

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



**NYS COURT OFFICER SERGEANT
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 Sergeant examination. This test guide describes the format and content of the examination. This test guide provides at least one sample question with its correct answer for each subject area listed. You should study these in order to understand how the correct answers were determined. The examination for Court Officer Sergeant is promotional and consists of 95 multiple-choice questions designed to assess the following areas:

SUBJECT OF EXAMINATION

I. OPERATIONAL KNOWLEDGE

Knowledge and application of laws, rules, regulations, procedures, techniques, and practices relating to the duties and responsibilities of a New York State Court Officer-Sergeant, including, but not necessarily limited to, the areas shown below:

Arrests, Emergency Responses, Equipment & Uniform Regulations, General Responsibilities of a Court Officer, Handling of Evidence and Contraband, Handling of Prisoners, Incident Command System (ICS), Jury Supervision, Radio Communication 10-codes, Rules for Possession and Control of Firearms, Search Procedures, Security Procedures, Standard Reports, Use of Force.

Sources for these questions are the Court Officers Rules and Procedures Manual, the Criminal Procedure Law, the Penal Law, Court Officer training, directives from the Department of Public Safety as well as any memoranda or directives from the Office of Court Administration.

II. PREPARING WRITTEN MATERIAL

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

Format A: Candidates are presented with several statements that may be included in a report. They must select the option that includes the essential information and organizes those statements in a clear, logical order.

Format B: Candidates are required to choose the option that most clearly, accurately and completely contains the most appropriate/essential statements for the "Details" section of a report.

III. SUPERVISION

Ability to effectively organize, coordinate and supervise security operations, and resolve problem situations likely to be encountered on the job by a first-line supervisor. Candidates are presented with workplace situations and are asked to evaluate potential responses to the situation based upon information provided and their knowledge of effective supervision relating to such areas as: orienting and training officers, handling work assignments, problem-solving, evaluating work performance, dealing with the public and communicating effectively with others.

TIMING – Applicants are given a total of **3½ hours** to complete the examination.