

**NEW YORK STATE UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION**



**NYS COURT OFFICER LIEUTENANT
EXAMINATION GUIDE**

(OCA/CSA/2/1/2021)

INTRODUCTION

The New York State Office of Court Administration has developed this test guide to familiarize you with the Court Officer Lieutenant examination. This test guide describes the format and content of the examination. This test guide provides at least one sample question with its answer for each subject area listed. You should study these in order to understand how the correct or best answers were determined. The examination for Court Officer Lieutenant is promotional and consists of 85 multiple-choice questions.

SUBJECT OF EXAMINATION

OPERATIONAL KNOWLEDGE

These questions assess applicants' knowledge and application of the laws, rules, regulations, procedures, techniques, and practices relating to the duties and responsibilities of a NYS Court Officer-Lieutenant, including, but not necessarily limited to, the areas shown below:

Arrests, Building Evacuation Procedures, Emergency Preparedness Planning, Uniform and Equipment Regulations, Work Responsibilities of NYS Court Officers and Sergeants, Handling of Prisoners, Handling of Evidence and Contraband, Incident Command System (ICS), Jury Supervision, Rules for Possession and Control of Firearms, Search Procedures, Security Procedures, Standard Reports, and the Use of Force.

Sources for these questions include, but are not limited to: the Court Officers Rules and Procedures Manual, the NYS Criminal Procedure Law, the NYS Penal Law, the NYS Court Officer and NYS Court Officer-Sergeant training materials, FEMA's Independent Study Program course-work materials: ICS-100, ICS-200 and IS-700 (NIMS), directives from the Department of Public Safety as well as any memoranda or directives from the Office of Court Administration.

WRITTEN COMMUNICATION

Ability to present information clearly and accurately and to organize written information in a comprehensive manner.

Format A: These questions assess applicants' ability to present information clearly and accurately and to organize written information comprehensibly. Applicants are presented with several sentences and must effectively organize them in a coherent and logical order.

Format B: These questions assess applicants' ability to apply the rules of English grammar, usage, punctuation, sentence structure, and spelling. Applicants are required to proofread short written selections/paragraphs and identify errors in grammar, usage, punctuation, sentence structure, and/or spelling.

Format C: These questions assess applicants' ability to review reports and forms commonly encountered by NYS Court Officer-Lieutenants in the course of their general duties and responsibilities for accuracy, completeness, and clarity.

SCHEDULING AND ORGANIZING INFORMATION

These questions assess applicants' ability to schedule and coordinate the assignment of court security personnel. Applicants are presented with information regarding the duties and responsibilities of a NYS Court Officer-Lieutenant in a fictitious court with a specific set of policies, rules and procedures for handling prisoners and assigning officers to posts and assignments. By using the information presented, applicants are required to schedule and assign officers to posts in multiple court parts, to schedule officers for training, and to make decisions regarding the handling of prisoners.

SUPERVISION

These questions assess applicants' ability to effectively supervise court operations and to resolve problem situations likely to be encountered on the job by a NYS Court Officer-Lieutenant. Applicants are presented with workplace situations and are then asked to evaluate potential responses to the situation based upon the information provided and their knowledge of effective supervision relating to such areas as: orienting and training officers, delegating work assignments, problem solving, evaluating work performance, interacting with the public, effective communication with others, staffing, security operations, and employee counseling on work-related issues.

TIMING – Applicants are given a total of **4½ hours** to complete the examination.