



**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION  
TALENT ACQUISITION AND CAREER SERVICES**

**CORRECTIONAL LIEUTENANT  
WRITTEN EXAMINATION – JULY 25 - 31, 2022**

**EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS**

**GENERAL INFORMATION**

This orientation packet provides information specific to the 2022 Correctional Lieutenant written examination. You should review this information prior to participating in the examination.

The Correctional Lieutenant examination 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. This study guide has been developed to help you respond to job related questions. 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 classification. 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/) (<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 Talent Acquisition and Career Services 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) (<https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>). Type "Correctional Lieutenant" in the search function and click on **Search**, 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 Regulations page](https://www.cdcr.ca.gov/regulations/) (<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/) (<https://www.cdcr.ca.gov/regulations/adult-operations/dom-toc/>).

### **WRITTEN EXAMINATION TIPS**

- 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.
- 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.
- Pace yourself. Make sure you allow yourself time to get back to any unanswered questions.

There are many areas that are covered in this 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!

## SAMPLE QUESTIONS

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

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#### Sample Question #1

As a Correctional Lieutenant, you are responsible for classifying a Rules Violation Report (RVR). In accordance with the California Code of Regulations (CCR), Title 15, Section 3323, what is the appropriate division offense for participation in a riot?

- A. Division C
- B. Division D
- C. Division E
- D. Division F

The correct answer is B. Pursuant to Title 15, Section 3323: Disciplinary Credit Forfeiture Schedule, participation in a riot is a Division D offense.

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#### Sample Question #2

Inmates housed in Administrative Segregation are required to receive an Order for Placement/Retention in Administrative Segregation (CDC 114-D) notifying them of the reason(s) for placement. Form CDC 114-D should be given to the inmate prior to Administrative Segregation placement, but **no later** than how many hours after initial placement?

- A. 8 hours
- B. 24 hours
- C. 48 hours
- D. 72 hours

The correct answer is C. A copy of the CDC Form 114-D, with the “order” portion of the form completed, shall if practical, be given to the inmate prior to placement in Administrative Segregation but not later than 48 hours after such placement according to DOM Chapter 5, Section 52080.25, Order and Hearing for placement in Segregated Housing.

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### Sample Question #3

California Code of Regulations Title 15, Section 3268: Use of Force states “The force that an objective, trained, and competent correctional employee faced with similar facts and circumstances, would consider necessary and reasonable to subdue an attacker, overcome resistance, effect custody or gain compliance with a lawful order.” Which type of force does this describe?

- A. Unnecessary
- B. Reasonable
- C. Necessary
- D. Immediate

The correct answer is B. In accordance to DOM Section 51020.4: Definitions and California Code of Regulations Title 15, Section 3268(a)(1): states reasonable force is defined as “The force that an objective, trained, and competent correctional employee faced with similar facts and circumstances, would consider necessary and reasonable to subdue an attacker, overcome resistance, effect custody or gain compliance with a lawful order”.

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## SEGMENT 2 – SUPERVISION

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### Sample Question #4

As a Correctional Lieutenant, you overhear a group of Sergeants making disparaging remarks about another ethnic group. What should you **initially** do?

- A. Approach the Sergeants and instruct them to terminate the conversation; provide immediate training regarding professionalism and maintaining a harassment free work environment.
- B. Conduct an inquiry and request memorandums from the Sergeants involved; submit it for review; and document the incident in their personnel files.
- C. Approach the Sergeants and instruct them to terminate the conversation. Issue all involved employees a Letter of Instruction.
- D. Contact each involved Sergeant separately the following day to advise them of the Department's expectations regarding professionalism and maintaining a harassment free work environment.

The correct answer is A. In accordance to DOM Section 31010.5, Conduct Violations, the type of prohibited discriminatory, harassing, or retaliatory behavior, which may be found to constitute a violation of CDCR's EEO policy, includes, but is not limited to using discriminatory terms or telling discriminatory jokes that are based on an individual's protected status.

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### Sample Question #5

When reviewing a Correctional Sergeant's absence, you decide to refer the employee to the Employee Assistance Program (EAP). What steps should you take?

- A. Provide the telephone number of the EAP Coordinator, advise the employee that participation is voluntary, offer the use of the telephone, and document the date EAP was offered.
- B. Call the EAP Coordinator and schedule an appointment, advise the employee that participation is voluntary, offer the use of the telephone, and document conversation with employee.
- C. Provide the telephone number of the EAP Coordinator, instruct employee to attend counseling session, advise the employee that participation is confidential, and document progressive discipline.
- D. Call the EAP Coordinator and advise them of the problem, advise the employee attendance is mandatory and confidential, document the mandatory referral, and document follow up action.

The correct answer is A. Informal Referral (Supervisor Recommendation), this type of referral occurs when the supervisor recognizes an employee struggling with a personal problem; or if the employee has asked for assistance in solving a problem. The supervisor or manager may suggest that the employee contact the EAP according to DOM, Section 33050.3(d)(1)(B) Employee Assistance Program.

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