

Cobb County Sheriff's Office
Entry Level
Written Examination

Orientation and
Preparation Guide

THE PUBLIC SAFETY SELECTION SPECIALISTS™



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Introduction

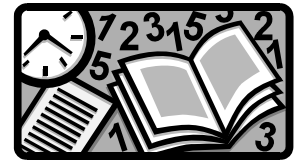
This *Orientation and Preparation Guide* has been developed to introduce you to the *Cobb County Sheriff's Office Entry-Level Written Examination and Writing Sample*. The written exam consists of a series of multiple-choice questions and rating scales designed to test important cognitive abilities and personality attributes that are necessary for effective job performance as a sheriff's deputy. The writing sample is the written component of the entry-level process and is designed to assess your written communication ability.

In developing the written examination, a group of experts from the Cobb County Sheriff's Office (CCSO) identified many of the tasks essential to the performance of the job of a deputy. From these tasks, essential areas for entry-level testing were determined. These areas are as follows:

- Problem Sensitivity
- Selective Attention
- Deductive Reasoning
- Written Comprehension
- Written Expression
- Information Ordering
- Inductive Reasoning
- Visualization
- Spatial Orientation
- Flexibility of Closure
- Numeric Facility
- Mathematical Reasoning
- Job related personality characteristics
- Written communication

These testing areas have been clustered or grouped into three sections on the exam. The first section consists of 100 items that examine personality characteristics and form the behavioral and attitude component of the examination. The second section assesses written communication. The third section, the cognitive section, includes 75 items and consists of written comprehension, written expression, problem sensitivity, deductive reasoning, inductive reasoning, information ordering, spatial orientation, mathematical reasoning, numeric facility, visualization, selective attention and flexibility of closure items.

The selection process for entry-level positions is very competitive, although you are not required to read or use this *Orientation and Preparation Guide*, we encourage you to do so. The more you prepare for the test, the more likely you are to improve your score. While the writing sample and behavioral/attitudinal sections are briefly discussed in the *Orientation and Preparation Guide*, the main focus of this guide is to aid you in preparing for the cognitive section of the written examination.



Objectives of the Orientation and Preparation Guide

1) To help you become acquainted with the types of questions included in the exam.

This *Orientation and Preparation Guide* will provide you with a better understanding of the nature and format of questions that will appear on the entry-level deputy written exam. The exam is designed to measure the CCSO job-relevant cognitive abilities and behavioral attributes. You will be tested on 12 separate cognitive abilities and several personality attributes. A definition of each of these areas and an explanation of how they apply to the job of an entry-level deputy will be given in this guide. In addition, sample test questions are also provided in each measurement area to give you a good idea of the types of questions to expect. We encourage you to become acquainted with the different measurement areas and question formats that will appear on the exam. General information regarding the writing sample is also provided.

2) To inform you of the rules governing the testing process.

This guide will provide you with information about what you will be allowed to bring with you when you take the exam. Also included in this section is information about what is expected of you and what you can expect from the test proctors. It is a good idea to be aware of the rules before the day of the test so that you will not be distracted during the actual administration and can focus all of your efforts on doing well on the exam.

3) To provide you with some general test-taking strategies.

It is very important to pay close attention to this section of the *Orientation and Preparation Guide*. The general test-taking strategies presented in this section can help to ensure that you work as efficiently and effectively as possible on the exam. Following these general test-taking strategies may help to improve your overall score on the exam.

4) To provide specific instructions for completing the exam answer sheet.

Because the examination is computer scored, you will mark your answers on a computer scan sheet. If your answers are not marked correctly on this answer sheet, you will not receive credit for correct answers.

5) To provide you with information about common test-taking errors and strategies for avoiding them.

This *Orientation and Preparation Guide* explains errors typically made by test takers in multiple-choice exams and includes suggestions for avoiding them.

Written Exam Specifications

The written exam is divided into the following three sections:

Section I: Section I tests several job-related behavioral and attitudinal dimensions that are critical for successful performance in this field.



Section II: This section will assess your writing ability. You will be asked to write one or two paragraphs summarizing a video clip that you view.

Section III: The following 12 job-related cognitive abilities will be tested in this section:



- ◆ Written comprehension
- ◆ Written expression
- ◆ Problem sensitivity
- ◆ Deductive reasoning
- ◆ Inductive reasoning
- ◆ Information ordering
- ◆ Spatial orientation
- ◆ Mathematical reasoning
- ◆ Numeric facility
- ◆ Visualization
- ◆ Selective Attention
- ◆ Flexibility of closure

Number of Questions

As indicated previously, the testing areas have been clustered or grouped into three sections on the exam. Your score on the behavioral component of the deputy examination will be computed from your responses to 100 questions. The cognitive section includes an additional 75 items. The writing sample will also be assessed. An overall test score is determined from your score on each section.

Time Limit

The time allowed for you to work on the entry-level examination is two hours and thirty minutes (2 hours and 30 minutes).

Tips for the Day of the Written Exam

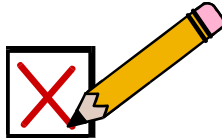


- ✓ **Preparation for the exam.** You will increase your chances of obtaining your best score if you spend some time preparing for the exam. This includes reading this *Orientation and Preparation Guide* and finding out as much as possible about the exam ahead of time, trying to avoid becoming overly anxious about the exam and using good test-taking strategies.
- ✓ **Your physical well-being.** Get a good night's sleep before the exam. Try to ensure that you are in the best possible condition both physically and mentally on the day of the exam.
- ✓ **Arrive early.** Make all necessary arrangements to ensure that you arrive early at the testing site. You may need to make advance arrangements for such things as a ride to the testing site or childcare. It would also be wise to anticipate poor weather or traffic delays in traveling to the testing site and to allow extra travel time to ensure an early arrival even with delays. Give yourself ample time to settle in at the testing site.
- ✓ **Confidence.** The more confident you are in your abilities, the more likely you are to do well on the exam. Try to stay focused on the exam so that you don't lose your place or read sentences over and over. You want to take control of the exam by feeling confident in your skills. Focus on becoming relaxed but concentrate on the exam you are about to take.
- ✓ **Attitude.** This exam is an opportunity for you to show your skills and abilities, and a positive attitude can have an impact on increasing your test score. There are a few ways to fine-tune your attitude about taking this exam:
 - ◆ Look at this exam as a challenge but try not to get “stressed out” by thinking about it too much.
 - ◆ Remember that passing this exam is the first step in the selection process for entrance to the sheriff's office, but it is not the only piece of information used to make that decision.
 - ◆ Remember that by using this *Orientation and Preparation Guide* and practicing your strategies, you can be more prepared for the exam.

Ten Basic Test Rules

1. Promptness is mandatory for admittance to the test on the date and time scheduled.
2. Photo identification is mandatory for admittance to the test.
3. You should bring the following supplies to the test: an eraser and a watch. A small pencil sharpener is also recommended but not mandatory. No other supplies will be permitted at the testing site. Calculators and electronic spelling devices will **NOT** be allowed at the testing site.
4. Beepers/portable phones and other communication devices will not be permitted during testing. If you choose to use an unauthorized communication device, in violation of testing guidelines, your test will be collected and considered invalid.
5. Handbags, backpacks or other personal items will be placed on the floor under your work area (table/desk). You may not open your handbag, backpack or any other personal belongings during the testing process.
6. Although you will be allowed to use the restroom, please be aware that sections of the test are timed. No make up time will be given if you use all your allotted time while in the restroom. The restroom may only be used one person at a time.
7. You will undergo the same standardized procedure as all other candidates, with respect to the testing process (e.g., notification, instructions, etc.).
8. Due to the security measures that will be in place, only authorized candidates will be admitted to the testing site.
9. All questions or concerns that arise during the testing process should be directed to the appropriate designated test administration staff person(s).
10. It is strictly prohibited for you to leave the testing site with any test materials. All test materials supplied must be returned before you exit the testing site.

General Strategies for Taking the Entry-Level Deputy Written Examination



- ✓ **Listen carefully.** The exam administrator will provide you with complete instructions for taking the exam. Be sure that you pay close attention to all test instructions. It is extremely important that you completely understand the directions before the exam begins.
- ✓ **Ask questions.** If there are instructions that you do not understand or if something is not clear, please feel free to ask the exam administrator any questions that you may have before the exam begins.
- ✓ **Note start and end times.** Just before the test administrator begins the test, make a note of the time the sections of the test will actually begin and the time that the test sections will end. There are three separately timed sections in the exam.
- ✓ **Keep track of time.** It is important that you keep track of your time so that you are able to pace yourself throughout the exam. Since the score on the cognitive portion of your exam will be based on the total number correct, you will want to work both quickly and efficiently. It is also important that you keep track of time so that you are able to allow a few minutes to provide your best guess on unanswered questions at the end of the exam.
- ✓ **Remain calm.** It is important that you remain calm throughout this exam so that you are able to work most effectively. You can't allow yourself to become nervous or confused by a few difficult or challenging questions. There may be times when you are not going to know the answer, and neither will other individuals taking the exam. If you believe that you have not done well on any particular type of question, try to remain calm and focus on doing your best for the rest of the exam.
- ✓ **Read each question carefully.** Be sure that you understand what the question requires of you.
- ✓ **Read for meaning.** Don't get stuck on words or sentences that you do not understand. You may be able to get the main idea from a sentence or paragraph without understanding the individual words or the individual sentences.
- ✓ **Try to answer the question correctly before you look at the answer options.** If you know the answer, compare it to the available choices and pick the choice closest in meaning to the answer you have in mind.
- ✓ **Answer easy questions first.** It is important that you answer the easy questions first on this exam. By doing so, you will afford yourself more time to spend on the difficult questions if necessary. Seek out questions you can answer. If there are particular kinds of questions that you feel most comfortable with, answer those questions first. For example, if you are particularly good at verbal comprehension, then find those items first and complete them.

- ✓ **Don't waste time on questions you can't answer.** If you believe that you are not able to answer a question, then skip it. It is better to skip a difficult question than to spend a lot of time on it and not be able to complete other exam questions. If time permits, you may be able to return to these items and evaluate them more thoroughly.
- ✓ **Mark your exam booklet.** Mark in your exam booklet those questions that you have skipped so that you are able to come back to them later in the exam. Marking questions that you have skipped in your test booklet will help to ensure that you have answered all of the questions by the time the examination period has ended.
- ✓ **Use a process of elimination.** If a situation presents itself where you are unable to answer a question, use a process of elimination to narrow your options. First, eliminate any answers that are clearly wrong. Then determine how you feel about the remaining choices. If you believe that some answers are more correct than others, indicate that on your exam booklet. Later in the exam, you may have an opportunity to come back to these questions and answer them without having to read the entire question again.
- ✓ **Extra time.** If you finish the exam before the time period is over, review your answers and make any changes that are necessary. Also make sure that you have marked your answers on the answer sheet correctly.
- ✓ **Guessing.** It is important that you try to get as many points as possible on the examination. Points are given for correct answers only. Because there is no penalty (i.e., points deducted) for guessing on this exam, you should try to answer every question. By leaving yourself enough time at the end of the test to fill in unanswered questions using your "best guess," you will increase the possibility of getting a few of them correct.

Instructions for Using the Written Exam Answer Sheet

This section describes the procedures used to fill in the answer sheet during the actual exam. All of the questions on the examination will be multiple-choice. *You will mark your answers on a separate answer sheet that you will be given at the examination, and detailed instructions on how to use it will be outlined for you at that time.* A sample of the answer sheet has been provided below for your review.

Things to consider when marking the answer sheet:

- ✓ Make heavy black marks that fill the circles completely.
- ✓ Completely erase any answers you wish to change.
- ✓ Do not make any other marks on the answer sheet.
- ✓ Use a #2 pencil ONLY. Pencil is required to complete the answer sheet because a computer will be reading these marks. Do not use ink or ballpoint pens.
- ✓ Place all of your answers on the answer sheet. Only answers on the answer sheet will be scored. *You may use your exam booklet as scratch paper*, but be certain to record your answers on the answer sheet.
- ✓ Be sure that the number of the question you are working on corresponds with the number that you fill in on the answer sheet. For example, if you are working on question 37, make sure that you fill in your answer on 37 on the answer sheet. Periodically, check to make sure that your answers are in the correct spaces. It is especially important to make sure that you begin a new section on the correct number. For example, Section III, the cognitive section of the exam, begins on number 101, so it is important that you answer your first question in this section by filling out number 101.
- ✓ There are five alternatives (A, B, C, D and E) listed on the answer sheet for each question. Please be sure that you mark your answer in the appropriate column. You may want to go back and check your answers periodically to be sure that you have placed your answer in the correct column.

1.	A	B	C	D	E
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	A	B	C	D	E
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	A	B	C	D	E
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	A	B	C	D	E
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	A	B	C	D	E
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	A	B	C	D	E
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	A	B	C	D	E
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	A	B	C	D	E
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	A	B	C	D	E
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	A	B	C	D	E
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You will notice that on question 10 in the picture above, the circle marked “A” has been filled in. This indicates that alternative “A” has been selected as the correct answer for question 10. This is the correct way to mark your answer sheet. The reason that we ask you to take such care in marking your answer sheet is that the computer is not able to recognize other marks such as checks (✓), Xs, partially filled-in circles, etc. If the computer encounters poorly erased responses and/or incomplete or stray marks on your answer sheet, you may not receive credit for a correct answer.

Behavioral and Attitudinal Attributes

The information presented in this section of the *Orientation and Preparation Guide* will assist you in becoming familiar with the structure of the behavioral attributes section of the exam. Several behavioral dimensions are measured that are highly related to successful performance on the job.

The questions appearing in this section are significantly different from the questions appearing in the cognitive-abilities section in terms of design and requirements for your response.

It is important to note that the statements in this section are not rated in terms of correct or incorrect answers. This section does, however, contribute to your test score. These items are presented as a series of statements for you to respond to by marking the answer that best fits your opinion. The following five-point scale is provided for you to record your response to each statement presented:



1	Strongly Agree
2	Agree
3	Not Sure
4	Disagree
5	Strongly Disagree

Your response should be an indication of how you feel about the statement. You should respond honestly to each statement.

Sample Behavioral Attribute Statements

Sample statements are given to illustrate the types of statements that may appear in this section of the exam. Record your response to each statement by marking the number on the scale provided that best represents your opinion.

Please rate the sample behavioral attribute statements using the following scale. It is important that you do not overanalyze the statement or try to answer in a socially desirable manner. Be as open and honest as you can when making your ratings. Remember, there are no correct or incorrect answers.

1 (A)	Strongly Agree
2 (B)	Agree
3 (C)	Not Sure
4 (D)	Disagree
5 (E)	Strongly Disagree

1. I am sometimes nervous around friends.
2. I enjoy trying to make others feel comfortable in new situations.
3. When I am uncertain of how to do a task, I will usually ask for clarification.
4. I am more assertive than most of my friends.
5. Most people feel stressed when they get home from work or school.
6. I work best as part of a large team or group project.
7. Sometimes I say one thing when I really mean something else.

Writing Sample Specifications

In the writing sample, which you will complete between the behavioral and cognitive sections, you will be asked to watch a brief video clip and write one or two paragraphs summarizing the scenario you viewed. You will be asked to identify the main ideas and key concepts from the video clip.

You will be rated on proper use of the English language, including but not limited to spelling, verb/noun agreement, punctuation, the correct use of articles and clarity of writing. You will have 15 minutes for the writing sample section (this time is factored into the overall 2½-hour time limit).



Areas of Measurement

Cognitive-Ability Areas

The information presented in this section of the *Orientation and Preparation Guide* will assist you in becoming familiar with the structure of the cognitive-abilities section of the exam. It is important to note that all the questions presented in this area are designed to measure the basic cognitive abilities as listed previously. **While these questions may be presented using deputy-related scenarios, no prior knowledge of public safety is required to answer any question on this test.** Some questions will present specific deputy procedures. **You should answer all questions in this section solely on the basis of the information presented in the question.** Further, it should be noted that procedures and definitions contained in test questions are not necessarily those of the CCSO or any other agency.

Following is the format that will be used to familiarize you with the areas of measurement on the examination:

Definition

In this section, each ability is defined, and you are provided with an example of how the ability applies to the job of an entry-level deputy.

Sample Questions

In each of the ability areas, one or two sample questions are given to illustrate the types of questions that may appear on the exam. Each question is designed to reflect some aspect of the deputy position. By answering the sample exam questions, you can assess your understanding of the information.

Written Comprehension

Definition

This is the ability to understand written language. This ability involves the understanding of individual words as well as patterns of words (sentences and paragraphs), so it is more than simply vocabulary. It is the ability to read a sentence or series of sentences and understand the meaning. This ability involves receiving information as opposed to giving information. The ability might be used to read state statutes or to comprehend department procedures and other narrative information.

Sample Questions

Please use the following passage to answer sample questions 1-2.

Although the deputies do not have a suspect, evidence from the crime scene suggests several possibilities. The direct route of the burglar indicates that the perpetrator most likely knew the inside of the home fairly well. He passed up the camera and VCR in the living room and the Gucci tennis bracelet and silver jewelry lying on the dresser in the bedroom. No steps were wasted. The fact that the burglar was able to deactivate the elaborate alarm system suggests that the burglar may be a career criminal. The fact that the burglar took only the real emeralds and left the “paste” seems to indicate that he or she is a gemstone expert. The Franklin Insurance Company (FIC) insured the emeralds for \$100,000. They were taken from the safe that is hidden behind a picture in the bathroom.

1. Where were the emeralds hidden in the house?
 - a. The middle drawer of the desk.
 - b. In the bookcase.
 - c. Underneath a heating vent cover.
 - d. In a safe hidden behind a picture.

2. What item did the burglar leave behind, indicating that he or she is an expert?
 - a. Camera
 - b. VCR
 - c. Paste
 - d. Tennis bracelet

The answers are as follows:

1. D
2. C

These answers are taken directly from the descriptive scenario. If you have trouble determining the correct answer, reread the paragraph for clues. In the exam you will **not** be able to refer back to the passage to find the answer.

Sample Questions

Use the passage below to answer sample questions 4-5.

Deputy Jackson is dispatched to a residence after a neighbor called the sheriff's office to report a possible domestic violence situation after he overheard loud yelling. When Deputy Jackson arrives at the home, a young woman answers the door, holding her wrist. Her left eye is red and swollen, and she looks like she has been crying. Deputy Jackson also hears a child crying in the background. When Deputy Jackson asks the woman about her injuries, she tells him that she tripped over one of her daughter's toys and fell and that her daughter is crying because the toy broke. Deputy Jackson is unconvinced by the woman's story and asks her if her husband is home. She tells him that her husband is in the bedroom with her daughter.

4. Which of the following should be of MOST concern to Deputy Jackson?
 - a. Whether or not the woman has an order of protection against her husband.
 - b. Whether or not the man caused his wife's injuries.
 - c. Whether or not the woman's daughter is safe.
 - d. Whether or not the woman's neighbor was telling the truth.

5. Which of the factors below would be of LEAST concern to Deputy Jackson?
 - a. The real reason why the woman's daughter is crying.
 - b. Whether or not the woman has filed a complaint against her husband in the past.
 - c. How well the neighbor knows the woman and her husband.
 - d. Whether or not the woman is telling the truth about the cause of her injuries.

The answers are as follows:

4. C
5. C

The answer to this sample question is based on your ability to identify the elements of a problem situation. You will need to rely on your common sense to determine the most and least concerning factors involved in this situation.

Deductive Reasoning

Definition

This is the ability to apply general rules or regulations to specific cases or to proceed from stated principles to logical conclusions. Examples might include deciding when to use various restraint or self-defense maneuvers when dealing with a suspect or determining whether a situation constitutes harassment or assault.

Sample Question

Review the following policies taken from the Policy and Procedure Manual and then answer the question by choosing the best response option.

Policy 1: On-duty employees shall not carry or use personal pagers or wireless telephones.

Policy 2: Only pagers and wireless telephones supplied by the department will be carried and used by on-duty employees.

Policy 3: When circumstances require an on-duty employee to use a department-issued pager or wireless telephone for personal matters while on duty, permission to do so should be obtained from the on-duty shift commander.

6. While on duty, Deputy Mason received a personal phone call from his wife, Amy, on his telephone supplied by the Cobb County Sheriff's Office. Which actions, if any, are in violation of one or more of the policies stated above?
- a. Deputy Mason hangs up with his wife and later calls her on his personal cell phone when he is off duty.
 - b. Deputy Mason talks only for a minute with his wife and then hangs up.
 - c. Deputy Mason obtains permission from the on-duty shift commander and continues to talk with his wife.
 - d. None of the above is in violation of the policies.

The answer is as follows:

6. B

The answer to this sample question is dependent upon the specific information that was provided in the sample policies. You are asked to take the information given to you and apply it to a specific situation.

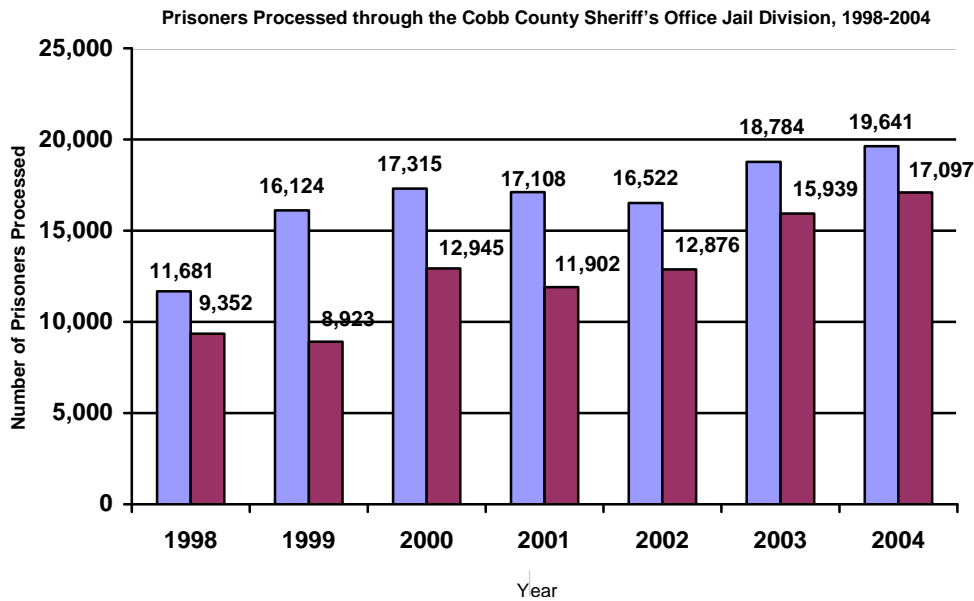
Inductive Reasoning

Definition

This is the ability to find a rule or concept that fits the situation. This would include coming up with a logical explanation for a series of events that seem to be unrelated. An example could be finding a central performance problem during the past tactical exercise or determining a training need among the officers after several performance evaluations. In addition, this ability involves understanding how a string of events might be connected. An example might be recognizing similar patterns in a variety of investigations and determining that the same suspect is responsible in all cases.

Sample Question

Use the graph below to answer sample question 7.



7. In January of 2003, the Cobb County Sheriff's Office Jail Division hired several new deputies, most of whom were female. Based on the graph above, what effect, if any, did this hiring decision have on the processing of inmates?
- The number of female inmates processed through the facility increased while the number of male inmates processed remained about the same as the year before.
 - The number of male inmates processed through the facility increased while the number of female inmates processed remained about the same as the year before.
 - The number of male and female inmates processed through the facility in 2003 reflected an increase over the previous year.
 - The number of male and female inmates processed through the facility in 2003 reflected a decrease from the previous year.

The answer is as follows:

7. C

This question requires you to look at the information provided in the graph and use that information to draw a logical conclusion regarding the scenario provided in the question.

Information Ordering

Definition

This is the ability to apply rules to a situation for the purpose of putting the information in the best or most appropriate sequence. In order to use this ability, rules or instructions must exist for the person to know the correct order of information. For example, in an emergency medical situation, the person must have been instructed or have available a set of instructions concerning what should be done first, what should be done second and so on. This ability involves the application of specified sequences or procedures to a given situation. This ability would come into play particularly when deciding which set of procedures to follow first and which to follow next.

Sample Question

Please read the following passage and answer question 8.

Deputy Ryan is the on-duty officer at the Cobb County Sheriff’s Office Jail Division. Each day, he is responsible for keeping track of 32 inmates, which includes knowing the locations of all 32 inmates at all times during his shift. During today’s shift, the following activities will take place for Deputy Ryan’s pod:

Daily Schedule:

0800 Morning Roll Call/Headcount
 0830 Breakfast
 1030 Yard
 1200 Lunch
 1430 Recreation
 1730 Dinner

In addition, the following inmates from Deputy Ryan’s pod have scheduled activities to attend throughout the day (ETR = Expected Time of Return):

Inmate #007	Infirmary	0930	Inmate #009	Visitor	1030
	ETR	1130		ETR	1130
Inmate #011	Infirmary	0700	Inmate #013	Attorney Visit	1330
	ETR	0830		ETR	1430
Inmate #014	Court Appearance	1500	Inmate #016	Visitor	1500
	ETR	1600		ETR	1600
Inmate #019	Visitor	1130	Inmate #020	Infirmary	1130
	ETR	1230		ETR	1230
Inmate #023	Court Appearance	1100	Inmate #027	Attorney Visit	1000
	ETR	1230		ETR	1130

8. Of the inmates listed below, which of the following is the correct order that Deputy Ryan can expect inmates to return to the facility on this day?
- a. 011; 027; 019; 007; 013
 - b. 009; 020; 023; 013; 011
 - c. 009; 011; 013; 016; 020
 - d. 011; 009; 020; 013; 016

The answer is as follows:

8. D

The answer to this question is based on the inmates' schedule of activities and can be determined by placing the inmates in the correct order based on their expected time of return.

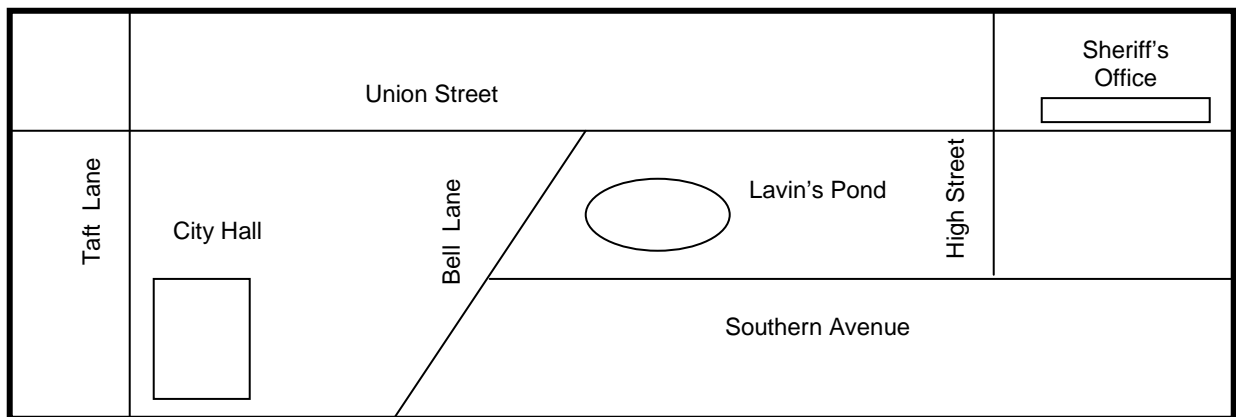
Spatial Orientation

Definition

This is the ability to keep a clear idea of where you are in relation to where you are going. This ability helps an individual to avoid getting lost in a particular space, whether that area is a city, a building or a group of structures. With this ability, an individual should be able to look at a map or a layout of the area and determine his/her position in that area.

Sample Questions

Use the following map to answer sample questions 9 and 10.



9. If you are headed north and just passed City Hall on your right-hand side, which of the following would be the BEST way for you to proceed to the intersection of High Street and Southern Avenue?
- North on Taft Lane, east on Union Street and south on High Street.
 - South on Taft Lane, north on Bell Lane and east on Southern Avenue.
 - North on Taft Lane, east on Union Street, south on Bell Lane and east on Southern Avenue.
 - South on Taft Lane, east on Bell Lane and north on High Street.
10. If you are at the Sheriff's Office, and you are facing south, which direction is Lavin's Pond?
- South
 - Southeast
 - Southwest
 - West

The answers to sample questions 9 and 10 are as follows:

9. A
10. C

The answers to the sample questions are based on information provided in the map.

Mathematical Reasoning

Definition

This is the ability to reason abstractly using quantitative concepts and symbols. It encompasses reasoning through mathematical problems in order to determine appropriate operations that can be performed to solve them. It also includes the understanding or structuring of mathematical problems.

Sample Question

Please read the following passage and answer question 11.

Deputy Ryan is the on-duty officer at the Cobb County Sheriff's Office Jail Division. Each day, he is responsible for keeping track of 32 inmates, which includes knowing the locations of all 32 inmates at all times during his shift. During today's shift, the following activities will take place for Deputy Ryan's pod:

Daily Schedule:

0800 Morning Roll Call/Headcount
0830 Breakfast
1030 Yard
1200 Lunch
1430 Recreation
1730 Dinner

In addition, the following inmates from Deputy Ryan's pod have scheduled activities to attend throughout the day (ETR = Expected Time of Return):

Inmate #007	Infirmary	0930	Inmate #009	Visitor	1030
	ETR	1130		ETR	1130
Inmate #011	Infirmary	0700	Inmate #013	Attorney Visit	1330
	ETR	0830		ETR	1430
Inmate #014	Court Appearance	1500	Inmate #016	Visitor	1500
	ETR	1600		ETR	1600
Inmate #019	Visitor	1130	Inmate #020	Infirmary	1130
	ETR	1230		ETR	1230
Inmate #023	Court Appearance	1100	Inmate #027	Attorney Visit	1000
	ETR	1230		ETR	1130

11. Assuming all inmates return to the facility at the expected time, how many of Deputy Ryan's inmates will be in the dining hall for the start of lunch?
- 32
 - 30
 - 29
 - 27

The answer is as follows:

11. C

The answer to this question is based on the inmates' schedule of activities. You should consider the total number of inmates in Deputy Ryan's pod and subtract the inmates who will be at scheduled activities when lunch starts.

Numeric Facility

Definition

This is the ability to perform mathematical operations, such as counting, addition, subtraction, multiplication and division.

Sample Question

Please use the following information to calculate the correct answer to the sample question.

12. Deputy Wallace's squad car gets an average of 360 miles for every full tank of gas. Her gauge reads one quarter (1/4) of a tank. How much farther will she be able to drive on this tank of gas?
- 60 miles
 - 90 miles
 - 120 miles
 - 180 miles

The answer is as follows:

12. B

This question requires you to use basic multiplication skills. The correct equation for this question is as follows:

$$360 \text{ miles/tank} \times \frac{1}{4} \text{ tank} = X$$

$$X = 90 \text{ miles}$$

Visualization

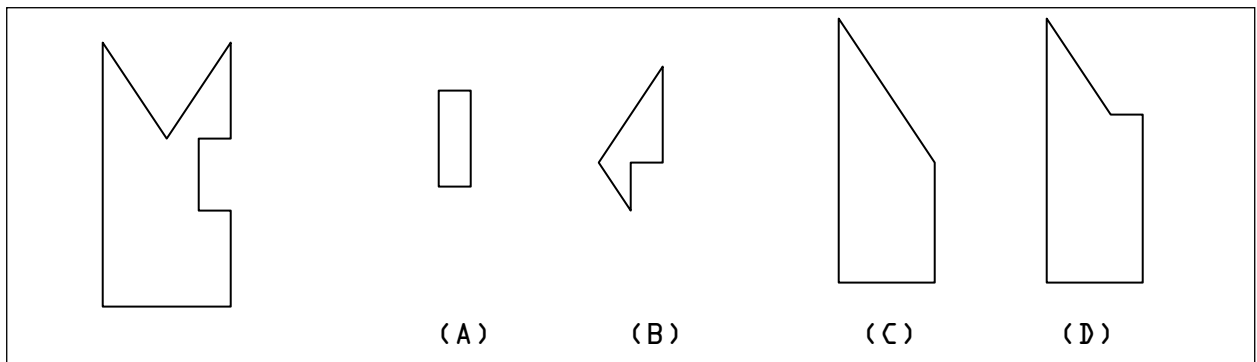
Definition

This ability involves forming mental images of what objects look like after they have been changed or transformed in some way. Examples include being able to visualize what a suspect would look like with his/her hair cut, beard shaved and clothing changed or what a location might look like when approached from a different angle.

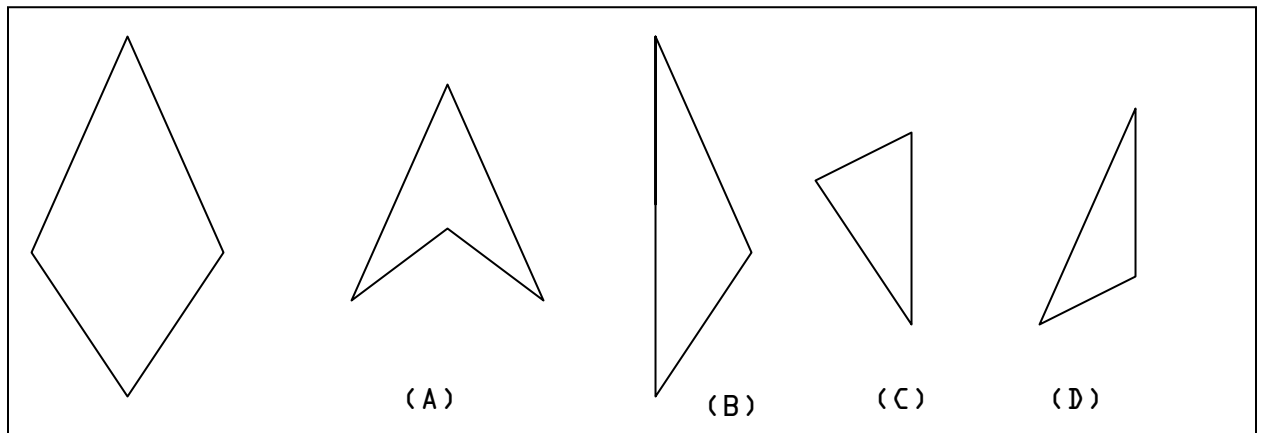
Sample Questions

For sample questions 13-14, the large figure on the left can only be made from three of the four pieces to the right of it. Please identify the letter of the piece that is NOT used.

13.



14.



The answers to sample questions 13 and 14 are as follows:

13. D

14. A

Both questions rely on your ability to manipulate objects in space.

Selective Attention

Definition

This is the ability to complete a task in the presence of distractions or monotony. This ability allows one to concentrate even when there is a good deal of distraction in the environment. This ability also involves paying attention to important details during repetitive and monotonous tasks.

Sample Question

For selective attention, please choose only one option that contains the exact pattern of letters, symbols, numbers and spaces in reverse order to the first pattern shown, while keeping the orientation of the symbols, numbers and spaces constant.

15. 2)55(>>

a. ><(55)2

b. >>(55)2

c. >))>55)2

d. <<(<)55(2

The answer is as follows:

15. B

Look carefully at the pattern that is given and be careful not to change the orientation of the symbols when reversing the order.

Flexibility of Closure

Definition

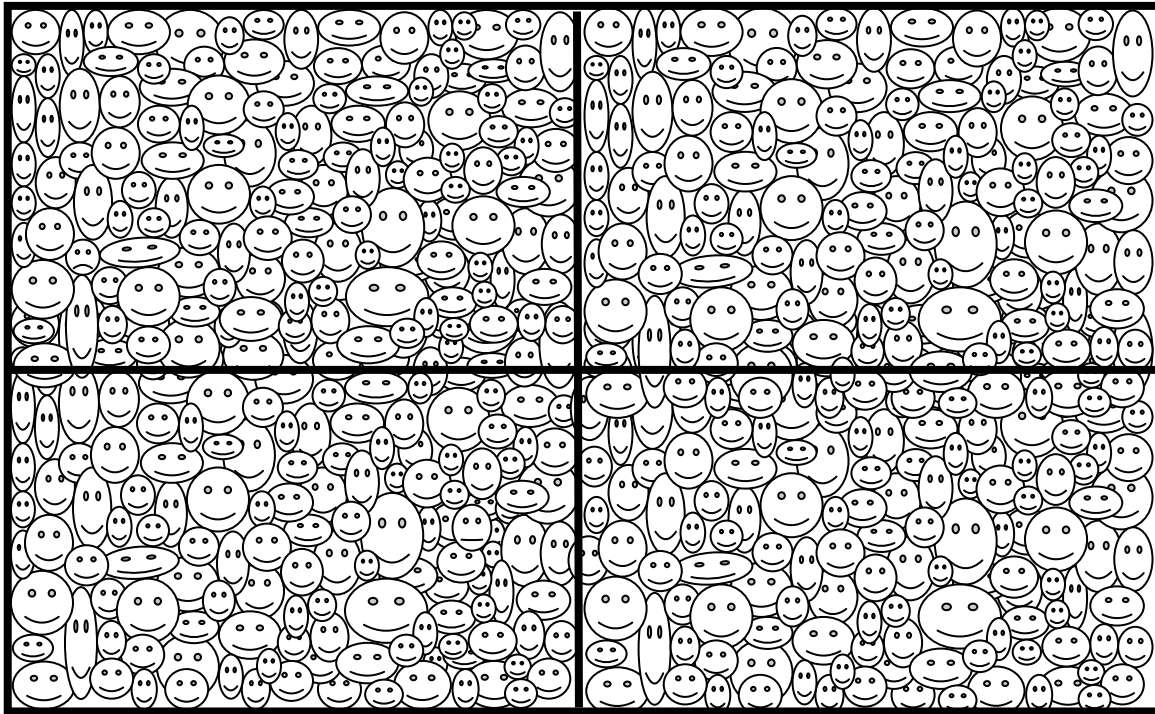
This ability involves finding an object that is somehow hidden within a group of other objects. This would involve picking out a particular face in a crowd of people or determining the type of flammable material that is burning from the shades of color in the smoke. In this case, the individual knows what he/she is looking for; the task is to identify the one pattern that is buried in a larger pattern. Speed is not important in this ability.

Sample Question

Please use the following picture to answer sample question 16.

Q1

Q2



Q3

Q4

16. The above picture contains one and only one ☹️ (i.e., “sad face”). This face is fully visible (i.e., not covered by another face) and is an exact replica (i.e., exact shape and size) of the face presented in the previous sentence. In which quadrant is the sad face located?

- a. Q1
- b. Q2
- c. Q3
- d. Q4

The answer is as follows:

16. A

There is only one ☹️ in the picture, and it appears in Q1. Carefully examine the picture until you find the sad face.



Strategies for Analyzing and Avoiding Errors

Six common causes for choosing incorrect responses are presented to you below along with suggestions for avoiding these errors. Reading through this section carefully can help you identify and correct any major weaknesses in your test-taking behavior. Sample questions were presented earlier to help you practice avoiding these errors.

1. Answer sheet marking errors.

- ❑ **Reason:** You may have missed a question because you skipped it and failed to come back to it later.

Suggestion: Be sure you mark skipped questions in your exam booklet and remember to go back to them before the end of the exam period.

- ❑ **Reason:** You may have lost track of the time and were unaware that the exam period was about to end before you could mark any remaining unanswered questions.

Suggestion: Be sure to check your watch often (time goes by quickly during an exam) so that you can keep track of how much time you have left. Leave five minutes at the end of the exam so that you are able to go back to any unanswered questions and complete them.

- ❑ **Reason:** You may have accidentally marked the wrong answer.

Suggestion: Periodically look at your answer sheet to be sure that you are marking your answers in the appropriate item number and column.

2. Guessing errors.

- ❑ **Reason:** You may have been forced to make guesses for questions at the end of the exam because you spent too much time working on difficult questions rather than skipping them and saving them for later.

Suggestion: If you did skip difficult questions, it may be because you failed to narrow down the number of alternatives in the question. Be sure to eliminate as many alternatives as possible and choose the alternative that makes the most sense to you.

3. Misreading a question or answer.

- ❑ **Reason:** This may occur because you overlooked a key word or phrase.

Suggestion: When choosing an answer, underline key words and phrases that stand out. Once you have underlined the key words and phrases, check the details of the possible answers with the details you underlined, one by one. Always keep in mind you are looking for the **best possible answer** with the most accurate details. Read the questions and answers quickly and thoroughly but try not to rush through them.

4. Not knowing the meaning of key words.

- ❑ **Reason:** You may not understand the meaning of some of the words in a sentence or passage.

Suggestion: When you come to an unfamiliar word, reread the sentence to determine the overall meaning of the sentence. This is known as “reading for meaning.” The meaning of the unfamiliar word should become clearer as you begin to understand the phrases and ideas that surround it.

5. Answers that “look” good.

- ❑ **Reason:** An incorrect answer option may contain an exact phrase from the original question.

Suggestion: Be cautious of answer options containing exact words or phrases from the question. This may be a distracter used to divert you from the correct answer.

- ❑ **Reason:** An incorrect answer may overstate information that was presented in the question. For example, if the question says, “Some incidents...” the incorrect answer options may say, “All incidents...”

Suggestion: Stick strictly to the facts described in the exam question itself. Don’t be drawn to answer options that stretch or exaggerate these facts or rules. This is the time to watch out for words such as “only,” “never,” “always,” “whenever,” “all,” etc.

6. You may not know why the answer option is wrong.

- ❑ **Reason:** Sometimes the reason an answer option is wrong may not be obvious.

Suggestion: If, while answering the sample questions in this guide, you did not understand why certain answer options were incorrect, review this guide thoroughly.

Other suggestions:

- Have an answer in mind before you look over the alternatives. This will make you less likely to choose an answer option that just looks good.
- Be wary of choosing answers based on common sense or previous knowledge and experience. Choose an answer based ONLY on the material presented in the exam question itself.

This completes the candidate preparation and orientation guide. We wish you the best of luck in the process!