

CANDIDATE INFORMATION GUIDE



CONSERVATION ENFORCEMENT OFFICER, TRAINEE 70798

WRITTEN EXAMINATION

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I. INTRODUCTION

A written, multiple-choice examination is being given in order to establish a register for the classification of Conservation Enforcement Officer (CEO), Trainee. The purpose of this guide is to provide you with information regarding the test development process, banded scoring, and the exam. This information should help you prepare for the written exam and know what to expect. Since all the material you will need to take the exam will be provided at the test administration, you will not be allowed to bring this booklet to the exam with you.

II. JOB PREVIEW

CEO, Trainee is the entry-level conservation enforcement classification for the Department of Conservation and Natural Resources (DCNR). Employees are trainees who complete required courses of training approved by the Alabama Peace Officers' Standards and Training Commission (APOSTC) as well as specialized job assignment training. After successfully completing the required training programs, incumbents become eligible for promotion to the Conservation Enforcement Officer classification.

Employees in this class are responsible for learning about the enforcement of conservation laws pertaining to game and fish, seafood, or water safety, and limited scientific research work in the study, development, and improvement of state wildlife resources. Work includes learning to interpret laws and regulations for the public, and learning to investigate conservation conditions. Employees may participate, in accordance with established scientific principles and techniques, in a variety of field and laboratory projects. Work at this level is distinguished from that of higher level classifications in that incumbents function in a trainee capacity. Work is performed under close supervision by a higher ranking conservation enforcement officer following established standards and guidelines. Work is generally performed outdoors under varied climatic conditions which may occasionally create physical hardships. Special assignments and instructions are given as necessary by a superior officer who makes personal inspections of field work, assists in more complex enforcement problems, and regularly reviews reports of enforcement activities.

III. THE EXAMINATION

The examination for this classification is a written, multiple-choice exam. The exam is designed to measure specific knowledges and abilities. The test is divided into five sections with each section measuring a different knowledge or ability. For each item, applicants are presented with a test question and four possible responses to that question. Applicants then select the BEST possible response to each item. There will be approximately 100 items on the exam, and you will have 3 hours to respond to all of the items.

IV. HOW THE WRITTEN EXAMINATION WAS DEVELOPED

A study of the CEO, Trainee classification was conducted prior to developing the examination. Law enforcement officers from DCNR knowledgeable about the job of CEO, Trainee participated in this study. The study showed that the following knowledges, skills, and abilities (KSAs) are associated with the CEO, Trainee job duties. These KSAs are both important and needed on the first day of work before training. The KSAs in bold print below are being measured by the written exam.

- K18 Knowledge of the English language to include grammar, spelling, word usage, punctuation, and syntax as needed to obtain required certifications and pass training courses, compose documents, complete departmental forms, and compile reports.**
- K20 Knowledge of basic math such as addition, subtraction, multiplication, and division to include calculating by hand or using a calculator as needed to obtain required certifications and pass training courses; determine hours worked per week, reimbursable expenditures, and vehicle/equipment maintenance costs; and to compare bids for repairs and equipment.**
- A01 Ability to read and comprehend written information such as laws, court rulings, policies, procedures, and departmental/divisional memoranda to include reading, understanding, and applying to job duties, asking follow-up questions, clarifying information, and conducting additional research if necessary as needed to obtain required certifications and pass training courses, interpret information, disseminate information to co-workers and the public, and learn and appropriately apply information to job duties.**
- A02 Ability to write legibly to include printing and writing in cursive, taking notes, and completing paperwork as needed to obtain required certifications and pass training courses and to complete handwritten forms and departmental paperwork so that documents are clear and readable.
- A03 Ability to compose documents such as narrative reports, emails, letters, memoranda, and departmental paperwork to include identifying relevant information, organizing information in logical order, summarizing information, and recording complete and accurate information as needed to obtain required certifications and pass training courses, document incidents and activities, make requests, and respond to questions/concerns from the general public.
- A04 Ability to analyze potentially dangerous situations while on patrol such as license checks, equipment and registration violations, distress calls, and emergencies to include determining potential dangers or threats and evaluating the need for further assistance or investigation as needed to obtain required certifications and pass training courses, to identify potential danger or threats, and to determine appropriate course of action (e.g., back away, call for backup, proceed with caution).
- A05 Ability to remain calm in emergency and volatile situations to include thinking quickly and clearly, maintaining composure, controlling demeanor, and making decisions in stressful situations as needed to obtain required certifications and pass training courses, diffuse potentially hostile reactions, ensure the safety of oneself and others, provide necessary assistance, and minimize potential problems.

- A06 Ability to manage time to include adhering to work schedules, establishing priorities, setting timelines, and accomplishing goals as needed to obtain required certifications and pass training courses and to ensure that all deadlines are met and work is accomplished in an efficient manner.
- A07 Ability to communicate orally in one-on-one situations with co-workers, supervisors, state officials, law enforcement and military personnel, and the general public to include adjusting communication to the appropriate level, clarifying information, exchanging information, and soliciting information as needed to obtain required certifications and pass training courses, exchange information, provide information, and answer questions.
- A08 Ability to communicate in writing such as narrative reports, letters, memoranda, and emails to include using appropriate spelling, grammar, and punctuation; adjusting communication to the appropriate level (i.e., technical vs. non-technical, formal vs. informal); documenting information accurately and completely; summarizing information; and providing appropriate level of detail as needed to pass training courses; document information; compose documents and reports; complete departmental paperwork; communicate with supervisors and coworkers; and prepare to testify in court.**
- A09 **Ability to read maps and charts such as nautical charts of waterways, road maps, plat maps, topographical maps, and 911 maps to include navigating from one point to another on land or on water and locating specific locations as needed to obtain required certifications and pass training courses, navigate waterways, gather information, learn patrol area, conduct investigations, and establish patrol routes.**
- A10 **Ability to make logical connections between information from a variety of sources such as witness statements, informant information, written records, legal documents, and evidence to include identifying related information, ensuring consistency, and identifying inconsistent information and reconciling differences as needed to obtain required certifications and pass training courses, conduct investigations, document evidence, build legally defensible cases, and draw appropriate conclusions.**
- A11 Ability to memorize geographical areas and routes such as waterways, navigation lanes, shore areas, property lines, and roadways to include recognizing district area and landmarks, navigating from one point to another, and recognizing geographical landmarks from the air as needed to perform patrol duties, enforce the law, provide directions and information, respond quickly to complaints and emergency calls, identify baited fields, and conduct investigative activities.
- A13 Ability to maintain confidentiality of information such names of informants, names of juveniles, details of investigations, and names of suspects to include dealing with the media, referring to appropriate person, not releasing confidential information, and related guidelines as needed to obtain required certifications and pass training courses, secure assistance from individuals, and protect sensitive information.
- A14 Ability to establish and maintain effective working relationships with coworkers and supervisors to include cooperating, working together, exchanging information, and coordinating goals as needed to obtain required certifications and pass training courses and accomplish goals.
- A15 Ability to operate a motor vehicle such as a truck or SUV to include driving, parking, backing, and towing a boat or jet ski as needed to obtain required certifications and pass

- training courses; perform job duties; attend meetings; transport suspects; patrol; conduct investigations; pursue suspects; and to enforce laws and guidelines.
- A18 Ability to prioritize work such as emergency calls, complaints, investigative activities, and routine patrol duties to include organizing tasks, evaluating duties, considering deadlines and importance of duties, and discussing with an FTO as needed to obtain required certifications and pass training courses, ensure prompt responses are made to the most serious incidents, render aid, pursue suspects, and perform job duties efficiently.
- A19 Ability to adjust and modify work schedules to include regular patrol activities and administrative duties and adjusting schedule in response to changes or new information as needed to respond to and accommodate unplanned incidents, complaints, or special details.
- A20 Ability to cooperate with coworkers to include coordinating patrol activities, accommodating off days, scheduling joint activities, coordinating efforts, and exchanging information as needed to obtain required certifications and pass training courses, ensure all areas of responsibility are covered throughout the week, perform job duties efficiently, and accomplish goals.
- A21 Ability to maintain an appropriate, professional appearance to include grooming, personal hygiene, and uniform as needed to pass training courses, comply with DCNR guidelines, and present a professional image to the public.
- A22 Ability to make effective decisions to include realizing a decision needs to be made, gathering information, exercising appropriate judgment, evaluating alternatives, considering the ramifications of alternative, drawing appropriate conclusions, and making decisions quickly as needed to obtain required certifications and pass training courses, issue citations, use minimal necessary force; protect oneself, the general public, and the interests of DCNR.**
- A23 Ability to use good judgment to include gathering and assessing all relevant information and discussing decisions with an FTO as needed to obtain required certification and pass training courses, perform job duties, and make effective decisions.
- A24 Ability to facilitate conflict resolution to include mediating between individuals involved in disagreements and/or disputes, calming involved parties, and negotiating an agreement as needed to obtain required certifications and pass training courses, resolve conflicts, and ensure legal and amenable solutions are reached.
- A25 Ability to handle hostile situations involving law violators to include remaining calm, controlling the public, and maintaining control of the situation as needed to obtain required certifications and pass training courses, enforce laws, and ensure safety to the extent possible.
- A26 Ability to describe incidents, situations, and crime/accident scenes to include describing both orally and in writing, accurately and completely, and with the appropriate level of detail as needed to obtain required certifications and pass training courses, testify in court, give depositions, complete reports, and give description of suspects.
- A27 Ability to perform basic mathematical calculations such as addition, subtraction, multiplication, and division to include making computations by hand and using a calculator as needed to obtain required certifications and pass training courses, document hours worked, submit reimbursement requests, complete forms, and count game.**

- A28 Ability to operate a motor vehicle to include driving, parking, backing, and towing a boat or jet ski in order to patrol, enforce laws and guidelines, and ensure safety of self and other drivers and boaters.
- A29 Ability to operate standard office equipment to include a calculator, typewriter, computer, copy machine, and facsimile as needed to obtain required certifications and pass training courses, perform various administrative duties, and perform job duties.
- A30 Ability to operate cameras such as digital cameras and video cameras to include basic operation, maintenance, storage of camera and information, and related DCNR guidelines as needed to obtain required certifications and pass training courses, clearly photograph and document crime/accident scenes, and collect and preserve evidence.
- A32 Ability to perform multiple tasks simultaneously to include remaining focused and avoiding errors while participating in job simulations as needed to obtain required certifications and pass training courses, perform job duties, and accomplish goals.
- A33 Ability to evaluate the behavior and body language of individuals to include stance, posture, feet placement, eye contact vs. looking around, and movement as needed to pass training courses, to attempt to predict motives or intentions, and to detect discrepancies between word and behavior.
- A34 Ability to proofread paperwork to include identifying relevant information; writing with appropriate level of detail; ensuring grammatical and spelling accuracy; and ensuring information is accurate, consistent, and in logical order as needed to pass training courses, document information, identify errors, and prepare narratives for reports, correspondence, and court.**
- A35 Ability to arrange information into logical order such as chronologically or alphabetically to include gathering information, evaluating information, identifying relevant information, reconciling inconsistencies, summarizing information, and organizing information as needed to pass training courses; properly document incidents and information; prepare documents for court proceedings; write narratives to obtain search warrants; and complete narratives for reports (e.g., arrest, incident/offense, sue of force).**
- PA01 Ability to exert maximum force to lift, push, pull, carry, or throw an object and propel oneself as needed to obtain required certifications and pass training courses, push cars from the roadway, pull or carry someone to safety, lift a tire, clear the roadway, ensure loads are secure, and look for contraband.
- PA02 Ability to lift heavy objects as needed to obtain required certifications and pass training courses, transport boat motors, pull individuals from the water, and move equipment.
- PA03 Ability to coordinate two or more limbs while sitting, standing, lying down, or swimming as needed to obtain required qualifications and pass training courses, ensure safety of self and others, perform job duties, and push or pull.
- PA04 Ability to see details at close range or at a distance in varying levels of light as needed to pass training courses, observe surroundings, detect violations and criminal activity, get a description of suspects and vehicles/vessels, and perform administrative duties.
- PA05 Ability to hear and detect sounds to include determining the direction from which a sound originates and detecting criminal activity through audible sounds (e.g., glass breaking, screams, alarms, gunshots), as needed to pass training courses; perform job duties safely; respond to the scene and provide assistance; exchange information; and communicate with coworkers, law enforcement officials, suspects, witnesses, violators, and the public.

- PA06 Ability to exert force continuously over time (involving endurance and resistance to fatigue) as needed to obtain required qualifications and pass training courses, run, swim, restrain subjects, and make arrests.
- PA07 Ability to exert yourself physically over long periods of time as needed to pass training courses, pursue subjects, and engage in physical altercations.
- PA08 Ability to keep or regain your body balance or stay upright when in an unstable position as needed to pass training courses, engage in physical altercations, and pursue subjects.
- PA09 Ability to match or detect differences between colors to include shades of colors and brightness as needed to obtain required certifications and pass training courses; distinguish traffic control devices; give physical descriptions of vehicles, vessels, or subjects; and recognize wanted suspects, vehicles, or vessels.
- PA10 Ability to run short distances as needed to obtain required certifications and pass training courses, pursue and apprehend fleeing suspects, render aid, and avoid hazardous situations.
- PA11 Ability to swim as needed to obtain required certifications and pass training courses, assist in emergency situations, and preserve life of self and others.
- PA12 Ability to climb as needed to obtain required certifications and pass training courses, board boats, access docks and piers, and scale uneven terrain while performing job duties.
- PA13 Ability to see in low levels of light as needed to obtain required certifications and pass training courses, observe night hunting and fishing activities and maneuver through unfamiliar areas without the aid of flashlight/spotlight or with minimal lighting.
- PA14 Ability to walk great distances as needed to obtain required certifications and pass training courses and to patrol wooded areas and fields on foot.

Again, the examination for CEO, Trainee will measure the KSAs above that appear in **bold print**. Because no previous experience or training is necessary to qualify for CEO, Trainee, you will notice the KSAs are not technical or law enforcement related. The remaining KSAs must be demonstrated during the probationary period if you are hired as a CEO, Trainee.

V. WHAT TO DO BEFORE YOU COME TO TAKE THE EXAMINATION

Here are some suggestions for what to do before the exam and for getting to the test site on time and with the proper things that you will need to take the test.

1. **Be well rested.** Get a good night's sleep for several nights in a row before the written examination.
2. **Get there early.** Allow plenty of time to get to the examination site. If you are rushed and late, you will be upset when you get there. Plan to get there with plenty of time before the examination begins.
3. **Do not bring this booklet or any study materials with you to the exam location.** You should not bring this study guide, your notes, manuals, and any other study materials that you may have used to prepare for the examination into the testing facility. All test materials needed for the examination will be provided.
4. **Do not bring cell phones to the testing site.** Cell phones are **NOT** permitted in the testing room. You should secure your cell phone in your vehicle or leave it at home.
5. **Dress comfortably.** You should dress casually; you will not see any potential employers or employees of DCNR. Only test monitors will be at the examination. The total time provided for completion of this exam will be three hours. You may leave the test site if you finish before three hours have passed.
6. **You should read and study this booklet.** You should read this booklet thoroughly to ensure you understand the process and know what to expect. Also, practice reading or working out problems similar to ones that will be on test.
7. **You must bring the test scheduling card that you received from the State of Alabama Personnel Department.** This card lists the examination title, location of exam, date, day, and time of examination.
8. **You must also bring picture identification to the exam location.** This identification may be a valid driver license, a military identification card, or a passport. You only need one valid form of identification. Photocopies of identification will not be accepted.
9. **You must bring two sharpened #2 lead pencils.** In addition to pencils, you may also want to bring a highlighter and a calculator. You may use a highlighter to write in the test booklet, but only answers recorded on the Scantron answer sheet will be scored. Small solar-powered or battery-operated calculators that perform basic functions such as addition, subtraction, multiplication, division, square roots, or percentages are allowed. Calculators that plug-in, utilize tape, or have word processing, spelling, thesauruses, or other storage and retrieval capabilities (except basic memory functions) are not allowed. **Calculators that are a feature on a cell phone are not permitted.** Calculators are subject to inspection by exam monitors. Applicants may not borrow or share calculators at the exam site.

TEST TAKING TIPS

- ✓ **Listen** to the test monitors and follow their instructions carefully.
- ✓ If you are not sure of an answer, **go with your first choice**.
- ✓ Work through the test **without spending too much time on any one item**.
- ✓ If you cannot decide on the best answer to a question, **skip it and go back to it later**.
- ✓ Use your watch or a clock in the room to **keep track of your time** during the test. There will be approximately 100 items on the test and you will have 3 hours to complete the test; you should manage your time so that you can respond to all of the items.
- ✓ It is to your advantage to **answer as many questions as possible**, even if you must guess. There is no penalty for getting an answer wrong.
- ✓ **Mark your answers on the answer sheet and NOT in the test booklet**. You may write in the test booklet, but only answers clearly marked on the Scantron answer sheet can be given credit.
- ✓ If you have a question at any time before or during the exam, **ask the monitor for assistance**. Please note that test monitors can answer questions concerning exam administration issues only. They **will not** be able to interpret or clarify exam questions.

VI. HOW TO PREPARE USING THIS GUIDE

The sample questions contained later in this guide are representative of items that will be on the actual examination. There will be approximately 100 multiple-choice items, and you will have up to three hours to complete the exam. Familiarize yourself with the sample questions to understand the types of items included on the test and the level of difficulty of the items. You should read the instructions and answer each question carefully. The sample items are presented in the following categories:

- Logical Ordering of Information
- English
- Mathematics
- Reading Comprehension
- Decision Making
- Map and Chart Reading

In addition, please review the General Instructions to Candidates Taking Written Examinations provided at the exam site on the day of the test. Read them thoroughly, and ask the test monitor if you have any questions. Test monitors cannot answer questions regarding the content of the exam. They cannot clarify, provide additional information, or confirm your understanding of an exam item.

You should also study the knowledges and abilities listed in Section IV. The knowledges and abilities in **bold print** will be measured by the exam.

VII. BANDED SCORING

When the written exam for CEO, Trainee is graded, the scores will be grouped into bands. When you receive notification of how you performed on the exam, you will not be given a numerical score (i.e., 67 out of 80, 93 out of 100). Rather, you will be informed into which band (i.e., 1, 3, 6, 10) your score fell. The following information is provided to help you understand the banding procedure.

What is Banding?

Banding is one way to reduce the impact of fluctuations in test scores that do not provide meaningful information about differences in the candidate's ability to perform the job. One important purpose of testing is to identify the differences in test scores that reflect real differences among candidates. Banded scoring is a statistical procedure for grouping raw test scores that statistically are not meaningfully different from one another. In banded scoring, bands are set objectively and statistically. They are not manipulated arbitrarily.

Misconceptions about Banding

There are many misconceptions about banding and the use of banded scores. Some of the most common misconceptions are listed below. Each misconception is followed by a clarification.

Misconception: *Each band should have the same number of people.*

Bands are not forced to be a certain size. The people in a band are similar to each other in that statistically there is no meaningful difference in their scores. Sometimes Band 1 may be very large, and at other times it may be small. Candidates' scores on the exam determine the size of the bands.

Misconception: *Band numbers have no meaning. I don't have a score.*

Band numbers do have meaning. Think of a band as a group of tied scores. Consider that in school two students with average grades of 94.5 and 94.3 would both be grouped into the same band. Just because one student made a 94.5 and one student made a 94.3, the teacher cannot be sure that 0.2 of a point means that the student who scored 94.5 is smarter or is a better student. The scores are so close to each other that they are basically the same.

For example, think of the achievement tests that children take in school. The fine print on these tests always informs you not to focus on the numerical score but rather on the comparative score, which uses some type of grouping technique such as percentiles, standard deviations, grade levels, etc. These grouping techniques are considered forms of banding. Banding compares your performance on the test to the other test takers' performance and groups your score with others that are statistically the same.

Misconception: *Band numbers are the same as letter grades.*

Band numbers are not the same as letter grades. Band 1 does not equate to an “A,” Band 2 to a “B,” and so on. In school, a predetermined numerical range of scores (i.e., 90-100, 80-90, 70-80) equals an alphabetical value (i.e., A, B, C). This grading system is a form of banding. In this case, unlike grade school, the width of bands is not set in advance. Scores are banded only in relation to one another, so you compete against other test takers. The scores of all test takers determine the width of the bands, and your score is set in relation to the scores of your peers.

Misconception: *A banded score on one test has the same value as a banded score on another test.*

Banded scores are test-specific and cannot be compared from test to test. Consider that a test taker scored 88 on one test, and the highest score of all test takers was 89. It is likely for this exam that the test taker who scored 88 would be in Band 1. However, if the same person scored the same grade on another test, and the highest score of all test takers was 100, the person may be in Band 2 or Band 3. Candidates’ scores vary on each test, and since candidate scores determine the width of bands and into which band test takers fall, the value of a banded score varies from test to test.

Misconception: *People with the most seniority who have been on the job longest should be in the top bands.*

People with the most experience do not always fall into the top bands. Time spent in a job may not be the same as possessing a knowledge, skill, or ability needed to perform the job. The people with the strongest knowledges, skills, and abilities (or who did best on the exam) will be in the top bands. Some of the people in the top bands will have been in similar jobs for a long period of time, and others will have been in similar jobs for a short period of time. Years of service do not always equal proficiency. Candidates with seniority or experience do not automatically perform best on the test. Regardless of seniority, candidates who display the appropriate knowledges, skills, and abilities perform best on the test.

Misconception: *A standing in a band (e.g., Band 4) or below automatically indicates failure or ineligibility for jobs.*

If you receive a banded score, you passed the test; otherwise, you will be notified that you did not answer enough items correctly to be placed on the register. A band number of 4 or lower is not automatically equated with failure. For one test, there may only be 4 bands, and for another test, there may be 14 bands. So, your success on the test based on your position in a band varies from test to test. Your standing in a band does not indicate whether or not you pass or fail the test. The true test of success in your employment opportunities is whether or not you can be certified and considered for a job vacancy.

Misconception: Banding replaced the “Rule of 10.”

Banding did not replace the “Rule of 10.” The “Rule of 10” determines the number of bands to be certified. In the past, tied scores referred to an actual numerical score (e.g., two candidates with a score of 98.98 were considered tied) while now all of the scores within a band are considered tied.

Misconception: People in a band do not differ.

When several people are placed in the same band, it does not mean that those people do not differ at all. Instead, it means that their scores on the exam do not differ enough to be separate scores.

VIII. GENERAL QUESTIONS

Are there any vacancies for the CEO, Trainee?

DCNR intends to hire several CEO, Trainees. State Personnel is responsible for testing and placing applicants on the employment register for CEO, Trainee. After you are placed on the register and you receive your scorecard in the mail, DCNR takes over the hiring process. You will be notified by DCNR when they begin the additional hiring steps.

How are vacancies filled for the CEO, Trainee?

When DCNR is ready to begin the hiring process for CEO, Trainee, DCNR Personnel will contact State Personnel and we will certify out the names of the applicants who scored the highest on the written exam. These applicants will then be contacted by DCNR in order to begin the steps to be selected for CEO, Trainee. The names of applicants not selected initially will stay on the register to be considered for future jobs. Persons are usually hired at the minimum of the pay range.

The hiring process for CEO, Trainee includes several additional steps after the written exam, such as a physical agility/ability test, drug test, eye exam, fingerprinting, background check, medical exam, and so on. DCNR is responsible for scheduling and administering all of these tests.

What is a register?

A register is a list of all individuals who have successfully completed the selection procedure for a State Merit System job. The register is a complete list of individuals who are eligible for employment in a certain job classification.

Test Results

Approximately four to six weeks after completing the exam, you will receive a Notice of Examination Results postcard in the mail. This postcard will identify your score, or band placement, for the written exam. If you have not received your score within six weeks, you should call the State Personnel Department.

In addition to your Band placement, you may also obtain your standing, or rank on the register, online at www.personnel.alabama.gov. From the home page, you should click on "My Profile" and follow the instructions. For security purposes, you must now create an online profile in order to access your standing.

How long will I remain eligible for appointment?

If you pass the examination, your name will remain on the employment register for two years. You will be notified by mail before your name is removed so that you can reapply if you are still interested in the job. You may also reapply and retake in the test nine months from the date you are placed on the register to try to improve your score.

Reasonable Accommodations

If you would like to request special testing accommodations or have any questions concerning the test site or testing conditions, please contact the State Personnel Department at (334) 242-3389.

Administrative Questions

If you have any administrative questions or concerns about the exam or questions about any of the information presented in this booklet, you should contact the State Personnel Department. Exam administrators are not allowed to provide specific information about the content of the exam.

IX. SAMPLE TEST QUESTIONS

Section I. Logical Ordering of Information

Sample Question:

CEO, Trainees are responsible for responding to hunting complaints throughout the state. The steps below are followed when arriving at the scene of a complaint. (These steps are **NOT** listed in the correct order.)

- 1) Continue to investigate the complaint based on Department policy.
- 2) Talk to the complainant first if he/she is present at the scene.
- 3) Upon arrival at the scene, assess your surroundings.
- 4) You should also talk to any witnesses or suspects who may be present at the scene.
- 5) Document all findings during the investigation in order to take the appropriate action and handle the complaint.

The most logical order for the above steps is:

- A. 1, 3, 2, 4, 5
- B. 3, 2, 4, 1, 5
- C. 1, 5, 3, 2, 4
- D. 3, 2, 4, 5, 1

Answer: B

Section II. English and Proofreading

Sample Question:

For the following question, review the four sentences. Then, decide which of the four sentences is organized in the most logical manner and/or contains no errors in English grammar, spelling, or punctuation.

- A. The revised sexual harrassment policy will be distributed by the end of the week.
- B. At the end of the weak, we will distribute the revised sexual harassment policy.
- C. The revised sexual harassment policy will be distributed by the end of the week.
- D. The revised sexual harassment policy at the end of the week will be distributed.

Answer: C

Section III. Mathematics

Sample Question:

For the following question, assume that you are an CEO, Trainee. As a CEO, Trainee, you are responsible for accounting for your work time.

You respond to a complaint at a hunting camp. You spend 0.9 hours interviewing victims and witnesses. You spend 0.6 hours examining the scene of the incident. You spend 0.2 hours completing the necessary paperwork. What is the total time you spend on this call?

- A. 0.17 hours
- B. 0.6 hours
- C. 1.1 hours
- D. 1.7 hours

Answer: D

Section IV. Reading Comprehension

Sample Question:

Reading Passage: Arrest Procedures

Every person must be informed of the reason for his or her arrest, unless he or she is arrested in the actual commission of a crime or after a chase immediately following the commission of the crime. Whenever an officer is permitted to make an arrest, he or she is permitted to use sufficient force to affect it. Brutal methods, however, are not approved by courts.

Refer to the reading passage above to answer the following question.

According to the above passage, while making an arrest, an officer _____.

- A. may not use force unless he or she catches a person in the act of committing a crime
- B. must always explain the reason for the arrest
- C. may use brutal force if the person tries to escape after being informed of the reason for his or her arrest
- D. is not required to explain the arrest when the reason for it is clearly evident from the circumstances

Answer: D

Section V. Decision Making

Sample Question:

Read the following facts, and then answer the question.

Pat Johnson owns a gun.
Renee Taylor lives in Salem Oaks Subdivision.
Chris Green is Pat Johnson's next door neighbor.
Chris Green works for the Safeway Construction Company.
Everybody in Salem Oaks Subdivision owns at least one gun.

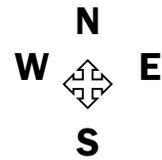
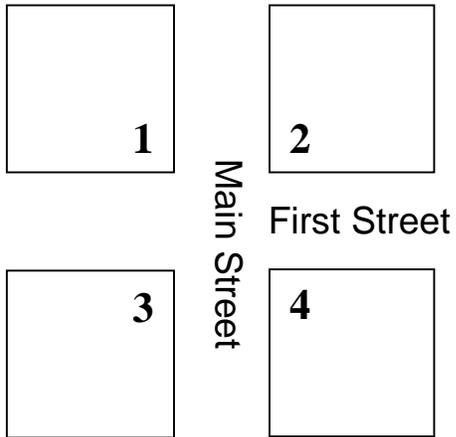
Based on the above facts, which conclusion is definitely false?

- A. Chris Green lives in Salem Oaks subdivision.
- B. Chris Green is unemployed because of a back injury.
- C. Renee Taylor's next door neighbor owns at least one gun.
- D. Renee Taylor works for the Safeway Construction Company.

Answer: B

Section VI. Map and Chart Reading

Sample Question:



There is an accident at Corner 1, and a patrol vehicle is at Corner 2. The accident is _____ of the patrol vehicle.

- A. west
- B. east
- C. north
- D. south

Answer: A

X. CONTACT INFORMATION

State Personnel is responsible for the application process and the written exam process. If you have questions about your application, being scheduled for the written exam, or your written exam results, you should contact State Personnel at (334)242-3389.

DCNR is responsible for the entire hiring process that begins after the written examination. If you have questions about the physical agility/ability, subsequent hiring steps (e.g., medical exam, drug test, eye exam, background investigation), a timeline for hiring, etc., you should contact DCNR Personnel at (334)242-3501.