

New Jersey Department of Personnel
**2009 CORRECTION CAPTAIN,
JUVENILE JUSTICE COMMISSION
ORIENTATION GUIDE**

TABLE OF CONTENTS

Introduction	1
When and where will the examination be held?	1
Electronic devices and personal items in the examination center	1
How is the examination developed?	2
Is there study material that candidates can use to prepare for the examination?	2
Are there any practice multiple choice questions?	3
What are the correct answers to the practice questions?	3
How will the list be used to make promotional appointments?	4
What is the Department of Personnel's make-up policy?	5
Will make-up candidates take the same examination?	6
Conclusion	6

2009 CORRECTION CAPTAIN, JJC ORIENTATION GUIDE

Introduction

The New Jersey Department of Personnel has prepared this supplemental orientation guide for promotional candidates who will participate in the 2009 Correction Captain, JJC examination. The information in this guide and the **General Multiple-Choice Orientation Guide** (available via DOP's web site www.state.nj.us/personnel on the Law Enforcement Promotional Opportunities page) is designed to help candidates better understand the testing process and the types of questions they will encounter on the Correction Captain, JJC examination. The examination will be designed based on information obtained from a job analysis of the Correction Captain, JJC position. We encourage candidates to carefully review this guide along with the General Multiple-Choice Exam Orientation Guide and to take advantage of all opportunities to prepare for the examination.

When and where will the examination be held?

The **tentative** date to administer the Correction Captain, JJC 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 are prohibited at test centers. Candidates who are seen with any of 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.

2009 CORRECTION CAPTAIN, JJC ORIENTATION GUIDE

How is the examination developed?

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of Correction Captain, JJC. 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 correction personnel ranked each Correction Captain, JJC work component in terms of its importance. Examination questions will relate to those work components that are determined to be most critical. These work components, which have been translated into test content areas, are shown along with their relative test weights (rounded %). The test weights depict the percentage of the test devoted to each content area.

<u>Weight</u>	<u>Test Content</u>
20%	Standard Operating Procedures for JJC Correctional Facilities
20%	Supervision & Personnel Management
15%	Training Techniques
15%	Written Communications/Report Writing
15%	Interpersonal Relations
<u>15%</u>	Analysis of Written Material
100%	

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

The following sources will be used by the Department of Personnel to develop test questions. Please note, however, that the development of all test questions will not be restricted to these sources. Prior to the posting of this guide, the publisher indicated a sufficient supply of the title listed below. *[The Department of Personnel will not be responsible for the quantity of books available.]*

New Jersey Administrative Code Title 13, Chapters 95 & 101

Prison and Jail Administration: Practice and Theory (2nd edition)

By Peter M. Carlson and Judith Simon Garrett

Jones and Bartlett Publishers, 2008.

ISBN: 0763728624

ISBN-13: 9780763728625

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

2009 CORRECTION CAPTAIN, JJC ORIENTATION GUIDE

Are there any practice multiple-choice questions?

The following three questions are sample questions that are similar to those that will appear on the examination.

Sample Question #1:

An officer under your supervision reports to you that she has lost her State of New Jersey Firearms Unit Weapons Card, official photo identification badge. According to Standard Operating Procedures for JJC Correctional Facilities, when shall the officer notify the local law enforcement authorities and the Superintendent/Unit Chief or their designee?

- (a) Immediately
- (b) Within a period of 3 hours
- (c) Before completing her shift
- (d) As soon as is practicable

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 marks 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 marriage difficulty. What should your next course of action be?

- (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)**.

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

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

<p><i>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.</i></p>

2009 CORRECTION CAPTAIN, JJC ORIENTATION GUIDE

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. This promotional list will last for 3 years from its promulgation date or until it is exhausted, whichever occurs first. However, for good cause, the promotional list may be extended by the Commissioner of the Department of Personnel (DOP) for up to 1 additional year.

When your appointing authority (hiring agency) notifies DOP that it wants to fill vacancies, DOP sends it the names that are ranked the 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 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.

2009 CORRECTION CAPTAIN, JJC ORIENTATION GUIDE

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).

2009 CORRECTION CAPTAIN, JJC ORIENTATION GUIDE

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 reading this Orientation Guide has been beneficial to you.

GOOD LUCK!