



**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION
OFFICE OF WORKFORCE PLANNING**

**CORRECTIONAL SERGEANT
WRITTEN EXAMINATION – MARCH 24, 2018**

EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS

GENERAL INFORMATION

This orientation packet provides information specific to the 2018 Correctional Sergeant written examination. You should review this information prior to participating in the examination.

This study guide has been developed to help you respond to job related questions. The Correctional Sergeant examination plan covers all of the essential knowledge, skills, and abilities of the Correctional Sergeant classification. This examination gives competitors the opportunity to demonstrate their competency and potential to perform in this classification. The study guide consists of the following two sections:

- Tips for preparing for a Written Examination
- Sample questions for the Written Examination

GENERAL DESCRIPTION OF THE WRITTEN EXAMINATION

The **Written Examination** requires knowledge of principles and practices of correctional administration and rehabilitation, methods of discipline as applied to persons under restraint of the California Department of Corrections and Rehabilitation (CDCR), and laws relating to criminal courts and CDCR commitments. Therefore, it is recommended that you review California Criminal Laws and Court Rules (i.e., Coleman, Armstrong, Clark, etc.); CDCR Department Operations Manual (DOM); State of California Code of Regulations, Title 15, Memorandum of Understanding (MOU) Bargaining Unit (BU) 6, and Penal Code.

The written test consists of **three** segments of multiple choice test items designed to assess the critical knowledge, skills, and abilities required for successful on-the-job performance in the **Correctional Sergeant** classification.

GENERAL TIPS FOR PREPARING FOR YOUR CORRECTIONAL SERGEANT EXAMINATION

- Review the Job Analysis for the Correctional Sergeant. The most critical and frequently performed tasks are identified in the job analysis in addition to the knowledge, skills and/or abilities for the classification. The Job analysis can be found on the CDCR website at www.cdcr.ca.gov. From the home page click on **Careers**. Then under **General Information for Job Seekers** click on **Job Analysis**. Click on the letter **“C”** and then under Correctional Sergeant click on **List of Edited Tasks** and **List of Edited Knowledge, Skills, and Abilities (KSAs)**. A hard copy can also be obtained by visiting the Office of Workforce Planning at 1515 “S” Street, Room 101-North, Sacramento, CA.
- Review and study the State Personnel Board (SPB) job specification. This is the legal document for the classification and states how the classification is used in general, identifies the knowledge, skills and/or abilities required and lists any other pertinent classification information. The specification can be found on CalHR’s website at www.jobs.ca.gov. Click on **State Employees**, then click on **Job Description/Salary Search**, type “Correctional Sergeant” in the search function, click on **Search**, and then click on **View Class Spec**.
- Find out how and where the classification is being used to broaden your understanding of the classification. Talk to an incumbent currently in the position and request copies of duty statements. Individuals currently performing the duties of the classification can provide you with insight of actual on-the-job tasks.
- Acquaint yourself with the State of California Code of Regulations, Title 15, Crime Prevention and Corrections located on CDCR’s website at www.cdcr.ca.gov. Under **Resources**, click on **Policy and Regulations**, click on **Adult Institutions, Programs and Parole Regulations**, and then click on **Department Rules**.
- Acquaint yourself with CDCR’s DOM located at www.cdcr.ca.gov. Under **Resources**, click on **Operations Manual**, and then click on **DOM 2017**.

WRITTEN EXAMINATION TIPS

- Listen to all of the instructions given by the proctors.
- Carefully read the written test instructions while the proctor reads them aloud.
- Read specific segment instructions carefully to ensure you are answering the question correctly.
- Read the question in its entirety before you look at the answers.
- Read all choices carefully before choosing your answer.
- Immediately eliminate answers you know are wrong.
- Enter all answers on the answer sheet with the pencil provided by the proctor.
- Do not keep changing your answer; usually your first choice is the right one.
- Do not skip around from section to section. This may cause you to get confused and need additional time to finish.
- Do not spend too much time on questions that you are unable to answer. Move on and come back to those questions.
- Ensure the question you are answering corresponds to the number on your answer sheet.
- Pace yourself. Make sure you allow yourself time to get back to any unanswered questions.
- If you have a question, raise your hand and a proctor will assist you.
- Review your examination and ensure you answered all questions before turning in your test material.

There are many areas that are covered in an examination. The examination is a competitive process. While you are not expected to know everything, the more prepared you are, the more competitive you should be. Do your research and allow time for preparation. Good luck!

The following are brief descriptions and examples of the critical performance areas measured by the examination. The critical performance areas are based on the knowledge, skills, and abilities indicated on the examination bulletin and job specification.

SAMPLE QUESTIONS

SEGMENT 1 – POLICIES AND PROCEDURES

This test segment is designed to measure your knowledge with departmental policies and procedures.

INSTRUCTIONS: Read the following excerpt and choose the one response that most appropriately answers the situation or topic covered.

Sample Question #1

You have numerous fights that erupt in multiple areas of the facility. What should be the appropriate code to announce?

- A. Code 1
- B. Code 2
- C. Code 3
- D. Code 4

The correct answer is C. Due to the multiple fights and uncertainty of the inmates' intent, the event exceeds the amount of staff available in the facility to quell the incident according to DOM, Section 55090.

SAMPLE QUESTIONS

SEGMENT 2 – READING AND WRITING COMPREHENSION

This test segment is designed to measure your ability to comprehend paragraph organization.

INSTRUCTIONS: Choose one response that most appropriately answers each question. Please use only the information provided in the paragraph indicated to answer the question.

Sample Question #2

1. Each participating unit is requested to submit the full name, classification, and gender, along with the nominee's smoking preference, no later than June 15, 2018. The above information will be used for room assignments. An alternate name should be submitted in the event the primary nominee is unable to attend. **SINCE CLASS SIZE IS LIMITED, SIGN UP WILL BE ON A FIRST COME BASIS WITH THE SIGN UPS TAKEN UNTIL THE MAXIMUM IS REACHED.**
2. The Investigative Services Unit has scheduled the Advanced Criminal Investigation Training for July 16 – 20, 2018. This training is being presented by the Sacramento Public Safety Center and will be held at the Best Western Heritage Inn, Rancho Cordova, California.
3. Training hours will be from 0800 – 1700, daily. All participants will be expected to remain until the end of the final session. The registration fee for the training is \$70.00 per attendee, which will be collected on the first day of training. Checks are to be made payable to the "Public Safety Center."
4. Class size is limited to 30 participants who are presently assigned to Investigative Services Units who have attended the 84-hour Basic Criminal Investigations Course. The Investigative Services Unit, Headquarters will pay the lodging accommodations for those attendees who accept double occupancy. The Investigative Services Unit, Headquarters will make the room reservations which will be determined when attendee names are submitted.

Arrange the four sentences directly above to form the most effective and logical paragraph. Then select the answer that represents the **best** sequence:

- A. 1 – 2 – 4 – 3
- B. 2 – 3 – 1 – 4
- C. 2 – 4 – 3 – 1
- D. 4 – 2 – 1 – 3

The correct answer is C. Sentences in order 2-4-3-1 form the most effective and logical paragraph.

Sample Question #3

Arrange the following four sentences to form the most effective logical paragraph. Then select the answer that represents the best sequence.

1. All Correctional Officers and/or Correctional Sergeants who are assigned to transportation or hospital coverage of an inmate shall be required to wear a combination protective vest.
 2. The Correctional Treatment Center Sergeant on second/third watch and the Outside Patrol (OP) Sergeant on first watch will collect a chit, log out, and issue the combination protective vest.
 3. Staff shall return the combination protective vest to the Correctional Treatment Center Sergeant immediately upon completion of the transportation or hospital coverage assignment.
 4. Staff who do not have a combination protective vest permanently assigned to them will report to the Correctional Treatment Center Sergeant to get a combination protective vest prior to departing the institution.
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- A. 1, 2, 3, 4
 - B. 1, 4, 2, 3
 - C. 2, 3, 4, 1
 - D. 3, 1, 4, 2

The correct answer is B. The sentences in the order of 1, 4, 2, 3 form the most logical paragraph.

SAMPLE QUESTIONS

SEGMENT 3 – SUPERVISORY SKILLS

This test segment is designed to measure your ability to effectively handle a variety of supervisory situations with which you may be confronted as a Correctional Sergeant.

INSTRUCTIONS: Choose one response that most appropriately answers the situation or topic covered in each question.

Sample Question #4

In the California Department of Corrections and Rehabilitation's (CDCR), Division of Adult Institutions (DAI), an employee's annual performance report shall be due on what date?

- A. Employee's birth date
- B. Employee's hire date
- C. Employee's transfer in date
- D. Employee's block training date

The correct answer is A. In CDCR, annual performance reports shall be due on the employee's birth date and only cover up to the immediate twelve (12) months prior to the due date of the report.