



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

**SPECIAL AGENT  
WRITTEN EXAMINATION – APRIL 16, 2023**

**EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS**

**GENERAL INFORMATION**

This orientation packet provides information specific to the 2023 Special Agent 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 Special Agent examination covers all of the essential knowledge, skills, and abilities of the Special Agent 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 Departmental 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 Special Agent classification.

## **GENERAL TIPS FOR PREPARING FOR YOUR SPECIAL AGENT EXAMINATION**

- Review the Job Analysis for the Special Agent 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](https://www.cdcr.ca.gov/careers/career-opportunities/analysis/) page (<https://www.cdcr.ca.gov/careers/career-opportunities/analysis/>). Click on the letter "S" and then click on Special Agent. A hard copy can also be obtained by visiting the Office of Workforce Planning at 1515 "S" Street, Room 211-South, 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 [Special Agent classification specification](#).
- 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 Department at the [CDCR Website](http://www.cdcr.ca.gov) ([www.cdcr.ca.gov](http://www.cdcr.ca.gov)). In the top left-hand corner, click the **About** tab and click "About CDCR". Here you will find information regarding the Department's Mission Statement and Strategic Plan, as well as various Divisions, Offices, and other Programs.
- 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 [Department Operations Manual \(DOM\)](https://www.cdcr.ca.gov/regulations/cdcr-regulations/dom-toc/) (<https://www.cdcr.ca.gov/regulations/cdcr-regulations/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 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.

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### SEGMENT 1 – WRITTEN COMMUNICATION SKILLS

#### Sample Question #1

**INSTRUCTIONS:** The following sentences may or may not be in the best order to form a proper paragraph. Choose the answer for the paragraph that places the sentences in the most correct order.

1. I have a daughter named Jane.
2. She will start tomorrow.
3. That means she is old enough to start gymnastics.
4. She is 8 years old.

The most correct order of the sentences is:

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

The correct choice is C. The sentences should be arranged 1 – 4 – 3 – 2.

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### SEGMENT 2 – INVESTIGATIVE TECHNIQUES

#### Sample Question #2

**INSTRUCTIONS:** Choose one response that most appropriately answers the topic covered.

As a Special Agent, you are conducting a parole compliance search at the residence of a parolee. You discover a knife with a 2.5" blade under the mattress in the parolee's room. What action should you take?

- A. Seize the knife, complete an evidence report and inventory receipt and tell the parolee to report to his Parole Agent
- B. Complete an investigative report and advise his Parole Agent
- C. Seize the knife, arrest the parolee, and complete an evidence report and inventory receipt
- D. Advise the parolee to notify their Parole Agent of the law enforcement contact

The correct answer is C according to CCR, Title 15, Section 3600 (a)(b)(c)(d).

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