

## SAMPLE QUESTIONS

The questions shown below are for illustrative purposes only. They are examples of the different question types and formats that candidates may encounter on the multiple-choice examination. Questions that appear on the actual examination vary in difficulty and may be easier or more difficult than the questions illustrated below.

**Operational Knowledge** - These questions assess applicants' knowledge of the Rules, Regulations and Procedures of the New York State Unified Court System including the NYS Court Officers Rules and Procedures Manual, Criminal Procedure Law and Penal Law of the State of New York. When answering all questions, applicants should assume they are a NYS Court Officer - Lieutenant.

### **SAMPLE QUESTION:**

When effecting an off-duty arrest, an officer shall do all of the following **except**:

- A. place individual in handcuffs.
- B. handcuff individual and transport to courthouse.
- C. provide and display proper identification.
- D. hold individual and call local law enforcement.

*The correct answer to the Sample Question is **B**.*

*According to CORPM 9.40 (A), a court officer shall, when effecting an off-duty arrest:*

- 1. provide and display proper identification*
- 2. advise the individual of the reason for the arrest*
- 3. place the individual in handcuffs (rear)*
- 4. search the subject in accordance with section 9.50 of the manual.*
- 5. Remove the individual from public view, if possible*
- 6. Advise the individual of their rights (Miranda Warnings)*
- 7. Contact the local police and advise them of the situation.*
- 8. Process the arrest following local arrest procedures.*
- 9. Prepare an Unusual Occurrence Report (UF-101)*
- 10. Notify the supervisor as soon as possible, but no later than the next business day.*

Transporting the individual to the courthouse is **not** one of the actions a court officer should take when effecting an off-duty arrest. Therefore, answer choice **B** is the correct answer.

**Written Communication** – These questions assess applicants’ ability to present information clearly and accurately and to organize written information comprehensively.

**Format A:** Applicants are presented with several statements that may be included in a report. They should evaluate each statement and decide whether or not it should be included in the “Details” section of a report. For these questions, applicants must select the option that includes the essential information and that organizes those statements in a clear, logical order.

**SAMPLE QUESTION:**

Court Officer Henderson collected the following information for an Unusual Occurrence Report:

At 1030 hours Judge Jones answered the phone in chambers. The party on the phone said to the judge, “Take away my kids and you’re a dead man.” The judge called me into chambers to advise me of the incident.

1. I notified the operations office.
2. I interviewed the Judge to see if he had any idea who was on the phone.
3. The operations office notified the Major.
4. I immediately contacted the Department of Public Safety, Judicial Threat Unit.
5. Binghamton City PD was notified, assigned a detective and started an investigation.
6. Judicial Threat Log # 2102 was assigned.
7. A court officer supervisor was dispatched to interview the judge and determine if the party on the phone could be identified, was capable of carrying out the threat and if enhanced security measures might be warranted.

Which of the following options contain the necessary/essential information, in the correct order, for the “Details” section of an Unusual Occurrence Report?

- |                  |                     |
|------------------|---------------------|
| A. 1, 3, 7, 5, 6 | C. 1, 2, 3, 7, 5, 6 |
| B. 1, 2, 4, 3    | D. 1, 3, 5, 6       |

*The correct answer to the Sample Question is A.*

**Choice A is the correct answer.** Choice A provides all the pertinent details of the unusual occurrence and presents them in a clear, logical order.

**Choice B is not correct.** Choice B on the one hand contains statements that are redundant/unnecessary (e.g., I immediately contacted the Depart of Public Safety, Judicial Threat Unit) and on the other hand is incomplete as it is lacking important details (e.g., contacting local PD and assigning the judicial threat a log #).

**Choice C is not correct.** Choice C contains a statement that is redundant. According to protocol, when judicial threats take place, a security supervisor interviews the judge to determine whether the threatening individual can be identified and what measures can be implemented to protect the judge. Choice C states that CO Henderson also interviewed the judge which is not necessary.

**Choice D is not correct.** Choice D is incomplete because it makes no reference to the fact that the supervisor interviewed the judge to determine whether the threatening individual could be identified and what measures can be implemented to protect the judge.

**Format B:** For these questions, applicants are required to proofread short written selections/paragraphs and identify errors in grammar, usage, punctuation, sentence structure, and/or spelling.

\_\_\_\_\_ only concern was for the child's safe return.

- A. Therr
- B. They're
- C. There
- D. Their

*The correct answer to the Sample Question is D.*

**Choice A is not correct.** *Therr is a mutated version of "thurr", a slang term used as a mispronounced version of "there."*

**Choice B is not correct.** *They're is a contraction that means "they are."*

**Choice C is not correct.** *There is used to indicate location.*

**Choice D is the correct answer.** *Their is the possessive form of "they" – it has to do with what belongs to.*

**OR**

**SAMPLE QUESTION:**

The teachers were instructed that their \_\_\_\_\_ plans would be evaluated by the \_\_\_\_\_.

- A. lesson            principle
- B. lessen            principal
- C. lesson            principal
- D. lessen            principle

*The correct answer to the Sample Question is C.*

**Choice A is not correct.** *A lesson is a piece of instruction and principle generally means rule or code of conduct. Although lesson would be used correctly to fill in the first blank, principle would not be used correctly for the second blank.*

**Choice B is not correct.** *Lessen means to decrease. Principal is a person in a leading position. Lessen would not be used correctly to fill in the first blank although principal would be used correctly for the second blank.*

**Choice C is the correct answer.** *This option contains both the words lesson and principal and reflects the correct usage of those words for filling in both blanks and completing the given sentence.*

**Choice D is not correct.** *This option contains both the words lessen and principle which reflects the incorrect usage of those words given the context of the given sentence.*

**Format C:** For these questions, applicants must select the most appropriate/essential statements from the list of statements below, to include in the “Details” section of a report.

**SAMPLE QUESTION:**

**Time of Occurrence:** 11:30 AM

**Place:** Courtroom

**Subject:** John Mathias (incarcerated defendant)

**Nature:** Subject fainted while appearing before judge. EMT arrived on the scene and assumed care. Subject was removed to Nassau University Medical Center via ambulance. COs remained with the subject at the medical center until relieved.

**Notification:** Lt. Scott

Which of the following options most clearly, accurately, and completely, contains the most appropriate/essential statements for the “Details” section of an Unusual Occurrence Report?

- A. At T/P/O subject/incarcerated defendant was appearing with his attorney before judge. Subject fainted, was caught and eased to the floor by COs. I notified operations that subject was unresponsive and called for an ambulance (operator # 151). Captain and Sergeant responded to the scene to assist. At 1145 hrs, County PD officers (#1045) and (#2653) arrived on the scene. At 1148 hrs, Nassau County Bus (#2350) EMT arrived on the scene and assumed care. Subject was removed to Nassau University Medical Center via ambulance escorted by COs Gavin and Nunez. COs remained with the subject at the medical center until relieved @ 1315hrs by Nassau Correction Officers.
- B. At T/P/O subject/incarcerated defendant fainted. Ambulance called, subject removed to County Hospital. Correction Officers assumed custody of subject @ 1315 hrs.
- C. At T/P/O subject/incarcerated defendant appeared before judge under Ind. # 521/2011 charged with burglary. Subject fainted after hearing plea offer of 2-4 years. COs caught the subject and eased him to the floor. The COs notified Lt. Scott because Capt. was not in. 911 contacted and at 1148 hrs EMTs responded. Subject was removed in a wheelchair to county hospital escorted by COs Gavin and Nunez. Correction Department relieved the officers at hospital. Necessary paperwork was completed, and officers Gavin and Nunez returned back to the command @ 1430 hrs.
- D. At T/P/O subject/incarcerated defendant appeared before Judge under Ind. # 521/2011, subject fainted after learning plea offer of 2-4 years. COs caught subject, eased him to the floor. Operations office notified. EMT was contacted @ 1130 hrs. At 1148 hrs EMTs responded, subject removed to county hospital escorted by COs Gavin and Nunez. Correction Department relieved the officers @ 1430 hrs after necessary paperwork completed.

*The correct answer to the Sample Question is D.*

**Continued on next page.**

**Choice A is not correct.** Choice A provides a long narrative of the incident and includes statements that are not essential for the “Details” section of the report (e.g. Appearing with his attorney is not essential. Attorneys name can be placed in the witness section. As per CO Rules and Procedures subsection 10.30 #5 Provide pertinent details in a short narrative form.)

**Choice B is not correct.** Choice B provides an extremely short narrative of the incident and as such is incomplete. It lacks essential information that should be included in the “Details” section of the report (e.g., CO’s that escorted aided are missing. The time the ambulance was called is missing as well as the ambulance arrival time.)

**Choice C is not correct.** Choice C provides a long narrative of the incident and includes statements that are not essential for the “Details” section of the report (e.g., CO notified Lt Scott because Capt. unavailable is not essential to the aided report. As per CO Rules and Procedures subsection 10.30 #5 Provide pertinent details in short narrative form.)

**Choice D is the correct answer.** Choice D provides all the pertinent information in a short narrative form as per CO Rules and Procedures subsection 10.30 #5

### **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.

### **SAMPLE QUESTION:**

#### **HANDLING PRISONERS**

As a Lieutenant in the Municipal Court, you are sometimes placed in charge of managing prisoners and defendants who appear in the four parts that comprise the Criminal Division. It is your responsibility to arrange for the movement and/or retention of prisoners who will appear before the court.

Within the Court building there are two main detention areas: one which is located in the basement is used to hold all prisoners who are brought into the court building ("Lockup"); the second is located in close proximity to the four court parts within the Criminal Division ("Holding Area"). The Holding Area consists of two (2) cells which can hold two (2) prisoners each and three (3) individual cells. Defendants who are not prisoners (i.e., are out on bail or parole) are not held by the Court in any manner. To manage prisoners and defendants properly you need to take into consideration the rules and procedures for handling prisoners, information that pertains to defendants appearing before the court, and the trial schedule.

#### **Rules and Procedures for Handling Prisoners**

##### **Detention**

1. Male and female prisoners must not be held in the same lockup or holding area or transported in close proximity (i.e., in the same elevator, vehicle, etc.).
2. Adult and juvenile (under the age of 16) prisoners must not be held in the same lockup or holding area or transported in close proximity (i.e., in the same elevator, vehicle, etc.).

**Defendant Information Sheet  
Municipal Court  
Friday, September 4, 2020**

<u>Defendant Name</u>	<u>Detaining Agency Code*</u>	<u>Date of Birth</u>	<u>Sex</u>	<u>Charge</u>
Montgomery, Patricia	MP	07/10/90	F	Disorderly Conduct
Ramos, Antonio	CJ	02/22/07	M	Sale of Controlled Substance
Steel, Jarod	CJ	01/20/81	M	Possession of Controlled Substance
Steinberg, Ruth	MP	06/30/94	F	Prostitution
Walker, Robert MP		10/15/66	M	Endangering the Welfare of a Child
Weinberg, Jules	MP	05/19/64	M	Promoting Prostitution

**\*Legend**

- SC - State Correctional Facility
- Blank - Not Incarcerated
- CH - City Hospital
- CJ - City Jail
- MP - Municipal Police

On Friday, September 4, 2020, Parts in Criminal Court will be in session. The trial schedule indicates that four defendants must be present and ready to appear in court at 9:00 a.m. Which one of the following describes the best way to arrange the four prisoners in the “Holding Area” outside of these Parts?

- A. Put Steinberg with Ramos in one large cell; put Walker with Montgomery in the other large cell.
- B. Put Steinberg with Montgomery in a large cell; put Walker and Ramos in individual cells.
- C. Put Walker, Montgomery, and Steinberg in one large cell; put Ramos in an individual cell.
- D. Put Steinberg with Montgomery in one large cell; put Walker with Ramos in the other large cell.

*The correct answer to the Sample Question is **B**.*

**Choice A is not correct.** Choice A suggests that both males and females be placed in the same holding cell which is against the detention rules and procedures for handling prisoners.

**Choice B is the correct answer.** Choice B suggests that the two females be placed in the same cell and that the two males be placed in individual cells because Ramos is a juvenile. This option is consistent with the detention rules and regulations for handling prisoners.

**Choice C is not correct.** Choice C suggests that males and females be placed in the same holding cell which is against the detention rules and procedures for handling prisoners.

**Choice D is not correct.** Choice D suggests that the two females be placed in the same holding cell and that the two males be placed in another holding cell. According to the detention rules and procedures for handling prisoners, Ramos cannot be placed in a holding cell with another defendant because he is a juvenile.

**Supervision** – These questions assess applicants’ ability to effectively organize, coordinate and supervise security operations, and specifically to resolve problem situations likely to be encountered on the job by a first-line supervisor. Each situation is followed by four possible responses. Based upon applicants’ training as a NYS Court Officer and their knowledge of the appropriate NYS Court Officer Rules and Regulations, applicants must choose the option that contains the most and least effective responses to the given situation. Applicants must assume that they are the Lieutenant in each of the situations presented.

**SAMPLE QUESTION:**

**Situation**

A judge opens an envelope and discovers it contains a suspicious white powder. The court officer on duty reports it to you, his sergeant, and you arrive on the scene.

The most effective and least effective responses to this situation for you would be to:

1. seal the room and call Haz Mat to respond to the area and secure the substance.
  2. phone the janitorial staff to bring a vacuum to the room to vacuum any powder that may fall to the floor.
  3. order the building closed and quarantine the floor.
  4. immediately remove the envelope from the judge’s chambers to avoid contaminating the area.
- A. 1 most effective response and 4 least effective response  
B. 4 most effective response and 2 least effective response  
C. 1 most effective response and 3 least effective response  
D. 2 most effective response and 4 least effective response

*The correct answer to the Sample Question is A.*

**Answer A is the correct answer:** In this situation, #1 (sealing the room and call the Haz Mat team to respond) is the most effective response and #4 (immediately remove the envelope from the judge’s chambers to avoid contaminating the area) is the least effective response. Suspected hazardous material should not be handled or removed except by properly trained and equipped personnel as it may further contaminate the area, as per CO Rules and Procedure Manual Section 8.80, Hazardous Materials. You would then choose option ‘A’ that states “1 most effective response and 4 least effective response” as the answer.

**Answer B is not correct:** Never remove a suspected Hazardous material as it may further contaminate the area. Suspected Hazardous material should not be handled or removed except by properly trained and equipped personnel as per CO Rules and Procedure Manual Section 8.80, therefore, this is not the most effective response and is actually the least effective response of all the options available.

**Answer C is not correct:** Although sealing the room and calling the Haz Mat team is the most effective response to the above situation, ordering the building closed and quarantining the floor is not the least effective response and would be done as part of a sequence of procedures to address the situation. It is actually more effective than option #2 and option#4.

**Answer D is not correct:** As previously stated, suspected hazardous material should not be handled or removed except by properly trained and equipped personnel as it may further contaminate the area, as per CO Rules and Procedure Manual Section 8.80, Hazardous Materials. Although janitorial staff provide a valuable function for court facilities, general purpose vacuums and cleaning equipment would not be appropriate to address the task of handling suspected hazardous materials. Therefore, this option would not be the most effective response to the above situation.