



**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION
OFFICE OF WORKFORCE PLANNING AND SELECTION
PAROLE AGENT I, ADULT PAROLE
WRITTEN EXAMINATION – JULY 22, 2017
EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS**

GENERAL INFORMATION

This orientation packet provides information specific to the 2017 Parole Agent I, Adult Parole written examination. You should review this information prior to participating in the examination.

This study guide has been developed to help you respond to job related questions. The Parole Agent I, AP examination plan covers all of the essential knowledges, skills and abilities of the Parole Agent I, AP classification. This examination gives competitors the opportunity to demonstrate their competency and potential to perform in this classification. The study guide consists of the following two sections:

- Tips for preparing for a Written Examination
- Sample questions for the Written Examination

GENERAL DESCRIPTION OF THE WRITTEN EXAMINATION

The **Written Examination** requires knowledge of principles, techniques, and trends in rehabilitation, parole, and social casework; Laws relating to California Department of Corrections and Rehabilitation (CDCR), criminal courts, commitments, and parole services.

It is recommended that you review California Criminal Laws and Court Rules; CDCR's Conditions of Parole; CDCR Department Operations Manual (DOM); State of California Code of Regulations, Title 15, Division 3. (Directions to the on-line versions of these documents are listed separately in the next section)

The written test consists of **three** segments of multiple choice test items designed to assess the critical knowledges, skills and abilities required for successful on-the-job performance in the **Parole Agent I, AP** classification.

GENERAL TIPS FOR PREPARING FOR YOUR PAROLE AGENT I, ADULT PAROLE EXAMINATION

- Review the Job Analysis for the Parole Agent I, Adult Parole. The most critical and frequently performed tasks are identified in the job analysis in addition to the knowledges, skills and/or abilities for the classification. The Job analysis can be found on the CDCR website at www.cdcr.ca.gov. From the home page click on **Careers**. Then under **Prospective Employees** click on **Job Analysis**. Click on the letter “**P**” and then under Parole Agent I, AP entry click on **Background Information and Information Gathering, Edited Tasks, and Edited Knowledge, Skills, and Abilities**. A hard copy can also be obtained by visiting Office of Workforce Planning and Selection at 1515 “S” Street, Room 101-North, Sacramento.
- Review and study the State Personnel Board (SPB) classification specifications. This is the legal document for the classification and states how the classification is used in general, identifies the knowledges, skills and/or abilities required and lists any other pertinent classification information. These specifications can be found on the California Department of Human Resources (CalHR) website at www.jobs.ca.gov. Click on **State Employees** and then **Job Description / Salary Search** and enter **Parole Agent I, Adult Parole**.
- Find out how and where the classification is being used to broaden your understanding of the classification. Talk to an incumbent currently in the position and request copies of duty statements. Individuals currently performing the duties of the classification can provide you with insight of actual on-the-job tasks. Please note that positions exist within the, **Board of Parole Hearings, Office of Correctional Safety, and Office of Substance Abuse Treatment Services** with CDCR.
- Acquaint yourself with all topics listed on the **Adult Parole Operations** page of CDCR’s website at www.cdcr.ca.gov (under the **Offender Info** drop down tab). This includes Sex Offender Information, Electronic Monitoring, Statutory Parole Requirements, American Correctional Association Accreditation, Parole Conditions, the Parolee Information Handbook, etc.
- Acquaint yourself with the Department Operations Manual (DOM) located on CDCR’s website at www.cdcr.ca.gov. Under **Resources** click on **Operations Manual** and then **DOM 2017**.
- Acquaint yourself with the State of California Code of Regulations, Title 15 Division 3 (Adult Institutions, Programs and Parole) located on CDCR’s website at www.cdcr.ca.gov. Under **Resources** click on **Policy and Regulations** and then **Title 15 Division 3**.

A hard copy of all web pages listed above may also be obtained by visiting the CDCR Office of Workforce Planning and Selection at 1515 “S” Street, Room 101-North in Sacramento.

WRITTEN EXAMINATION TIPS

- Listen to all of the instructions given by the proctors.
- Read specific segment instructions carefully to ensure you are answering the question correctly.
- Read the question in its entirety before you look at the answers.
- Read all choices carefully before choosing your answer.
- Immediately eliminate answers you know are wrong.
- Enter the most correct answer on the answer sheet with the special pencil provided.
- Do not keep changing your answer; usually your first choice is the right one.
- Do not skip around from section to section. This may cause you to get confused and need additional time to finish.

WRITTEN EXAMINATION TIPS (Continued)

- Do not spend too much time on questions that you are unable to answer. Move on and come back to those questions.
- Ensure the question you are answering corresponds to the number on your answer sheet.
- Pace yourself. Make sure you allow yourself time to get back to any unanswered questions.
- If you have a question, raise your hand and a proctor will assist you. However, the proctors CANNOT assist you with answers to any of the test questions in the exam or in interpreting the questions.
- Read the instructions and answer the questions as best as you can.
- Review your examination and ensure you answered all questions before turning in your test material.

There are many areas that are covered in an examination. The examination is a competitive process. While you are not expected to know everything, the more prepared you are, the more competitive you should be. Do your research and allow time for preparation. Good luck!

SAMPLE QUESTIONS

SEGMENT 1 – POLICIES AND PROCEDURES

The following is a brief description and examples of the critical performance areas measured by the examination. The critical performance areas are based on the knowledges, skills, and abilities indicated on the examination bulletin and job specification.

This test segment is designed to measure your knowledge with Departmental policies and procedures.

INSTRUCTIONS: Read the following excerpt and choose the one response that most appropriately answers the situation or topic covered.

Sample Question #1

A parolee who is on supervised parole shall **not** change his or her approved residence or leave the State of California without:

- A. Notifying his or her parole agent within ten days of moving or leaving.
- B. The permission of his or her parole agent.
- C. First notifying any peace officer within ten days of moving or leaving.
- D. The permission of the Board of Parole Hearings.

The correct answer is **B**.

All parolees who are released to the community for a period of parole supervision have “Conditions of Parole” imposed upon release. Additionally, some parolees have added special conditions of parole, which are unique to each person. A parole condition required of all parolees is to not change their approved residence without permission from their Parole Agent first.

Sample Question #2

The California Department of Corrections and Rehabilitation (CDCR) recognizes the sanctity of human life. Therefore, deadly force will only be used when it is the reasonable force as defined in California Code of Regulations, Title 15, Section 3268.

Which of the following situations would be an inappropriate use of deadly force?

- A. Defend the employee or other persons from an immediate threat of death or great bodily injury.
- B. To prevent a riot that would jeopardize lives.
- C. Dispose of seriously injured animals when no other disposition is practical.
- D. To stop a combative parolee that is fleeing apprehension.

The correct answer is **D**.

As defined in California Code of Regulations, Title 15, Section 3268(a)(1), Reasonable Force is the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to subdue an attacker, overcome resistance, effect custody, or gain compliance with a lawful order.

SEGMENT 2 – READING COMPREHENSION

This test segment is designed to measure your ability to read and comprehend information presented in written form, and be able to draw a logical conclusion from the information provided.

INSTRUCTIONS: Choose one response that most appropriately answers the situation or topic covered.

Sample Question #3

As a Parole Agent I, Adult Parole you will be dealing with multiple assignments that have deadlines and/or mandated time constraints (reports, parolee contacts, and assignments from management, meetings, training, etc.)

Which of the following is the best method to complete your assignments within the assigned deadlines?

- A. Develop a system to monitor and track work assignments
- B. Request your Unit Supervisor to prioritize assignments for you
- C. Request your office partner to complete an assignment for you
- D. Complete your outstanding assignments on your off day

The correct answer is **A**.

Based upon the Parole Agent I, Adult Parole Job Analysis, a PA I must function independently, and have the ability to plan, organize, and prioritize their workload. Therefore, based upon and the answers provided, only A is the most logical and effectively uses staff resources.

SEGMENT 3 – SENTENCE STRUCTURE

This test segment is designed to measure your ability to grammatically arrange words in sentences.

INSTRUCTIONS: Choose one response that most appropriately answers the situation or topic covered.

Sample Question #4

Arrange the following four sentences to form the most effective and logical paragraph. Then select the answer that represents the best sequence.

1. By law, murderers can be denied parole for up to five years at a time, although denials for shorter time periods are also granted.
2. All prison inmates in California who are not serving life sentences (known as Determinate Sentences) are released on parole after serving the sentence imposed by the court and are supervised by the Department of Corrections and Rehabilitation.
3. Inmates serving life sentences become eligible for parole hearings automatically, one year prior to their minimum eligible parole date (MEPD).
4. The purpose of a parole hearing is to determine if or when an inmate can be returned to society.

Which of the following represents the best sequence for the four sentences above?

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

The correct answer is **B**.

The sentences in the order of 2, 3, 1, 4 form the most effective and logical paragraph.