

2009 COUNTY CORRECTION CAPTAIN 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 Captain 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) are designed to help candidates better understand the testing process and the types of questions they will encounter on the County Correction Captain Examination. The examination will be designed on the basis of information obtained from a job analysis of the County Correction Captain 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 Captain Examination is in **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.

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How is the examination developed?

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of County Correction Captain. 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 correctional personnel ranked each County Correction Captain 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 below along with their relative test weights. The test weights depict the percentage of the test devoted to each content area.

<u>Weight</u>	<u>Test Content</u>
26.8%	Standard Operating Procedures for County Correctional Facilities
20.0%	Supervision
13.3%	Scheduling
13.3%	Report Writing
13.3%	Effective Expression
13.3%	Interpersonal Relations

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 Administrative Code Title 10A, Chapter 31

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.]*

Prison and Jail Administration: Practice and Theory 2nd edition by
Peter M. Carlson and Judith Simon Garrett – Jones and Bartlett, 2008
ISBN-10: 0763728624
ISBN-13: 9780763728625

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.

Question #1 is based on Section 10A, Chapter 31 of the New Jersey Administrative Code for County Correctional Facilities (Standard Operating Procedures).

Sample Question #1:

Your facility currently has 90 employees. The Warden asks you to research guidelines regarding training officers in county correction facilities. After completing your research, you inform the Warden that those facilities with over

- (a) 25 employees are required to have a full-time training officer.
- (b) 50 employees are required to have a full-time training officer.
- (c) 75 employees are required to have a full-time training officer.
- (d) 100 employees are required to have a full-time training officer.

Sample Question #2:

Which is the principal value of prompt, accurate, and complete reports? They

- (a) expedite official business.
- (b) provide good reference material.
- (c) are the mark of an efficient person.
- (d) impress superiors with the necessity for immediate action.

Sample Question #3

You notice that an above average officer of 5 years seems to be distracted and distant at the last few squad meetings. Afterward, in private, he tells you that he and his wife are having marital difficulty. What is your next course of action?

- (a) Listen attentively and determine who is at fault.
- (b) Listen attentively and suggest professional counseling.
- (c) Discuss the issue in detail to see if it is drug or alcohol related.
- (d) Inform him that his private life is his own business and he must improve.

What are the correct answers to the practice questions?

The correct answer to sample Question #1 is **(d)** as outlined in 10A:31-5.2

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

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

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.

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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 Correction 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 County Correction Captain 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

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

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!