

2009 COUNTY CORRECTION SERGEANT ORIENTATION GUIDE

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Introduction

The New Jersey Department of Personnel has prepared this supplemental orientation guide for promotional candidates who will participate in the 2009 County Correction Sergeant examination. The information in this booklet and the **Applied Knowledge Multiple-Choice Exam Orientation Guide** (available via DOP's web site www.state.nj.us/personnel) is designed to help candidates better understand the testing process and the types of questions they will encounter on the County Correction Sergeant examination. The examination will be designed on the basis of information obtained from a job analysis of the County Correction Sergeant position. We encourage candidates to carefully review this guide along with the Applied Knowledge Multiple-Choice Exam Orientation Guide and to take advantage of any and all opportunities to prepare for the examination.

When and where will the examination be held?

The **tentative** timeframe to administer the County Correction Sergeant examination is **May/June 2009**. However, in the event there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date and location will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

Electronic devices and personal items in the examination center.

With the threat of high-tech cheating on the rise, **possession** of personal communication devices such as cell phones, blackberries, pagers/beepers, photographic equipment, MP3 players, or other similar electronic communication devices is prohibited at test centers. Candidates who are seen with these devices in the test center, even in a power-off mode, will be disqualified and dismissed immediately. The device may also be confiscated to ensure that an attempt was not made to compromise the testing process.

In addition, briefcases and other personal items should be left outside of the test center. The Department of Personnel is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed/distracted by outside conversations.

How is the examination developed?

A job analysis was conducted to identify the knowledge, skills, and abilities that are necessary to perform the job of County Correction Sergeant. A job analysis is the process of critically examining job components in order to provide a functional description of a job. Based on this job analysis, a number of work components were identified, and it is from these work components that a distinct examination has been developed. During the job analysis, senior correctional personnel ranked each County Correction Sergeant work component in terms of its importance. Examination questions will relate to those work components that were determined to be **most critical**. A list of the most critical work components along with the relative test

relative test weight of each, is shown on the next page.

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<u>Weight</u>	<u>Test Content</u>
37.5%	Standard Operating Procedures for County Correctional Facilities
37.5%	Situational Judgment
<u>25.0%</u>	Interpreting & Understanding Facility Policies
100.0%	

Is there study material that candidates can use to prepare for the examination?

The following source will be used by the Department of Personnel to develop test questions. Please note, however, that the development of test questions may not be restricted to this particular source.

New Jersey Administrative Code Title 10A, Chapter 31

Are there practice multiple-choice questions?

The following three questions are sample questions that are similar to the ones that will appear on your examination.

Sample Question #1

Inmate Fulton is preparing for his court appearances and this involves meeting frequently with his attorney. Review the following:

- I. Investigator
- II. Law student
- III. Paralegal
- IV. Investigative aide

According to Chapter 31, which would be considered representatives of attorneys?

- (a) III only
- (b) I and III only
- (c) II and IV only
- (d) I, II, III, and IV

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Sample Question #2

A fight breaks out between two inmates in the recreation yard, with several other inmates blocking your complete view. You cannot respond fast enough to identify which inmates were fighting. You should

- (a) call for support and keep all the inmates in the general area to examine each inmate for evidence of a fight (e.g., scrapes, swelling on a hand, or cuts and bruises).
- (b) immediately respond and attempt to get through the on-looking inmates in order to identify which inmates are fighting.
- (c) have the correction officer in the recreation yard tower fire a warning shot in the air in order to gain compliance of the inmates.
- (d) call for support and order an immediate lock down of the facility, confining all the inmates in the recreation yard to their cells.

Sample Question #3 (continued on page 4) is based on a set of policies devised for a fictitious correctional facility and is designed to measure your ability to read and interpret policy. Read the following policy statement and answer the question that follows. No previous knowledge of the subjects covered by the policy is required to correctly answer the questions. Use only the information given or implied in the policy.

<u>Bear County Department of Corrections</u>	<u>Policy and Procedures</u>
<u>Topic: Transportations</u>	<u>Order Number: 071</u>
	<u>Date Adopted: 01/01/99</u>

Number of Escorts and Instructions

1. In most cases, two staff members will be provided, at least one of whom will be weapons qualified. A portable radio will be issued to the officer designated as being in charge of the trip.
2. For maximum-security cases, the officer in charge will call in to the Control Center, either by radio or telephone, every thirty minutes to report conditions.

Searches and Restraints

1. The officers transporting the inmate will pat search the inmate before placing him or her in restraints.
2. The escorting officer will confer with the Shift Commander before removing any restraints in the course of a life-threatening medical emergency. In those cases, escorting staff should explore all possible options to permit the inmate to be completely unrestrained.

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Sample Question #3 (Use the Bear County Department of Corrections policy on pg. 3)

During a two hour trip to another county to transport a maximum-security inmate for arrangement on a murder charge, the inmate, after one hour, complains that the jail nurse did not give him his seizure medication before his trip. The inmate is known for having a history of emotional problems. Minutes later, he begins to shudder violently, as if going into a seizure. He is shackled hand and foot. What should the transporting officers do?

- (a) Pull the vehicle to the shoulder of the road and remove the wrist restraints, while trying to calm the inmate.
- (b) Wait a reasonable length of time to determine if the inmate is faking.
- (c) Call the Control Center to advise them of the situation and wait for instructions.
- (d) Head for the nearest hospital and call the waiting county and tell them of the delay.

What are the correct answers to the sample questions?

The correct answer to sample Question #1 is (d) as outlined in 10A: 31-15.4.

The correct answer to sample Question #2 is (a).

The correct answer to sample Question # 3 is (c).

NOTE: These are only sample items. The examination will contain different questions, although similar in structure and content. Answering these sample items correctly does not guarantee you the same success on your examination.

Promotions resulting from the examination

After the examination is scored, candidates will be ranked according to their final score (a composite of multiple-choice examination score and seniority score). **NOTE: All appointments will be conditional pending resolution of all scoring appeals related to the examination. Once all appeals have been resolved, appointments from the list will be considered permanent.**

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How is a candidate's seniority score and final score calculated?

A candidate's final score (and rank) on a New Jersey Department of Personnel County Correction Sergeant promotional list consists of two weighted parts: the test score and the seniority score.

The seniority score is comprised of the time from the regular appointment date (of the eligible title) to the closing date of the announcement, minus the time spent on suspensions, layoffs, regular leaves of absence without pay (other than military), such as educational, gubernatorial appointments, personal, sick, disability, family, voluntary furlough, furlough extensions, and to fill elective office (day for day deduction from length of service).

Seniority is weighted at 20% and test score is weighted at 80% for County Correction Sergeant promotional examinations. Seniority is combined with the test score to produce the final average score.

Calculation of seniority score: Start with a base score of 70.000 and then one point is added for each year of eligible service up to a maximum of 15. The maximum possible seniority score is 85.000.

How will the list be used to make promotional appointments?

If you pass your exam, your name will go on a promotional list ranked by your final score (a composite of multiple-choice examination score and seniority score). This promotional list will last for 3 years from its promulgation date or until it is exhausted, whichever is sooner. However, for good cause, the promotional list may be extended by the Commissioner of the Department of Personnel for up to 1 additional year.

When your appointing authority (hiring agency) notifies DOP that it wants to fill vacancies, DOP sends them the names that are ranked highest on the promotional list. This is called a certification list. When your name appears on a certification list, it means that you may be interviewed and considered for promotion.

Also, when your name appears on a certification list, DOP will send you a Notification of Certification. You must contact the appointing authority in writing within 5 business days to express your interest. If you do not respond, your name may be removed from the promotional list.

If a Disabled Veteran is the first name on the certification, the appointing authority must hire that candidate unless there is a very good reason not to. If there are no disabled veterans or veterans on a certification, the appointing authority can normally choose from among the top 3 candidates for each position.

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What is the Department of Personnel's make-up policy?

Pursuant to N.J.A.C. 4A: 4-2.9, make-up examinations for public safety promotional examinations may be authorized only in cases of:

- I. Error by the Department of Personnel or appointing authority.
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate;
or
- III. Catastrophic injury or illness requiring an extended convalescent period provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination, as well as documentation from the candidate's employer noting the candidate's related leave from work.
- IV. Military leave, which will be handled as stated in N.J.A.C. 4A:4-2.9(c).
- V. Exoneration from pending disciplinary or criminal charges will be handled as stated in N.J.A.C. 4A:4-2.9(d).

Make-up requests must be submitted, in writing, with supporting documentation, to: NJDOP Make-Up Exam Unit, Attn: Marty Berrien, P.O. Box 310, Trenton, NJ 08625-0310 within 5 days upon receipt of your Notification Card.

NOTE: All requests for **medical** make-up examinations must be accompanied by the Department of Personnel's Medical Authorization for Make-up Examination form (DPF-728), completed by the treating physician. The Medical Authorization for Make-up Examination form can be obtained through the Make-up Unit or from our website at www.state.nj.us/personnel/forms

Candidates with special situations/ADA concerns must contact Marty Berrien at (609) 292-4158, upon receipt of their examination notification in order to request/discuss special needs, if you have already been approved for ADA accommodations with DOP.

Candidates with a first-time request for ADA accommodations must check Box 8 on the front of your application. You will subsequently be contacted for information regarding your special need(s).

Will make-up candidates take the same examination?

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

Conclusion

This orientation guide attempts to familiarize candidates with aspects of the Written Multiple-Choice Test, including some suggestions for preparation. The suggestions provided here are not exhaustive – we encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

We hope that this Orientation Guide has been beneficial.

GOOD LUCK!