

# 2009 SHERIFF'S OFFICER SERGEANT ORIENTATION GUIDE

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**SHERIFF'S OFFICER SERGEANT ORIENTATION GUIDE**

## *Introduction*

The New Jersey Department of Personnel has prepared this supplemental orientation guide for promotional candidates who will participate in the 2009 Sheriff's Officer 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](http://www.state.nj.us/personnel)) are designed to help candidates better understand the testing process and the types of questions they will encounter on the Sheriff's Officer Sergeant Examination. The examination will be designed based on information obtained from a job analysis of the Sheriff's Officer 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 Sheriff's Officer Sergeant Examination is **May/June 2009**. However, in the event that 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 or distracted by outside conversations.

***How is the examination developed?***

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of Sheriff's Officer 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, several work components were identified, and it is from these work components that a distinct examination has been developed. During the job analysis, senior Sheriff's personnel ranked each Sheriff's Officer Sergeant work component in terms of its importance. Examination questions will relate to those work components that were determined to be most critical. These work components, which have been translated into test content areas, are shown on the next page along with their relative test weights. The test weights depict the percentage of the test devoted to each content area.

<b><u>Weight</u></b>	<b><u>Test Content</u></b>
14.29%	Arrest, Search & Seizure
14.29%	Effectiveness of Expression
14.29%	Report Writing
14.29%	Interpersonal Relations
14.29%	Criminal Investigation
14.29%	Court Practice
14.29%	Supervision

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

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

New Jersey Criminal Code Title 2C

The following source material will be utilized by the Department of Personnel to develop test questions related to Supervision and/or Interpersonal Relations. Prior to the posting of this guide, the publishers indicated a sufficient supply of the book listed below. *[The Department of Personnel will not be responsible for the quantity of books available.]*

Managing Government Employees: How to Motivate Your People, Deal with Difficult Issues, and Achieve Tangible Results by Stewart Liff – AMACOM 2007  
ISBN-13: 9780814408872  
1-877-566-9441

***Note: The development of all test questions will not be restricted to these sources.***

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***Are there any practice multiple-choice questions?***

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

1. What is the written order from a court directing the defendant in a legal action to answer a complaint?
  - (a) Citation
  - (b) Subpoena
  - (c) Summons
  - (d) Mandamus
  
2. According to N.J. Criminal Code 2C, when an offense is committed, the period of limitation begins
  - (a) at the moment the crime occurs.
  - (b) upon establishment of the criminal act.
  - (c) when the suspect is arrested and charged.
  - (d) the day after the crime occurs.
  
3. A supervisor who delegates the routine duties of his unit is
  - (a) conforming to sound supervisory practice in this respect.
  - (b) avoiding his proper responsibilities.
  - (c) eliminating those features of the job, which are generally, most interesting.
  - (d) contributing to his own elimination from the organization as a “surplus” staff member.

***What are the correct answers to the practice questions?***

The correct answer to sample Question #1 is (c). A summons shall be made on a Complaint-Summons (CDR-1) form, a Uniform Traffic Ticket, or a Special Form of Complaint and Summons. The summons shall be directed to the person named in the complaint, requiring that person to appear before the court in which the complaint is made at the stated time and place and shall inform the person that an arrest warrant will be issued for failure to appear.

The correct answer to sample Question #2 is (d). NJ Criminal Code Title 2C 1-6(c) “Time Limitations” states: Time starts to run on the day after the offense is committed.”

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The correct answer to sample Question #3 is (a). This is the proper and **BEST** answer choice, and is in accordance with the basic principles of effective management and leadership. Option (b) is not the BEST choice, since the supervisor does not absolve himself of his responsibility through the delegation of routine tasks to a subordinate member of his unit. Option (c) would be a poor choice. The elimination of the exciting features of the job should not be a matter of concern in the delegation process. Option (d) would be a very poor choice. In no manner would the supervisor be contributing to his own elimination through the delegation of routine tasks to a subordinate.

***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.***

### *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 Sheriff's Officer 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 and 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 Sheriff's Officer Sergeant promotional examinations. Seniority is combined with the test score to produce the final average score.

#### *CALCULATION OF SENIORITY SCORE*

To a base score of 70.000, one point is added for each year of eligible service up to a maximum of 15. The maximum possible seniority score is 85.000.

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### *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 or 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.

**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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### *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](http://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).

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### ***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!**