

JUVENILE DETENTION OFFICER STUDY GUIDE

JDO Test Description

Based on the job analysis results for Juvenile Detention Officer I (JDO), a multiple-choice Written Exam with five sections was developed to measure the more important knowledge and abilities required at job entry of a JDO. The five sections of the written exam include:

1) MEMORY RECALL

This section measures your ability to listen and remember information read to you verbally. You will listen to a passage of information read out loud and then you will answer questions based on this information.

2) KNOWLEDGE OF ENGLISH GRAMMAR

This section measures your knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar, and the ability to communicate in writing to include using proper grammar, punctuation, capitalization and spelling.

3) READING AND COMPREHENSION

This section measures your ability to read and comprehend technical written materials and to reference procedures, department regulations, and various other documents. You will be asked to read several passages of information and then respond to questions regarding each passage.

4) LOGICAL REASONING/FOLLOWING INSTRUCTIONS

This section measures your ability to use logical reasoning. You will be asked to review various job related information such as instructions, charts and graphs and answer questions based on this information.

5) BASIC MATH

This section measures your ability to answer basic mathematical questions using job related instructions and charts.

The Written Multiple Choice Exam will consist of approximately 105 questions. You will have three (3) hours to complete the exam. Each question has only one (1) correct answer. The multiple choice examination will cover several of the KSAs which were considered important and necessary at job entry by job experts. The questions appearing on the multiple choice exam were developed by the Personnel Department based on information provided by job experts in the juvenile detention field.

Item Analysis

After the written test is administered, an item analysis will be conducted to eliminate questions that, based on statistics, are too confusing, too hard, too easy, no correct answer, etc. The final scoring key

for the multiple choice examination will include only those questions that are not eliminated. This procedure increases the validity of the test.

General Instructions for the JDO Written Exam

1. This exam requires an Exam Booklet and an answer sheet. The Exam Booklet contains your items and response choices. The answer sheet is what you will use to mark your choices. To receive credit for your responses, you **MUST** mark your responses to the items on the answer sheet.
2. After you have read your instructions, carefully consider the items and their possible responses. Then, choose the **MOST APPROPRIATE** response.
4. After you have chosen the **MOST APPROPRIATE** response to an item, mark your choice on your answer sheet. Your score will be based on the responses which you indicate on the answer sheet.
5. You may write in the Exam Booklet. However, remember to mark your responses on the answer sheet. You will not receive credit for any responses made in your Exam Booklet.
6. Review your answers when you are finished if time is available.

Sample Multiple-Choice Test Item

Sample Items:
Example 1
1. A _____ is a tentative and testable explanation regarding the relationship between two variables. A. Critical Thought B. Hypothesis C. Theory D. Case Study
Answer: B
Example 2
2. A parent of a youth who has been charged with a crime comes to your office cursing and threatening you. What should you do first? A. Attempt to calm the parent down and explain the procedures B. Tell the parent to go to the Police Department C. Return their force with an equal force to back them down D. Tell the parent there is nothing they can do about it
Answer: A

Scoring the Exam

Your score and ranking on the JDO employment register is based on the number of items you answer correctly on the Written Exam. As noted earlier, an item analysis will be conducted for all items on the exam which may result in “bad” items being removed from the final list of items to be scored. “Bad” items refer to those with no correct answer, items where there are more than one correct answer, and/or items with difficulty levels too high or too low. After the test is scored, you will be provided with your standing from the Written Exam results.

Preparing for the Exam

WHAT SHOULD I STUDY?

Candidates always want to know how to study for a selection procedure. This test is a basic ability test. It measures basic abilities such as reading and math. The test for JDO requires no specific knowledge of juvenile detention laws, facts or other information. It is measuring your ability to read, review and analyze information provided to you and to respond to questions regarding this information. The following skills and abilities are measured on this exam:

- Skill in writing to include the use of standard English grammar, spelling, punctuation and sentence structure and logical ordering of ideas as needed to compose documents and to effectively communicate with others.
- Ability to exercise good judgment to include when to grant requests by detainees, follow up on medical complaints, determine who initiated fights, establish rapport with detainees, and determine truthfulness of detainees as needed to maintain discipline and orderly conduct among detainees in custody.
- Ability to carry out (follow) oral and written instructions regarding security and emergency matters in an institution as needed to carry out job responsibilities.
- Ability to perform basic math calculations as needed to determine medication amounts and keep accurate inmate counts.
- Ability to use logical reasoning while performing normal work duties to include making proper decisions in response to juvenile behavior and activities, handling potential security threats or issues, identifying issues or problems and determining effective solutions and ensuring proper procedures are followed for all juveniles.
- Ability to read and comprehend written materials such as detention facility manuals, procedures, policies, written instructions, and/or medication instructions.
- Ability to utilize accurate memory recall to help identify past behavior in juveniles, group behaviors, identify patterns of behavior as needed to observe and predict behavior issues that could occur.

Upon reviewing the assessment dimensions and underlying KSAs, you will find that several knowledges are being tapped by the JDO Exam. A candidate should review the sources of the knowledges if s/he is not fully familiar with the knowledge.

Three important things you can do to help prepare for the JDO Exam are to (1) review the five JDO Exam sections and underlying KSAs to become familiar with the basis for the criteria on which you will be scored, (2) read this candidate information guide to become familiar with the JDO Exam process so that you will be more relaxed and less confused on the day of the JDO Exam, and (3) thoroughly review the tips for taking the JDO Exam exercises.

TIPS FOR PARTICIPATING IN THE JDO EXAM

One of the best sources of information when telling individuals what they can do to increase their chances of performing well on the exams is to look at past actions of other candidates and mistakes that are commonly made. The following tips are based on what candidates may or may not have done in past selection procedures.

1. The exam is not designed to be tricky. The candidate who second guesses everything and who tries to "read something into" each exam is the person who later tells a staff member, "I knew the answer, but I thought that you were trying to get us choose answer X" or "Well, I thought that you wanted to answer the question with..." Don't read anything into exam questions. Don't try second guess the test developer and SMEs. We have gone to great lengths to make sure that we haven't included items that are tricky. That doesn't mean that items on this exam won't be challenging. But, the test developer and SMEs (Subject Matter Experts) have been careful to make everything as clear as possible.
2. Answer the questions based on your general knowledge of the targeted field.
3. Monitor your time carefully.
4. Carefully review the exam instructions before you begin. Make notes on these instructions as you deem appropriate.
5. Begin now as a JDO. Start to think about the important aspects of the JDO job including both the knowledge areas required and also the practical emergency response aspects. Try to anticipate the types of questions and work sample skills that will be asked as this will help you to focus on key information. The exam developers have taken efforts not to ask questions regarding unimportant aspects of the JDO's job.
6. Read the question and then try to answer it before looking at the possible responses. If you believe that you immediately know the correct answer, look for it in the possible responses.
7. For reading comprehension, read the questions before reading the passages. That way you can look for the correct answers while you study the passage.

8. Read each answer before making a response.
9. Review your responses before turning in your exam.
10. The JDO's exam is intended to be challenging. We are trying to separate those JDO applicants who possess the necessary basic knowledge, skills and abilities required for the job from those who may not at this time. The exam must be challenging to accomplish this process.