GENERAL INFORMATION

This orientation packet provides information specific to the 2019 Correctional Lieutenant 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 Lieutenant examination plan covers all of the essential knowledge, skills and abilities of the Correctional Lieutenant 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, techniques, rules and regulations, and functions of the California Department of Corrections and Rehabilitation (CDCR). Therefore, it is recommended that you review the most updated CDCR Department Operations Manual (DOM) and State of California Code of Regulations, Title 15, Crime Prevention and Corrections.

The written test consists of two 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 Lieutenant classification.
GENERAL TIPS FOR PREPARING FOR YOUR CORRECTIONAL LIEUTENANT EXAMINATION

- Review the Job Analysis for the Correctional Lieutenant. 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 CDCR’s Job Analysis page (https://www.cdcr.ca.gov/careers/career-opportunities/analysis/). Click on the letter “C” and then click on Correctional Lieutenant. A hard copy can also be obtained by visiting the Office of Workforce Planning at 1515 “S” Street, Room 101-North, Sacramento.

- 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 at CalHR’s Job Description search (https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx). Type “Correctional Lieutenant” in the search function and click on Search.

- 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 Regulations page (https://www.cdcr.ca.gov/regulations/). Click on California Code of Regulations, Title 15, Division 3, Chapter 1.

- Acquaint yourself with CDCR’s DOM (https://www.cdcr.ca.gov/regulations/adult-operations/dom-toc/).

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 a number two pencil.
- 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 is a brief description 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.

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.

SEGMENT 1 – POLICIES AND PROCEDURES

Sample Question #1

According to the California Code of Regulations Title 15, Section 3315, which of the following is a criterion for the assignment of an Investigative Employee in preparation for a Rules Violation Report Hearing?

A. Complexity of the issues is such that assistance is necessary to ensure that the inmate comprehends the nature of the charges or the disciplinary action.
B. Housing status makes it unlikely that the charged inmate can collect and present the evidence necessary for an adequate presentation of a defense.
C. Staff Assistant requires the witnesses to be interviewed to provide the necessary information for a fair hearing.
D. The inmate has requested witnesses.

The correct answer is B. An inmate shall be assigned an employee to assist in the investigation of matters pertaining to a disciplinary action when the chief disciplinary officer or designee determines the necessity according to Title 15, Section 3315.2 (d).

Sample Question #2

As a Correctional Lieutenant, you provide training regarding the work incentive program. An inmate’s privilege group may be changed for various reasons. Who can grant a permanent change of an inmate’s privilege group?

A. Disciplinary Committee
B. Classification Committee
C. Senior Hearing Officer
D. Inter-disciplinary Treatment Team

The correct answer is B. Permanent changes of inmate privilege groups shall be made by classification committee action according to DOM Chapter 5, Section 53130.6.2.1.
Sample Question #3

An inmate has been cleared for Administrative Segregation Unit (ASU) placement as a result of having committed battery on staff. ASU staff are making compaction moves to accommodate the inmate’s placement. How many hours can an inmate remain in a holding cell without managerial approval?

A. 1 hour  
B. 2 hours  
C. 3 hours  
D. 4 hours

The correct answer is D. Any extension beyond four hours require the approval of the Facility/Correctional Captain, Correctional Administrator, or Administrative Officer of the Day according to Administrative Memorandum: Holding Cell Procedures dated April 18, 2005.
SEGMENT 2 – SUPERVISION

Sample Question #4

As a Facility Lieutenant, you decide to reassign one of your Correctional Sergeants. You approach the Sergeant and instruct him to report to other duties. Without explanation, the Sergeant refuses and, as a result, you issue a Letter of Instruction. How long can this document remain in the employee’s file?

A. 6 months  
B. 1 year  
C. 2 years  
D. 3 years

The correct answer is B. LOI’s shall be retained in the employee’s personnel and supervisory files for one (1) year from the time management should reasonably have known of the incident resulting in the LOI or once all of the requirements in the LOI have been met, whichever is earlier according to DOM, Chapter 3, Article 22, Section 3303.8.3.

Sample Question #5

As a Correctional Lieutenant, several of the Correctional Sergeants and Correctional Officers you supervise have complained to you that another of your subordinate employees has posted a cartoon in the office that they find offensive. What should you initially do?

A. Tell the employee that co-workers have found the cartoon to be offensive and issue the employee an Employee Counseling Record (CDC 1123).  
B. Issue a memo that the posting of cartoons in the workplace is prohibited and all cartoons are to be removed.  
C. Order the employee to remove the cartoon as it is inappropriate in the workplace.  
D. Ask the complaining staff to explain why the cartoon is offensive and ask what they want you to do.

The correct answer is C. The California Department of Corrections and Rehabilitation (CDCR) is committed to providing Equal Employment Opportunity (EEO) and creating a work environment in which all individuals are treated with respect and professionalism according to DOM Chapter 3, Article 1, Section 31010.1.