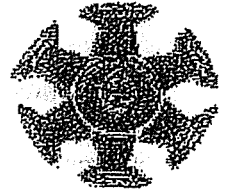




GOVERNMENT OF GUAM  
(GUBERNAMEN TON GUAHAN)

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# STUDY GUIDE

for

## CORRECTIONS OFFICER I

### INTRODUCTION

The Government of Guam requires an employment examination for the Corrections Officer I position.

A two part examination is required for this position. Please be aware that you must pass each part in order to proceed to the next part of the examination. Also, you must pass both parts in order to be eligible for this position.

**Part I** is a Written Test which consists of 115 multiple choice questions. The length of the examination is two (2) hours. You must answer at least 69 questions correctly to pass. The more answered correctly, the higher the score.

**Part II** is the Physical Abilities Test. It consists of two events, a Quarter Mile Run with a time limit of 2 minutes, and an Obstacle Course with a time limit of 1 minute. The test measures: strength, endurance, agility and coordination. The duration of the test depends upon the number of applicants being tested (approximately 1 to 2 hours). **The Physical Abilities Test is not assigned a weight for scoring purposes. It is ONLY a pass/fail test.**

On the following pages are sample written problems and a description of the physical abilities events. Study the following problems carefully. The problems given are similar to the ones that will be on the test.

## SAMPLE PROBLEMS

Each question has four or five possible choices for an answer. You are to select the ONE best answer lettered either A, B, C, D, or E, and then completely shade in the corresponding lettered box of your choice on your test answer form. Also, completely erase any errors and stray marks. It is important to follow these instructions when taking the test because your test answer form will be machine scored. (The answers to the sample problems are located on the last page).

### Part I: Written Test

**Instructions:** For Examples 1-2, you are to select the most appropriate answer by using the given regulations and code. (The answers to the sample problems are located on the last page).

#### REGULATIONS

**Personal Appearance:** Hair - Hair shall be worn so that the hair does not extend below the top of the uniform shirt collar while sitting or standing in an erect position. Hair shall not cover any part of the outside portion of the ear.

Referring to the regulations given above, answer Examples 1-2 by selecting one of the following which most closely fits the statement.

#### CODE

- A. The rules have been violated.
- B. The rules have not been violated.
- C. A more detailed explanation is required to determine whether or not the rules have been violated.
- D. The rules are completely unrelated to the information given.

#### Ex.1

Officer Muna's hair is neatly combed, his hair is below the top of his uniform shirt collar while sitting.

=A= =B= =C= =D=

#### Ex.2

Officer Cruz is one of the outstanding Officers in his division. His hair is not covering the top of his ear.

=A= =B= =C= =D=

Instructions: For Examples 3-4, shade in the appropriate letter preceding that word which is most nearly the same in meaning as the capitalized word. (The answers to the sample problems are located on the last page).

Ex.3

CONSTRUE

- A. interpret
- B. distort
- C. lethal
- D. hospitalize

=A= =B= =C= =D=

Ex.4

MEDIATE

- A. cure
- B. ponder
- C. arbitrate
- D. divide
- E. decide

=A= =B= =C= =D= =E=

Instructions: Answer Examples 5-7 based on the information given under the title, Trustees. Shade in the letter of your choice. (The answers to the sample problems are located on the last page).

### TRUSTEES

In many jails, some inmates are given trustee status. These inmates are assigned to work details in the jail for the sake of economy. They perform such duties as helping to clean, cook and assisting in the preparation of the menus. Trustees benefit by earning a small wage and having something to do with their time.

A trustee should be an inmate who can perform routine tasks with little supervision and presents no disciplinary problems. Every trustee should have a history of good work habits and cooperative behavior. Trustees should not be escape risks.

Ex.5

A trustee should be supervised very closely when he is:

- A. mopping floors in a cell area.
- B. serving food to inmates in cells.
- C. typing menus for the kitchen.
- D. washing dishes and cleaning pots.

=A= =B= =C= =D=

Ex.6

Inmate Smith, who is a trustee on the cleaning detail, takes unauthorized breaks when he is not being watched. Inmate Smith should be:

- A. removed from trustee status.
- B. praised for doing a good job.
- C. criticized for not cleaning correctly.
- D. given more responsibilities.

=A= =B= =C= =D=

Ex. 7

Trustees do not have to be searched as often as other inmates.

- A. True
- B. False

=A= =B= =C= =D=

Answer Examples 8-9 by utilizing the following paragraph. (The answers to the sample problems are located on the last page).

Generally speaking, a false name is assumed for one of the following reasons: either the man has escaped from confinement, or he is obliged to flee the consequences of some serious crime which he has committed, or he prefers to travel under a disguised name, or he wishes to avoid publicity. No definite rule can be laid down for determining the true name of such a person, but one can frequently establish a man's identity in roundabout ways.

Ex.8

Which one of the following is true of the preceding paragraph?

- A. It is easy to determine the reason a particular person wishes to conceal his identity.
- B. Men assume false names under various circumstances.
- C. Persons traveling under false names are easily detected.
- D. Persons who are trying to escape from justice always assume false names.

=A= =B= =C= =D=

Ex.9

A man's identity can easily be established by following a definite set of rules.

- A. True
- B. False

=A= =B= =C= =D=

Instructions: Answer Examples 10-12 based on the following Search, Frisk and Shakedown Procedures. (The answers to the sample problems are located on the last page).

### SEARCH, FRISK AND SHAKEDOWN PROCEDURES

All persons to be imprisoned must be searched prior to being assigned to a prison cell. The newly arrived inmate should be in an area out of view from other inmates. You should always be accompanied by a fellow officer when conducting the search.

Instruct the inmate to remove any hat he may have on, any cigarette or object from his mouth, and have him remove everything from his pockets. Have the inmate stand still and face away from you with both arms extended straight from you to his sides or with his hands behind his head, fingers interlocked.

Use both hands and start by running your hands through the inmate's hair. Then run your hands under and around the shirt collar and work down from the base of the inmate's neck to his shoes. Once you begin, do not talk to anyone while conducting the search.

Which of the following situations (i.e. Examples 10-12) would interfere with the proper Search, Frisk and Shakedown Procedures as described?

Shade in letter A if the situation would interfere. Shade in letter B if the situation would NOT interfere. (Interfere means to cause problems with, hinder or disrupt).

Ex. 10

The officer accompanying you talks to the inmate.

- A. Interfere
- B. Not interfere

=A= =B= =C= =D=

Ex. 11

The inmate refuses to take off his headgear.

- A. Interfere
- B. Not interfere

=A= =B= =C= =D=

Ex.12

The telephone in the room begins to ring.

- A. Interfere
- B. Not interfere

=A= =B= =C= =D=

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**Part II: Government of Guam Guidelines for the Corrections Officer I  
Physical Abilities Test**

The Government of Guam requires a physical abilities test for those candidates applying for the Corrections Officer I position. The physical abilities test was constructed to evaluate the ability of Corrections Officer I applicants to perform the required physical activities of entry-level Corrections Officer Is.

These guidelines have been prepared to help acquaint you with the physical abilities test that will be conducted. Familiarize yourself with the test procedures.

The test consists of two events, each of which is a simulation of a Corrections Officer I task or combination of tasks which may be performed. The two simulated events are as follows:

1. One-Quarter Mile Run (time Limit: 2 minutes)
2. Obstacle Course (Time Limit: 1 minute)

This test normally takes a duration of one and one-half (1-1/2) hours to complete.

All Candidates must wear a shirt, long pants and tennis or other soft soled shoes. All candidates must adhere to the attire requirement Candidates **WILL NOT** be permitted to take the examination if they are wearing shorts or not wearing shoes.

The description of each event is as follows:

**Event No.1  
Quarter Mile Run**

A starting line will be marked ¼ mile away.

A test monitor will be positioned at the starting line. He/she is responsible for giving instructions and insuring that everything is in order prior to beginning the event. Depending on the number of candidates, you may be running in groups.

At the command, "Ready, Set, GO," you will start the quarter mile run. At the same time, the monitor will start the stop watch.

Your score will be the total time it takes you to run the full length of the course. Your final score will be compared with the required passing score, which is a 2 minute time limit. If you fail to run a 1/4 mile in 2 minutes or under, you will be so advised and you will NOT be allowed to proceed to the next area of testing.

Event No. 1 simulates chasing suspects over an intermediate distance.

### Event No.2 Obstacle Course

An obstacle course will be marked off prior to the beginning of the event.

The obstacle course consists of five sections: (Please refer to the illustration on the last page.

#### Section 1.

A 25 yard section consisting of a series of eight sharp turns and a concrete wall (which is 5 feet 5 inches high).

#### Section 2.

A second 25 yard section consisting of 2 parallel bars which are 3 feet high and 10 feet apart.

#### Section 3.

A third 25 yard section consisting of a large cylinder or pipe which has a diameter of 2 feet and a length of 6 feet 5 inches.

#### Section 4.

A fourth 25 yard section consisting of a ditch which is 5 feet long, 1-1/2 feet deep and 8 feet wide.

#### Section 5.

A fifth section (which is 30 feet long) has a 115 pound concrete block or dummy located at the beginning of the section and a finish line at the end.

At the command, "Ready, Set, Go," you will run the obstacle course. You must run as close to the turns as possible. (A penalty time will be added to your score for each turn that is not taken and you will be instructed to go back to the turn that you missed). In the first section you will climb over the 5 feet 5 inch concrete wall, in the second section you will go under and over the 2 parallel bars, in the third section you will crawl through the large cylinder or pipe, In the fourth section you will jump across the 5 feet ditch and then drag the 115 pound block or dummy in the fifth section to the finish line.

There may be one or two monitors for this event. One will give the command, "Ready Set Go". You will be timed by the same monitor or another monitor located at the finish line. He/she will start the stop watch as soon as the "GO" command is given and stop it as soon as you and any part of the block or dummy crosses the finish line. Your score will be the total time it takes you to run the full length of the obstacle course. Your final score will be compared with the required passing score which is 1 minute time limit. If you fail to finish the course in 1 minute or under, you will be advised of not passing this event.

Event No. 2 simulates chasing suspects over a short distance with sharp turns and barriers and exerting energy at the end of the chase to subdue them (i.e. dragging the block or dummy).

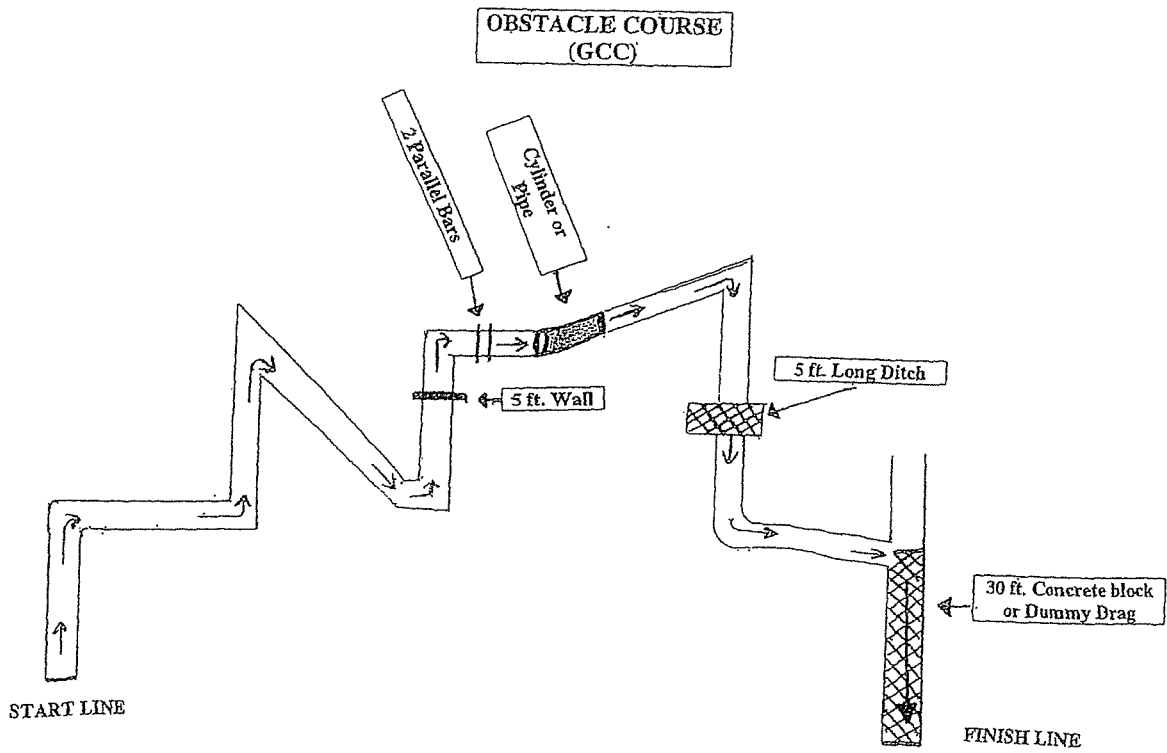
Please be aware that this examination is NOT a final selection of candidates to fill vacancies. A final selection interview will be conducted by the Department of Corrections when they are prepared to recruit for position vacancies.

If you have any questions pertaining to the test, please feel free to call the Human Resources  
Division Test Development & Research Branch at 475-1120/1174.  
Good Luck!

Answers by example  
number:

- |      |      |      |       |
|------|------|------|-------|
| 1. A | 4. C | 7. B | 10. A |
| 2. B | 5. B | 8. B | 11. A |
| 3. A | 6. A | 9. B | 12. B |







9 GCA CRIMES & CORRECTIONS  
CH. 90 CORRECTIONS

(a) *Director* means the Director of Corrections.

(b) *Department* means the Department of Corrections.

**§ 90.15. General Duties of Department of Corrections.**

The Department shall protect the public from the destructive action of law offenders through control and rehabilitation. It shall provide staff services for the judiciary, the Parole Board, probation officers and interested agencies of the Executive Branch.

**§ 90.16. Minimum Qualifications for Department of Corrections Officers.**

(a) Notwithstanding other provisions of law to the contrary, persons appointed as Corrections Officer *shall*:

(1) be a resident of Guam and a U.S. citizen;

(2) be of good health and good moral character;

(3) be over the age of eighteen (18) years;

(4) be a high school graduate *or* equivalent, but the POST Commission may set higher academic qualifications for all applicants as the Commission considers necessary;

(5) submit to and pass a drug screening test, including, but *not* limited to, a urinalysis test;

(6) submit to psychological testing; and

(7) submit to a polygraph examination.

(b) No person shall be appointed as a Corrections Officer who has *not* established satisfactory evidence of qualifications by passing a physical examination, which *shall* include a physical agility test, and written examinations based upon standards relevant to the duties to be performed, which standards *shall* be established by the Director of Corrections in conjunction with the Department of Administration.

(c) No person shall be appointed as a Corrections Officer who has been convicted in any civilian or military court of a felony, a crime involving moral turpitude, a crime of domestic or family violence, or who has been administratively pardoned of any crime.

9 GCA CRIMES & CORRECTIONS  
CH. 90 CORRECTIONS

(d) No person shall be appointed as a Corrections Officer before a thorough investigation of the applicant's background and moral character is completed.

(e) A Corrections Officer dismissed for cause *shall* be permanently ineligible for reappointment to any position in the Department. A Corrections Officer who resigns for the sole purpose of negating or averting a pending or anticipated disciplinary action to dismiss the Corrections Officer *shall* be ineligible for reappointment.

(f) No person shall be appointed as a Corrections Officer who has *not* established satisfactory evidence of the ability to understand and work with persons with disabilities, including special needs and mental illness. Evidence of such ability *shall* be by a certificate of completion of the appropriate training as approved by the Department of Integrated Services for Individuals with Disabilities, as a condition for selection prior to appointment as a Corrections Officer. For the purpose of this Section, the term disability(ies), as is defined in the *Americans with Disabilities Act*, *shall* mean a physical or mental impairment that substantially limits one (1) or more major life activities of an individual. Incumbent uniformed officers who *do not* have a certificate of completion of the training as required in this Act *shall*, within six (6) months following the enactment of this Act, submit to the Department of Administration such certification as required herein.

**SOURCE:** Added by P.L.31-172:2 (Feb. 3, 2012), effective (120) days from date of enactment pursuant to P.L. 31-172:3.

**§ 90.20. Corrections Advisory Council Established.**

There is hereby the established Corrections Advisory Council, composed of the Chairman of the Territorial Parole Board, the Chief Judge of the Superior Court, the Administrator of Social Services (Director, Public Health and Social Services) or his designee, the Principal of the Vocational & Technical High School or his representative, the United States Attorney or his representative and, in addition, one (1) representative from the business community and one (1) member of the general public, who shall be appointed by the Governor with the advice and consent of the Legislature. The Director of the Department shall be ex officio secretary of the Council and the Department shall furnish necessary logistic support. The Council shall advise the Director and the Department as to the policies and procedures to carry out the intent and purposes of this Chapter.