



DNREC ENFORCEMENT RECRUIT

STUDY GUIDE/SAMPLE TEST

DNREC ENFORCEMENT RECRUIT

This 100 question test includes three sections: Public Relations (15%), Reading Comprehension (25%), and Writing Skills (60%).

To be considered for a job as a DNREC Enforcement Recruit, applicants must meet the job requirements as stated on the job announcement. Then, earn a passing score on the multiple choice test. The passing score is 55.

Tips for Taking a Multiple Choice Test

Here are some general hints that will help you take a 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 will have two and one half-hours for your test. 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
COMMON
EXCEPT
GENERALLY

GREATEST
LESS
MORE
MOST

NEVER
NOT
SOMETIMES
USUALLY

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

In most multiple choice tests, all of the questions in one section 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 answers.

You will not get credit for a question unless it is answered. If you guess correctly, you will get credit and there is no penalty for guessing. If you are not sure which answer is correct, eliminate first 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. Check 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.

SAMPLE QUESTIONS

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Public Relations

This section assesses your knowledge of how to interact with individuals and groups. It consists of 15 multiple-choice questions.

Example 1: A person complains to you about the rules required by your department. In response, you should

- a. emphatically state that the rules are made for the person's benefit.
- b. give your opinion of the rules.
- c. tell the person that he has misinterpreted the rules and to read them again.
- d. tactfully explain the reasons for the rules.

Answer "d" is the correct answer. Most people will accept rules when they can understand why they exist and the safeguards they provide. The other responses would only intensify the person's stress.

Example 2: A person wants information from you regarding a phase of your work. You should

- a. give out as few facts as possible.
- b. always refer the person to someone higher up.
- c. be frank in giving as much factual information as permissible.
- d. explain that you are not supposed to give information to outsiders.

Answer "c" is the correct answer. While some of your work may need to be confidential, explaining your work to others helps improve the department's public relations.

Reading Comprehension

This section assesses your ability to read and understand information you may use on the job. You are asked to read passages ranging from one paragraph to one page and use this information to answer 25 questions. You will also be asked to read maps. This section is not meant to measure your knowledge of procedures or policies. All of the reading passages are taken from training materials or regulations and policies you may encounter on the job.

Example 3: The Delaware State Parks are dedicated to the principle of providing adequate education and enforcement to insure protection for the parks

and provide the visitors who use them a meaningful and enjoyable park and recreation experience. Many recreational activities which are found in the parks necessitate regulations which are not necessary anywhere else, demanding special knowledge and ingenuity not normally demanded of non-park based enforcement personnel. As you contemplate the number and diversity of these recreational activities, you understand that there can be no stereotype enforcement and each problem must be weighted and judged on its own merits, keeping in mind that the intent and not the letter of the law is most important. This in itself complicates the process of selecting and training individuals for the increasingly important task of public contact and insuring the safety and security of our visitors and facilities.

According to the above passage,

- a. enforcement activities within the State Parks should be stereotyped to be effective.
- b. recreational activities found in the State Parks necessitate regulations common to any situation.
- c. the intent is more meaningful than an exact interpretation of laws in parks enforcement activities.
- d. it is relatively easy to select and train individuals to perform jobs that require a great deal of public contact.

Answer “c” is the correct answer. Lines 10 states, “...the intent and not the letter of the law is most important.”

Example 4: Wreckers; removal; licenses; records; contract.

(a) A wrecker, licensed by the Department or its successor upon the procurement from the department of the license with the appropriate decal affixed thereto, shall be the responsible party for implementing the removal provisions of this chapter. The owner of the wrecker shall be responsible for removing only those vehicles as are specifically designated by complete description and serial number. The owner shall keep adequate records and furnish the Department with a monthly report.

(b) The Department and wrecker owner shall enter into a contract providing for the removal of vehicles, but the Department shall make the determination of the number of cars to be removed by the wrecker within an 8-hour work day with no removal permitted on Sunday.

According to these paragraphs, wrecker owners

- a. are allowed to work as long as they choose each day but are limited in the number of cars they can remove.
- b. can work no more than eight hours, six days a week.
- c. work any time they choose after they obtain a license.

- d. must have a contract stating they can work more than an 8-hour day.

Answer “b” is the best answer. The last line of the passage states the Department allows wreckers to have “...an 8-hour work day with no removal permitted on Sunday.”

Writing Ability

The last section assesses writing skills. Sixty questions measure your ability to use the correct spelling, grammar, punctuation and sequencing in writing reports and logs.

Example 5: Which word is misspelled?

- a. admision
- b. verity
- c. character
- d. delivery
- e. no misspelled words

Since “a” is the correct answer. The word should be spelled admission.

Questions 51 – 70 measure your ability to use correct grammar and word choice. For these questions, you are asked to choose the pair of words that will correctly complete the sentence.

Example 6: Officers _____ the log book on the shelf at the end of _____ shift.

- a. place – his
- b. places – their
- c. places – his
- d. place – their

Since the only grammatically correct sentence is “Officers place the log book on the shelf at the end of their shift,” the correct response is “d”.

Example 7: They will _____ a method to plant the crops in the _____.

- a. devise – desert
- b. devise – dessert
- c. device – desert
- d. device – dessert

Answer “a” is the correct answer. Devise is a verb meaning “to form or to plan.” Device is a noun meaning “a usable item.” Desert is “an arid area” and dessert is the “final course of a meal.”

Questions 71 – 84 measure your ability to use correct punctuation. You will be asked to choose the correct punctuation marks for the underlined phrase. The underlined phrase, as written, will be option “a”.

Example 8: With the proliferation of personal computers enforcement officials are interested in linking systems through networks.

- a. personal computers enforcement
- b. personal computer’s enforcement
- c. Personal Computers, enforcement
- d. personal computers, enforcement

The correct response is “d”. The lack of punctuation in “a” makes the sentence hard to understand. By making computer a possessive noun in “b”, the sentence has no meaning. There is no reason to have personal computers capitalized as in answer “c”.

Questions 85 – 90 measure your ability to recognize the clearest sentence. You will be shown four sentences and asked to choose the one that communicates most effectively.

Example 9: Select the most effective sentence.

- a. The man was stubborn and also he was difficult to convince.
- b. The man was stubborn and difficult to convince.
- c. Not only was the man difficult to convince, in addition, the man was also stubborn.
- d. Due to his being stubborn, the man was difficult to convince.

Answer “b” is the correct answer. It expresses the idea clearly and without excessive wording.

The last ten questions of this test require you to sequence sentences to create a meaningful document.

Example 10: Below you are given three sentences describing precautions to insure the accuracy of arrest data. When they are put in the correct order, they produce a paragraph that will make sense.

Sentence 1: If an agency is lacking support staff for this cross-checking, it should require the case officer to re-check the record.

Sentence 2: The accuracy of the data must be double-checked by a second party.

Sentence 3: That verification should include assuring that the available cross-checks were made, and that data in the record matches the data in the report.

Which sentence should be FIRST in this paragraph?

- a. Sentence 1.
- b. Sentence 2.
- c. Sentence 3.

Answer “**b**” is the correct answer. This sentence is the most general and is supported by the other two sentences.