



**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION
TALENT ACQUISITION AND CAREER SERVICES
CAPTAIN, ADULT INSTITUTION
WRITTEN EXAMINATION – JUNE 3, 2024 - JUNE 9, 2024
EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS**

GENERAL INFORMATION

This orientation packet provides information specific to the **2024 Captain, Adult Institution**. You should review this information prior to participating in the examination.

The Captain, Adult Institution examination covers all of the essential knowledges, skills and abilities of the Captain, Adult Institution 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 multiple choice test items designed to assess the critical knowledges, skills and abilities required for successful on-the-job performance in the Captain, Adult Institution classification.

GENERAL TIPS FOR PREPARING FOR YOUR CAPTAIN, ADULT INSTITUTION EXAMINATION

- Review the Job Analysis for the Captain, Adult Institution examination. The most critical and frequently performed tasks are identified in the job analysis in addition to the knowledges, skills and/or abilities for the classifications. The job analysis can be found on the CDCR website at www.cdcr.ca.gov. From the home page click on 'more' under the green **Careers heading**. Then under **Exam Resources** click on **Job Analysis**. Click on **Captain, Adult Institution** then click on **Background Information and Information Gathering, Edited Tasks, and Edited Knowledge, Skills, and Abilities**. 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 classifications and states how the classifications are used in general, identifies the knowledges, skills and/or abilities required and lists any other pertinent classification information. The specifications can be found on California Department of Human Resources' (CalHR) website at www.jobs.ca.gov. From there you may input the examination classification in the search exams and job vacancies section to search for the appropriate Classification Specification.**
- Find out how and where the classification is being used to broaden your understanding of the classification. You may also talk with an incumbent who is currently in the position and request copies of duty statements. These individuals currently performing the duties of the classifications can provide you with insight of actual on-the-job tasks.
- Acquaint yourself with the Department at www.cdcr.ca.gov. In the top right hand corner, click the **About CDCR** tab. Here you will find information regarding the Department's Mission Statement as well as various Divisions/Boards, Offices/Programs and Regulations.
- Acquaint yourself with the Department of Corrections and Rehabilitation's (CDCR) DOM located on CDCR's website at www.cdcr.ca.gov. In the top right hand corner, click the **About CDCR** tab. Under **About CDCR**, click on **Regulations**; click on **Adult Operations and Program Regulations** and then click on **Department Operations Manual** at the bottom of the page.

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

SEGMENT 1 – DEPARTMENTAL POLICIES

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 knowledges, skills, and abilities indicated on the examination bulletin and job specification.

This test 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

1. While conducting a review of a Restricted Housing Unit (RHU) placement order (CDC-114D), you have determined that the inmate should receive a Staff Assistant. Under which of the following circumstances should you assign a Staff Assistant.
 - A. The inmate is a participant in the Mental Health Services Delivery System (MHSDS), or an inmate that is Developmentally Disabled.
 - B. The inmate is a suspected gang member and refuses to participate in the interview.
 - C. The inmate requests a staff assistant to gather evidence.
 - D. The inmate denies the allegations and requests a staff assistant to investigate the circumstance of his placement.

The correct answer is A. According to Title 15, Section 3336, in addition to explaining the reason and need for an inmate's placement in the Restricted Housing Unit, the official ordering the action will determine if a staff member needs to be assigned to assist the inmate in presenting their position at a Classification Hearing on the need for retention in RHU.

Based on the Clark Remedial Plan and *Coleman vs. Newsom*, participants in the Mental Health Services Delivery System (MHSDS) or developmentally disabled inmates shall be assigned a Staff Assistant during a CDC-114D Hearing.

Sample Question #2

2. As a Captain, Adult Institution, you have been assigned to conduct a security audit at a neighboring institution where an escape had recently occurred. During the audit you discover that a Correctional Officer assigned to the vehicle sally port may have been responsible for the escape. When discussing your findings with the Associate Warden, Custody Operations, he advises you that he is involved in a personal relationship with the Correctional Officer and asks that you not report your findings. The Associate Warden is newly promoted and a personal friend of yours. What action should you take?
- A. Advise the Warden via Chief Deputy Warden and author appropriate corrective action.
 - B. Advise the Associate Warden that his request is inappropriate, document your findings and submit to the Chief Deputy Warden and/or Warden.
 - C. Advise the Associate Warden that his request is inappropriate, upon return to your institution inform your immediate supervisor.
 - D. Advise the Associate Warden that you disagree with his request; however, you will minimize the negative findings in your report.

The correct answer is B. Employees shall be professional in their dealings with fellow employees. Irresponsible or unethical conduct reflecting discredit on themselves or the Department shall be avoided by all employees. Employees shall report misconduct or any unethical/illegal activity and cooperate fully with any investigation. This is according to Title 15, Section 3391 and DOM Section 33030.3.1.