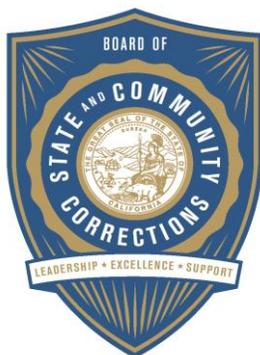


# Candidate Orientation Booklet

## Corrections Officer Examination for Community Correctional Facilities

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April 2014



### **BOARD OF STATE AND COMMUNITY CORRECTIONS**

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## **Corrections Officer Job**

The Corrections Officer (CO) is to, under supervision, supervise the conduct of inmates of the Community Correctional Facility (CCF); and perform other related work. The position oversees and maintains custody, care, and control of inmates or detainees of a facility, while enforcing the rules, regulations, policies, and procedures of the facility.

### **Preparing for the Corrections Officer Examination**

This is a sample of items on the written selection exam for the CO position. The purpose of this document is to familiarize you with the format and the types of questions on the exam.

Passing this sample exam does not entitle you to participate in the CO selection process. It is only intended to provide you with an idea of what to expect, should you decide to take the actual selection exam.

The actual selection exam is a timed multiple-choice test divided into three sections: Reading Comprehension, Writing and Basic Math. The exam is contained in a single test booklet and an accompanying answer sheet. You will answer all exam items on the answer sheet, not in the test booklet. Typically, testing will be done in a group setting. One hour and 40 minutes are allowed to complete the exam.

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The following pages provide sample items representing the three sections of the exam. Five sample questions are provided for each section.

Your answers to these questions can be checked using the answer key at the end.

## Section 1: Reading Comprehension

The reading comprehension section is designed to test your ability to understand what you read and to form logical paragraphs.

Sample Questions:

**For questions 1 through 4, read the passage and the question carefully then choose the correct statement.**

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Inmates are responsible for mailing their own forms and legal documents to a court of law. A list of addresses for the different courts is provided to inmates. Inmates are also required to pay the postage for any documents they send. On occasion, a document requires a notary's signature before being submitted to a court. Because notarization is not provided for free, inmates must pay the fees for this service.

1. Based ONLY on the paragraph above, which one of the following statements is the most accurate?
    - A. Inmates must pay for any postage required to mail court documents.
    - B. An inmate can ask for assistance with mailing documents to a court.
    - C. Each document an inmate mails to a court requires notarization.
    - D. Inmates are reminded to pay for notary services by the court of law.
- 

Inmates frequently move within a facility from one location to another. Any time an inmate needs to move from one place to another, a pass is required. The pass must be signed by an officer. If an inmate is suspected of forging an officer's signature, the pass should be verified immediately.

2. Based ONLY on the paragraph above, which one of the following statements is the most accurate?
    - A. An inmate with an officer does not need a pass.
    - B. A pass must be signed by an officer to be valid.
    - C. A suspicious pass needs an officer's signature.
    - D. An inmate is disciplined when found with a forged pass.
-

An inmate should not be confined to a separate holding area as a form of punishment for longer than ten days. However, exceptions can be made if the inmate poses a threat to the safety of other inmates and staff members. In such cases, longer confinement may be acceptable. The warden must approve each case before a longer confinement is imposed.

3. Based ONLY on the paragraph above, which one of the following statements is the most accurate?
    - A. An inmate can be confined to a separate holding area if their own safety is threatened.
    - B. If an inmate poses a threat, a longer confinement period may be approved.
    - C. The warden has the ability to extend confinement without probable cause.
    - D. An extended confinement is acceptable if it is less than ten days.
- 

When inmates arrive at a facility, they are given a copy of the facility's Rules and Regulations. However, policies often change. When this occurs, the Rules and Regulations are revised. A new copy is then given to all inmates and officers. Officers are available to answer questions from inmates regarding the revisions. Copies of all the revisions are kept in the law library.

4. Based ONLY on the paragraph above, how are inmates made aware of changes to the Rules and Regulations?
    - A. Inmates are given a copy of the new Rules and Regulations.
    - B. Officers answer inmates' questions about policy changes.
    - C. Officers inform inmates of the changes in the policy.
    - D. Inmates are given copies of only the changes to policy.
-

Rearrange the sentences below to form the most logical paragraph. Choose the correct order from the options below.

1. One at a time, all of the living areas were opened and a sniff test was conducted.
  2. Due to the lack of contraband, urine tests for the inmates in and around Living Area Number 3 were ordered.
  3. During the evening Officer C smelled an aroma similar to marijuana.
  4. Upon the results of the urine tests any necessary discipline will be given.
  5. A thorough search was conducted in Living Area Number 3, however no contraband was found.
  6. The odor was the strongest in Living Area Number 3.
5. Which of the following options represents the correct order of the above sentences?
- A. 3, 6, 5, 2, 1, 4
  - B. 3, 1, 6, 5, 2, 4
  - C. 3, 6, 1, 5, 4, 2
  - D. 3, 1, 6, 4, 5, 2

## Section 2: Writing

The writing section is designed to test your ability to identify errors in spelling, punctuation and grammar. There are two different types of questions in the writing section:

- The first question type requires you to identify the best-constructed sentence out of four options. The sentence must display the appropriate use of words and contain no grammar, spelling or punctuation errors.
- The second question type requires you to read a paragraph and identify the underlined word that contains a grammar or spelling error.

Sample Questions:

**For questions 1 through 3, identify the best constructed sentence. The sentence must display the appropriate use of words and contain no grammar, spelling or punctuation errors.**

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1.

- A. Who started the fight Inmate A; or Inmate B?
  - B. Who started, the fight Inmate A or Inmate B?
  - C. Who started the fight Inmate A, or Inmate B?
  - D. Who started the fight, Inmate A or Inmate B?
- 

2.

- A. Officer W bringed Inmate B to the nurse's station yesterday.
  - B. Officer W brung Inmate B to the nurse's station yesterday.
  - C. Officer W brought Inmate B to the nurse's station yesterday.
  - D. Officer W brings Inmate B to the nurse's station yesterday.
- 

3.

- A. Officers manetane files about each inmate.
  - B. Officers maintane files about each inmate.
  - C. Officers maintain files about each inmate.
  - D. Officers manetain files about each inmate.
-

**For questions 4 and 5, select the option that matches the underlined word in the paragraph that contains a grammar or spelling error.**

---

Officer G picked up food trays on Wednesday morning. Inmate B opened the food slot in his living area and threw his tray at Officer G. Because of the attempted assault, officers placed Inmate B in a separate holding area. The inmate remained in the holding area until the officers felt it was safe to move him. Inmate B's file was reviewed to determine the appropriate living situation and program for him. Based on the review, the officers assign Inmate B to a mental health program. He started the program the following Monday.

4. Based ONLY on the paragraph above, which one of the underlined words contains a grammar or spelling error?
- A. picked
  - B. placed
  - C. remained
  - D. assign
- 

Officers routinely stop inmates from fighting. When incidents occur, officers first control the uninvolved inmates. Officers begin by instructing the inmates present to lie down on the ground and stay there until the disturbance is resolved. Inmates who do not follows the officers' instructions are viewed as a threat. When inmates are viewed as a threat, the officers can use physical force or chemical agents to prevent the violence from escalating. This includes the use of pepper spray or restraints in order to control the incident.

5. Based ONLY on the paragraph above, which one of the underlined words contains a grammar or spelling error?
- A. control
  - B. begin
  - C. follows
  - D. includes
-

### Section 3: Basic Math

The basic math section is designed to test your ability to complete addition and subtraction math problems without the use of a calculator. Questions are presented in numerical and word formats.

Sample Questions:

1. What is the sum of the following numbers?

$$\begin{array}{r} 203.42 \\ 214.25 \\ 194.01 \\ + \underline{224.63} \end{array}$$

- A. 835.31
  - B. 836.31
  - C. 845.31
  - D. 846.31
- 

2. Subtract the following amounts:

$$\begin{array}{r} \$188.47 \\ - \underline{\$ 95.99} \end{array}$$

- A. \$82.48
  - B. \$82.58
  - C. \$92.48
  - D. \$92.58
- 

3. What is the sum of the following numbers?

$$\begin{array}{r} 163 \\ 84 \\ + \underline{63} \end{array}$$

- A. 100
  - B. 110
  - C. 300
  - D. 310
-

4.

You are the officer in a unit that houses 58 inmates. There has been a gas leak and you are required to escort the inmates to the gym. Before the gas leak, 19 inmates were sent to the hospital for medical care. How many inmates from your unit will you escort to the gym?

- A. 38
  - B. 39
  - C. 48
  - D. 49
- 

5.

Each time officers control an incident between inmates an expense is incurred by the facility. For example, officers had to stop a fight in the recreation yard last week. They used \$8.27 worth of chemical agents. They used \$3.34 worth of rubber bullets. The incident also caused officers to work overtime, which cost a total of \$127.53. Some of the involved inmates had small tears in their clothing, which cost \$15.62 to replace. What was the total cost of the incident?

- A. \$153.66
  - B. \$153.76
  - C. \$154.66
  - D. \$154.76
-

## Answer Key for Section 1: Reading Comprehension

### Explanations

1. Correct Answer: **A**. **A** is the only statement fully supported by the paragraph because it states that inmates are required to pay the postage for any documents they send, which includes court documents. Choice **B** is incorrect because the paragraph does not provide information regarding assistance with mailing. Choice **C** is incorrect because not all documents require a notary's signature. Choice **D** is incorrect because there is no mention of the court reminding inmates to pay for notary services within the paragraph.
2. Correct Answer: **B**. **B** is the only statement fully supported by the paragraph. A pass is only valid if it has an officer's signature. Choice **A** is incorrect because a pass is required any time inmates change locations. Choice **C** is incorrect because officer signatures may be forged. Choice **D** is incorrect because inmate discipline was not described in the paragraph.
3. Correct Answer: **B**. **B** is the only statement fully supported by the paragraph because it describes the requirements and required approval for extended confinement. Choice **A** is incorrect because the safety of the inmate was not provided as a cause for extended confinement. Choice **C** is incorrect because probable cause is required for extended confinement. Choice **D** is incorrect because confinement less than ten days is not considered extended.
4. Correct Answer: **A**. **A** accurately describes how inmates are informed of changes to the Rules and Regulations. Choice **B** is incorrect because while officers can answer questions about the changes, inmates are made aware of the new changes by the new copy of the Rules and Regulations. Choice **C** and **D** are incorrect because officers do not inform inmates of the changes and inmates receive a complete new copy.
5. Correct Answer: **B**. **B** forms a logical paragraph with the events occurring in a logical sequence. The remaining choices result in a paragraph in which the events take place in an illogical sequence.

## Answer Key for Section 2: Writing

### Explanations

1. Correct answer: **D**, because **D** has correct punctuation. The punctuation in the remaining choices is incorrect.
2. Correct answer: **C**, because **C** has the correct verb tense. The grammar in the remaining choices is incorrect.
3. Correct answer: **C**, because **C** contains the correct spelling. The word ‘maintain’ is spelled incorrectly in the remaining choices.
4. Correct answer: **D**, because **D** has an incorrect verb tense. The grammar in the remaining choices is correct. The paragraph is written in past tense and the verb in option **D** should be “assigned” to represent the past tense.
5. Correct answer: **C**, because **C** has an incorrect subject-verb agreement. The grammar in the remaining choices is correct. The verb in option **C** should be “follow” without the ‘s’ in order to agree with the subject of the sentence, ‘inmates,’ which is plural.

## Answer Key for Section 3: Basic Math

### Explanations

1. Correct answer: **B**, because the answer is 836.31 when the numbers are summed correctly. The remaining choices are incorrect because they can only be achieved by adding incorrectly.
2. Correct answer: **C**, because the answer is \$92.48 when the numbers are subtracted correctly. The remaining choices are incorrect because they can only be achieved by subtracting incorrectly.
3. Correct answer: **D**, because the answer is 310 when the numbers are summed correctly. The remaining choices are incorrect because they can only be achieved by adding incorrectly.
4. Correct answer: **B**, because out of the 58 inmates in the unit, 19 were not present. Therefore, the correct answer is 39 (58-19). The remaining choices are incorrect because they can only be achieved by subtracting incorrectly.
5. Correct answer: **D**, because the total cost of the incident was \$154.76. The remaining choices are incorrect because they can only be achieved by adding incorrectly.