is injuring their property or has become a nuisance thereon . . ."

5. "Skunks injuring property or which have become a nuisance may be taken at any time in any manner."

6. "Raccoons, coyotes or fox injuring private property may be taken by the owner, occupant or lessee thereof, or an employee or family member of such owner, occupant or lessee, at any time in any manner."

Therefore, choice D is correct.

SUBJECT AREA 10

DEC DIVISION OF LAW ENFORCEMENT METHODS AND PRACTICES (for Supervising Environmental Conservation title only): These questions test for knowledge of Environmental Conservation law enforcement and cover areas such as law enforcement techniques, hearing procedures, rules of evidence, documents and policies and consent orders.

TEST TASK: You will be presented with situations in which you must apply knowledge of accepted DEC Division of Law Enforcement methods and practices in order to answer the questions correctly.

SAMPLE QUESTION:

When responding to complaints, a report of which one of the following should receive top priority?

A. an illegally taken moose
B. dogs running deer in the summer
C. a skunk in the cellar of a church on a Sunday morning
D. a trout dying in a stream near the site of a plastic fabrication factory

The correct answer to this sample question is D.

SOLUTION:

Choice A *is incorrect because it is too late to save the animal. An investigation would be done, but of the choices given, this should not be the top priority.*

Choice B *is incorrect because the deer have a chance to escape.*

Choice C *is incorrect because this only requires a call to dispatch to get a nuisance wildlife trapper to remove the animal.*

Choice D *is the correct answer because this might be evidence of a serious environmental impact.*

SUBJECT AREA 11

ENVIRONMENTAL CONSERVATION, CRIMINAL PROCEDURE, PENAL AND RELATED LAWS, RULES AND REGULATIONS AS APPLIED TO FOREST AND FOREST RECREATION MANAGEMENT *(for Forest Ranger 2 and 3 titles only)* – These questions are designed to test for knowledge of the laws in effect on January 1, 2012 that forest rangers may encounter in the course of their day-to-day work related activities including Environmental Conservation Law as related to Forest Protection, Criminal Procedure Law, Penal Law, and other laws, rules and regulations relevant to the duties of forest rangers in New York State.

TEST TASK: You will be presented with situations in which you must apply knowledge of Environmental Conservation, Criminal Procedure, Penal and related laws, rules and regulations in order to answer the questions correctly.

SAMPLE QUESTION:

An employee of a certified children's camp leads a group of children from that camp into the Adirondacks for a two day trip. During this trip the group uses canoes to cross a lake, then hikes to a mountain and camps overnight. The leader of the group is required to have a New York State guide license for which, if any, of the following trip activities?

A. canoeing
B. hiking
C. camping
D. none of the above

The correct answer to this sample question is D.

SOLUTION:

According to the Environmental Conservation Law:

§11-0533. Licensing of guides

1. "As used in this section, the term "guide" shall mean a person who offers services for hire part or all of which includes directing, instructing, or aiding another in fishing, hunting, camping, hiking, white water canoeing, rafting or rock and ice climbing."

2. "All guides engaging in the business of guiding on all lands and waters of the state shall possess a license issued by the department . . ."

4. "Employees of children's camps as defined in subdivision one of section one thousand four hundred of the public health law shall be exempt from the provision of subdivisions one and two of this section, provided such activities are carried out within the scope of said employment."

As such, an employee of a certified children's camp is not required to have a guide license for any of the activities listed. The correct answer is D, none of the above.

SUBJECT AREA 12

EMERGENCY INCIDENT FIELD SUPERVISION AND MANAGEMENT *(for Forest Ranger 2 and 3 titles only)* These questions test for the ability to arrive at sound management decisions and command orders at a variety of emergency incidents. These management decisions must be made based upon existing Division policies, Standard Operating Procedures, established Health and Safety Guidelines, labor/management guidelines and best management practices. Questions relating to specific protocols, organizational structure and Division responsibilities may be included.

TEST TASK: You will be presented with situations in which you must apply knowledge of the principles and practices of emergency incident field supervision and management in order to answer the questions correctly

SAMPLE QUESTION:

Which one of the following positions is included on the command staff of the Incident Command System?

A. Incident Meteorologist
B. Information Officer
C. Planning Section Chief
D. Time Unit Leader

The correct answer to this sample question is B.

SOLUTION:

Choice A *is incorrect because an Incident Meteorologist is a technical specialist who is included on the general staff, usually under the Planning Section.*

Choice B *is the correct answer because ICS command staff consists of an Incident Commander who is responsible for all aspects of the response, including developing incident objectives and managing all incident operations; a Safety Officer whose role is to develop and recommend measures to the Incident Commander for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations; a Liaison Officer whose role is to serve as the point of contact for assisting and coordinating activities between the Incident Commander and various agencies and groups, and an Information Officer whose role is to develop and release information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.*

Choice C *is incorrect because the Planning Section is part of the general staff.*

Choice D *is incorrect because the Time Unit Leader is part of the general staff that is under the Finance/Administration Section.*

SUBJECT AREA 13

EDUCATING AND INTERACTING WITH THE PUBLIC *(for Forest Ranger 2 and 3 titles only):* These questions test for knowledge of techniques used to interact effectively with individual citizens and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service. There will be 15 questions in this subject area on the written test.

TEST TASK: You will be presented with a variety of situations in which you must apply knowledge of how best to interact with other people.

SAMPLE QUESTION:

A person approaches you expressing anger about a recent action by your department. Which one of the following should be your **first** response to this person?

A. Interrupt to say you cannot discuss the situation until he calms down.
B. Say you are sorry that he has been negatively affected by your department's action.
C. Listen and express understanding that he has been upset by your department's action.
D. Give him an explanation of the reasons for your department's action.

The correct answer to this sample question is choice C.

SOLUTION:

Choice A *is not correct. It would be inappropriate to interrupt. In addition, saying that you cannot discuss the situation until the person calms down will likely aggravate him further.*

Choice B *is not correct. Apologizing for your department's action implies that the action was improper.*

Choice C is the correct answer to this question. *By listening and expressing understanding that your department's action has upset him, you demonstrate that you have heard and understand his feelings and point of view.*

Choice D *is not correct. While an explanation of the reasons for the action may be appropriate at a later time, at this moment the person is angry and would not be receptive to such an explanation.*

SUBJECT AREA 14

NYS PARKS AND RECREATION LAW INCLUDING THE SNOWMOBILE AND NAVIGATION LAWS, ENVIRONMENTAL CONSERVATION LAW, AND PARK'S RULES, REGULATIONS, POLICIES, AND PROCEDURES *(for Sergeant and Lieutenant Park Patrol titles only):* These questions test for knowledge of appropriate laws, rules, regulations, policies and procedures including those found in the NYS Park Police Manual, in effect on January 1, 2012. You will be required to recall specific provisions of the laws, rules and regulations and to demonstrate an understanding of these provisions. You may be required to apply the provisions to described situations.

TEST TASK: You will be presented with situations in which you must apply knowledge of NYS Parks and Recreation Law including the Snowmobile and Navigation Laws, Environmental Conservation Law, and Park's rules, regulations, policies, and procedures in order to answer the questions correctly.

SAMPLE QUESTION:

According to the Navigation Law, when a mechanically propelled vessel meets a sailing vessel propelled solely by sail proceeding in such a direction as to involve risk of collision, the right of way shall belong to the

A. smaller vessel
B. larger vessel
C. sailing vessel
D. mechanically propelled vessel

The correct answer to this sample question is C.

SOLUTION:

According to the Navigation Law:

§41. Pilot Rules

2.(f) "When a mechanically propelled vessel shall meet a sailing vessel proceeding in such direction as to involve risk of collision, the sailing vessel shall have the right of way . . ."

Therefore, choice C is the correct answer.

SUBJECT AREA 15

PLANNING, SUPERVISING AND ADMINISTERING POLICE PROGRAMS AND ACTIVITIES *(for Forest Ranger 3 and Lieutenant Park Patrol titles only):* These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

TEST TASK: You will be presented with situations in which you must apply knowledge of supervisory and/or administrative principles and practices in order to answer the questions correctly. You will be placed in the role of a police supervisor of a section, which is made up of several units. All unit supervisors report directly to you.

SAMPLE QUESTION:

Assume that you have called a staff meeting of unit supervisors in order to resolve a complex problem affecting police response to certain types of criminal activities. Which one of the following is the FIRST action that you should take at this meeting?

A. Define the problem for your staff.
B. Present your proposed solution to the problem.
C. Ask staff for their viewpoints on the problem.
D. Form a committee to study the problem.

The correct answer to this sample questions is A.

SOLUTION:

This question asks for the action that you should take FIRST in this situation. When considering the choices, you should identify the choice that describes the action you must take before any of the others.

Choice A *is the correct answer to this question. A problem must be defined before a solution to it can be developed; and if your staff will work collaboratively on a solution, they should all have the same understanding of what the problem is.*

Choice B *is not correct. Before staff can evaluate whether your proposed solution is appropriate, they must have a clear understanding of the nature of the problem.*

Choice C *is not correct. It is not possible to obtain staff viewpoints regarding the problem unless they know exactly what the problem is.*

Choice D *is not correct. You have called this staff meeting to resolve a certain problem, so you and your unit supervisors should be the ones who will "study" the problem. If a committee must be formed for some reason, the problem must still be defined before a determination can be made regarding who is best suited to be on the committee.*

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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.

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.

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