

SUBJECT AREA 1

APPLYING WRITTEN INFORMATION IN A SAFETY AND SECURITY SETTING: These questions evaluate your ability to read, interpret and apply rules, regulations, directions, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

TEST TASK: You will be given a set of rules, regulations, or other written information to read. You will then be asked a question which requires you to apply the rule to a given situation.

SAMPLE QUESTION:

RULE: While patrolling your grounds or building, keep a notebook and pencil with you. Keep the following emergency phone numbers in the notebook: police, fire department, nearby hospitals, alarm company, your supervisor, and the head of your building.

When you observe something out of the ordinary, take notes. Describe what is unusual, people who are unfamiliar, and any suspicious activity. If a crime or offense takes place, record what happened, who was involved, physical appearance of the suspect, clothing worn by the suspect, time and date, names and phone numbers of witnesses, where suspect was last seen, and any physical evidence found.

SITUATION: While you are doing your rounds at 11:20 p.m. you notice a door that has been left ajar. The door opens to the office of the Assistant Director of your facility. The door is typically closed and locked for the day when the Assistant Director leaves, usually between 5:00 and 6:00 p.m. The office is dark and no one is there.

QUESTION: Based solely on the above Rule and Situation, what, if anything, should be recorded in your notebook?

- A. The office was dark when you entered it.
- B. No one was in the office.
- C. The door was open at 11:20 p.m.
- D. No entry needs to be made.

The correct answer to this sample question is choice C.

SOLUTION: *The Situation states that while doing your rounds at 11:20 p.m., you notice a door left ajar. This door is typically closed and locked for the day between 5:00 and 6:00 p.m. by the Assistant Director. The question asks what, if anything, you should record about this incident in your notebook. To answer the question, evaluate all of the choices.*

Solution continued on next page.

SUBJECT AREA 1 – CONTINUED

Choice A states that you should record in your notebook the fact that the office was dark when you entered it. The Rule states that you should take notes when you observe something out of the ordinary. It is not out of the ordinary for the Assistant Director's office to be dark at 11:20 p.m. since the Assistant Director usually leaves for the day between 5:00 and 6:00 p.m. Choice A is incorrect.

Choice B states that you should record in your notebook the fact that no one was in the office. The Rule states that you should take notes when you observe something out of the ordinary. It is not out of the ordinary for the Assistant Director's office to be unoccupied at 11:20 p.m. since the Assistant Director is not usually at work after 6:00 p.m. Choice B is incorrect.

Choice C states that you should record in your notebook the fact that the door was open at 11:20 p.m. The Rule states that you should take notes when you observe something out of the ordinary. It is out of the ordinary for the Assistant Director's office door to be open at 11:20 p.m. because the door is typically closed and locked when the Assistant Director leaves for the day, usually between 5:00 and 6:00 p.m. Choice C is the correct answer.

Choice D states that you should make no entry in your notebook. The Rule states that you should take notes when you observe something out of the ordinary. It is out of the ordinary for the Assistant Director's office door to be open at 11:20 p.m. because the door is typically closed and locked when the Assistant Director leaves for the day, usually between 5:00 and 6:00 p.m. Choice D is incorrect.

Description of Subject of Examination from 2022 Information Technology Specialist 3 exam announcement:

Understanding and interpreting a manual - These questions test for the ability to comprehend a set of directions and apply them. Candidates will be provided with a procedural manual excerpt to read. This information will be used to answer questions about procedures and the way operations should be carried out. All of the information needed to answer the questions is provided in the set of directions. Candidates will not be required to have any special knowledge about the content area covered.