



## **CORRECTIONAL LIEUTENANT**

### **STUDY GUIDE/SAMPLE TEST**

## CORRECTIONAL LIEUTENANT

After meeting the job requirements for Correctional Lieutenant (see job announcement), your application will be ranked by the score you earn on the written examination. Each question is equal to .87 of 1 point.

The test is comprised of the following sections:

Section	Number of Questions
Inmate Supervision	36
Employee Supervision	42
Reading Comprehension	22
Writing Skills	15
<b>Total</b>	<b>115</b>

### Tips For Taking A Multiple-Choice Test

Here are some hints that will help you take a multiple-choice test.

#### 1. Look at the entire test.

As soon as the monitor tells you to begin, flip through the test to see what you have to do. This will let you know what to expect. You are allowed two and one-half hours to complete your test so budget this time to give yourself time to finish the whole test. Then RELAX – take a deep breath before you start.

#### 2. Read each question carefully.

Read the questions and all of the choices carefully. Make sure you are reading what has been written and not what you hope or want to see. Then, pick out the one, best choice that answers the question. Make sure you read each question as a separate question and answer it as a separate question. The answer to any one question is not intended to help you choose the correct response to other questions.

### **3. Look for the key words.**

Read every word in the question. Sometimes there are key words that will help you pick the correct answer. Pay close attention to these words. If you overlook one of these key words, you could miss a question that you really know.

Some of these KEY WORDS are listed below:

BEST	GREATEST	NEVER
COMMON	LESS	NOT
EXCEPT	MORE	SOMETIMES
GENERALLY	MOST	USUALLY

### **4. Answer the easy questions first, but answer every question.**

In this type of test, all of the questions have the same value. You get as much credit for an easy question as for a hard one. Don't waste time on the hard questions. Answer all of the easy ones first, then, in the time left over, go back and figure out the hard ones.

### **5. Don't be afraid to guess if you are not sure of the answer.**

If you don't answer a question, you will not get credit for it. There is no penalty for guessing. If you are not sure which answer is correct, first eliminate the choices you know are wrong and chose your answer from the remaining ones.

### **6. Review your test.**

When you have finished, review your paper and make sure you have answered all of the questions. Review the questions you were unsure of but make sure you have a good reason for changing the answer.

On the following pages, you will see some samples of the types of questions that you will be expected to answer.

## Section I

### Inmate Supervision

This section of the test assesses your knowledge of the Administrative Regulations through theoretical and situational questions.

Sample 1. Formal regular counts of inmates

- a. occur at the beginning of a work period.
- b. occur once a day.
- c. are reported to the Control Office.
- d. reported only when a person is missing.

Answer "c" is correct. According to Administrative Regulations, formal regular counts occur at specified times each day and at a specified location. Then, the count is reported to the Control Office, where all reports are checked and coordinated to verify that the total count of the institution is correct.

Sample 2. An officer saw an inmate threatening another officer with bodily harm. Which of the following would be considered an appropriate punishment?

- a. Loss of good time not to exceed thirty days.
- b. Counseling.
- c. Twenty-four hour cell restriction.
- d. Administrative isolation not to exceed five days.

Answer "a" is correct. Threatening bodily harm is considered a major violation. Answers "b", "c" and "d" are punishments for minor violations.

## Section II

### Employee Supervision

This section assesses your knowledge of department policies and procedures, Merit Rules and general principles of supervision.

- Sample 3. As a supervisor, you delegate responsibilities to subordinates. If you did not do this
- a. your subordinates regard you as a conscientious and thorough worker.
  - b. you would spend too large a proportion of time on detail.
  - c. your subordinates would develop a tendency to perform their work in a lax manner.
  - d. your subordinates would not function efficiently because of increased decentralization of command.

Answer "b" is the correct answer. Delegation of duties allows supervisors to have the time to work on the more unusual or difficult tasks. The staff should handle routine tasks.

- Sample 4. Which is NOT a function of an Investigation report?
- a. Provide a narrative report by each person involved in the incident.
  - b. Provide data to allow the higher authority to determine if an objective, impartial investigation was conducted.
  - c. Provide a training tool for supervisors to improve the immediate supervisor's ability to conduct investigations.
  - d. Provide documentation in the event of an appeal of the action.

Answer "a" is correct. The report is a standardized form that allows the writer to summarize all of the data known about the incident.

## Section III

### Reading Comprehension

This portion of the test is designed to measure your ability to understand material you have read. No previous knowledge of the subjects covered by the passages is required to correctly answer the questions. You are to choose your answers based upon what is said in the passages; not on information you may have from other sources.

Sample 5. The Department of Correction is the agency responsible for the provision of all correctional services within the confines of the State. This agency is a single system and Delaware is one of only six states, which has one agency responsible for adult offenders from the time of arrest through adjudication and the imposition/effectuation of sentence. In order to fill its responsibilities, the following Mission Statement has been adopted.

According to this paragraph,

- a. Delaware is unique among the states for its agency structure.
- b. offenders of all ages are served under the umbrella of one agency.
- c. the mission statement was determined from the agency's structure.
- d. the Department of Corrections is responsible for services on the Delmarva Peninsula.

Answer "c" is correct. The Department of Correction's mission statement follows from the Department's responsibilities.

Other reading questions are designed to measure your ability to revise work schedules for Correctional Officers. You are given the rules and a chart on which to base your answers.

Sample 6.

Rules

- Overtime should not be authorized unless
  - 1) a post falls below minimum
  - 2) officers from other posts on the same shift or relief officers cannot be obtained.
- In no case shall post coverage fall below minimum.
- An officer from the off-going shift can be required to remain until a replacement officer is found.
- Officers from other posts on the same shift can be placed where needed.

Work Schedule

Post #	Title	Shift I		Shift II		Shift III	
		Normal	Minimum	Normal	Minimum	Normal	Minimum
1	"A" Tier Officers	1	1	2	1	2	1
2	"B" Tier Officers	1	1	2	1	2	1
3	"C" Tier Officers	0	0	1	1	1	1
4	"D" Tier Officers	1	1	1	1	1	1

Two officers call in sick for Shift II, one from "A" Tier and the other from "C" Tier. You should

- a. authorize overtime for "A" Tier.
- b. authorize overtime for "C" Tier.
- c. require the "C" Tier, Shift I officer to remain.
- d. shift an officer from "B" Tier to cover "C" Tier.

Answer "d" is correct. If an officer from "B" Tier covers the "C" Tier, each tier will have minimal coverage and no overtime will be required.

## Section IV

### Writing Skills

The final part of this exam assesses your knowledge of grammar and punctuation, recognizing clearly written sentences and sequencing skills.

For the first group of questions, sentences are presented to you that may have one mistake in grammar, word usage, or punctuation. You are to choose the sentence segment that includes the mistake or segment (d) if no errors are present.

Sample 7. According to Carol, / it don't matter / which book you read. /  
(a) (b) (c)  
no error  
(d)

In this sentence the mistake is in (b). The subject "it" is singular and the verb "don't" is plural. (b) should read "it doesn't matter." Therefore, you would blacken "b" on the answer sheet.

The second group of sentences require that you choose the one that clearly written, the one that includes the significant facts and omits the trivial details.

Sample 8. a. Shakedown of cells is, in general, not accomplished nearly as often as required.  
b. Generally, shakedown of cells is not done as often as required by the correctional officers.  
c. Shakedown of individual cells is, generally, not accomplished nearly as frequently as required.  
d. Shakedown of cells is not performed as often as required.

"D" is the best answer. It is simply and clearly written. The other responses included extra words or phrases that add little information.

The last group of questions requires that you put sentences in the correct order.

Example 2: Clear and detailed incident reports are important in prosecuting offenders. The following sentences give you more information on report writing.

1. All incidents, especially if they may lead to prosecution, need to be documented in a report.
2. The reports should be written at the time of the event, while memory of the incident is still fresh.
3. The report must contain information on “who, what, where, when, why and how.”
4. The quality of the report often determines the outcome of court proceedings and improves the Agent’s ability to testify factually when the case goes to trial.

What is the most logical order for the above sentences?

- a. 1, 2, 3, 4.
- b. 1, 4, 2, 3.
- c. 4, 2, 1, 3.
- d. 2, 1, 3, 4.

Answer “b” is the best answer. Sentence A tells you why reports need to be written. D gives you a reason for the importance of the reports. B tells you when the report should be written and C gives you information on what the report should contain.