



Information Handout for  
Hillsborough County Civil Service Board

***Detention Deputy Trainee***

This handout has been developed to prepare applicants for taking the Hillsborough County Civil Service examination #06. The following pages contain general test preparation information as well as brief a description of the content area(s) of the test and the types of questions you can expect to find in each area. Answers to examples questions are provided throughout the handout.

Hillsborough County Civil Service Board  
Test Preparation Information  
!!Please Read Before Testing!!

**Notice:** Taking and passing a drug test and a job-related physical examination may be required as conditions of initial employment and continued employment!

**Notice:** If you believe that you are a covered individual under the federal Americans with Disabilities Act (ADA) and would like to request accommodation in the application or testing process, please make your request in person, in writing, or by telephone to any member of our staff at (813) 272-5621.

**Testing Location, Hours, and Telephone Number:** Tests are administered at the Civil Service Office located at 601 E. Kennedy Blvd., on the 17th floor. Tests are administered during the following hours:

Written: Mon, Tue, Thu, Fri: 7:30 a.m. to 2:00 p.m.  
Wed: 7:30 a.m. to 9:30 a.m.

Typing/Data Entry: Mon, Tue, Thu, Fri: 7:30 a.m. to 3:00 p.m.  
Wed: 7:30 a.m. to 9:30 a. m.

Tests for all current job openings may be started at any time during open testing hours. Once started, testing may continue beyond open testing hours. No testing appointment is necessary. The telephone number for application and testing information is 272-5621.

**YOU MUST BRING PHOTO IDENTIFICATION** at the time you wish to be tested.

You should plan at least 3 hours for each examination. Ask our staff for the exact time allowed for your test(s).

**PARKING:** You may park at any of the metered spaces on the street or at any of the daily pay lots located throughout the downtown area, or the public parking garage adjacent to our building (entrance on Jackson Street).

**YOU MAY NOT LEAVE TO PUT MONEY IN PARKING METERS.** Once you begin an examination, if you leave for any reason, your examination is VOID and you may not retest for a minimum of two months.

**TEST ROOM RULES:** *Violation of these rules may result in you being disqualified.*

1. Turn off cell phone before entering test room.
2. Calculators are not permitted except for test numbers 10, 16, 19, 35 and 46.
3. Written material of any type is not permitted; personal items such as purses & briefcases must be placed on the floor before testing can begin.
4. Chewing gum or other disturbing activities are not permitted.
5. Talking is not permitted. If you have a question about the testing process, ask the question before entering the test room.
6. All materials given to you **MUST** be returned to the test proctor including scrap paper.
7. No cheating. If caught cheating, you will automatically receive a failing score.
8. You may not leave the test room once testing has begun to go to the bathroom or feed a parking meter. Ensure that you visit the rest room or have enough money in the meter before entering the test room.

**TEST TAKING TIPS**

1. Know how long your test is. Ask in person or call our office (272-5621). This will help you plan and minimize problems.
2. Organize your schedule to allow for the test time plus one hour. The additional hour will allow for the time required to park your vehicle, walk to the Civil Service Office, and complete the application process. If you do not plan for this extra time, you may feel rushed and perform less than your best on your test.
3. Be well rested.
4. Do not take the test on an empty stomach.
5. Study the appropriate subject area for written tests and/or practice your skill for typing, data entry and shorthand performance tests.
6. Relax as much as possible. Many people find it difficult to relax prior to a test - a condition known as test anxiety. Even though it may be difficult for you to relax prior to being tested, research shows that it is worthwhile to at least try to relax.
7. Read all test instructions very carefully. This includes both sides of this handout as well as the instructions you will receive with your test.
8. Do not spend a great deal of time on a single test item. If you find yourself spending a great deal of time on a single item, a good strategy would be to skip that item, finish the remaining questions, and then return to the unanswered item.
9. There is no penalty for guessing. A good strategy would be not to leave any items blank, even if you do not know the answer.

## **HILLSBOROUGH COUNTY CIVIL SERVICE OFFICE DETENTION DEPUTY TRAINEE TEST PREPARATION INFORMATION**

The information that follows is provided to help you prepare for the Hillsborough County Civil Service Office's written examination for the position of Detention Deputy Trainee. Applicants must pass this test in order to be certified by the Civil Service Office, and to continue with the selection process for Detention Deputy Trainee.

The following pages include a description of the different parts of the test, some specific suggestions on how to prepare for the test, and sample test items that are exactly like the types of questions that will appear on the test.

The test is in four parts. A study of the job performed by Detention Deputies shows that each of these parts is important to good job performance. A brief description of each section of the test will be followed by a more detailed explanation of the types of questions you can expect on the examination.

Part one of the test involves basic math. These questions are concerned with your ability to perform basic math calculations using paper and pencil (no calculator).

Part two of the test requires that you review two different forms and answer the questions about the information presented on them. The questions will ask you to locate specific items on one form or the other, and to add a column of numbers, or locate a name or number, or some other information in order to determine your answer.

The third part of the test involves reading comprehension. In this section, you will be asked to read some paragraphs and demonstrate how well you understand what you have read by answering some questions about the information presented in them.

The last part of the test involves spelling, grammar and punctuation, and your ability to spot misuse of each.

## Section I: Math

This section of this test contains questions involving basic arithmetic. Your task is to read each question carefully and perform the calculations required to solve the problem stated in the question. After you have finished your calculations, review the available choices and match your answer to the choice that you feel best answers the question.

### **Example 1.**

Inmate Harringbone orders two (2) cartons of milk at .25 cents each and one (1) pack of Winston regular cigarettes at \$1.35. What is the total charge for these items?

1. \$1.00
2. \$1.85
3. \$2.10
4. \$2.35
5. \$5.76

### **Example 2.**

A law enforcement officer arrests a man for 3 warrants. If the bail on the individual warrants is \$5.00, \$3.00, and \$2.00, what is the total amount of bail?

1. \$10.00
2. \$25.00
3. \$30.00
4. \$47.00
5. \$54.00

### **Example 3.**

On Tuesday, there were 20 inmates in Cell 3-B. Ten (10) were white males and 5 were Black males. The rest were Hispanic males. How many Hispanic males were in Cell 3-B on Tuesday?

1. 1
2. 3
3. 5
4. 4
5. 2

### ***Answers to example exercises***

*Example 1:* The correct answer is "2", or \$1.85. To arrive at this answer you must multiply 2 times .25 (two cartons of milk at .25 each) and add the product (.50) to \$1.35 (the cost of one pack of Winston cigarettes).

*Example 2:* The correct answer is "1", or \$10.00. In the example the total amount of bail would equal the sum of the individual warrants. In other words, \$5.00, plus \$3.00, plus \$2.00.

*Example 3:* The correct answer is "3". According to the question, 10 inmates are White and 5 inmates are Black, if there are a total of 20 inmates in the cell, then the remainder (10 minus 5) must be Hispanic.

## Section II: Form Reading

Part two of the test uses two different forms and asks questions about information on them. The following examples are provided to help you better understand the types of multiple-choice question in part three of the test. Read each of the questions on the next page carefully. Decide which form to use (Sample Form A or Sample Form B) based on the information presented in the question. Review the appropriate form, determine your answer, then read the answers and explanations provided.

### SAMPLE FORM A

DATE: October 23

APPROVED BY: \_\_\_\_\_  
COORDINATOR

AREA	PHYSICAL INMATE COUNT				INMATES FROM OTHER JAILS				INMATES OUT OF CELL			
	W	B	H	O	W	B	H	O	W	B	H	O
Cell 1	5	35	30	18	21	6	1	5	24	4	12	9
Cell 2	15	15	11	13	10	9	2	8	7	8	5	2
Cell 3	3	17	7	9	3	12	1	3	13	1	1	6

### SAMPLE FORM B

SHIFT:     A    

APPROVED BY: \_\_\_\_\_  
COORDINATOR

INM#	NAME	BUNK#	DOCKET#	POSITION	HOURS	DAY OFF	SPECIAL NOTICE
1	Pam Park	22	#457848	COOK	2400-1000	MON	DON'T PUT WITH VAL PAKIT
2	Terri Mann	7	#475489	KITCHEN	0400-1400	TUES	SPEAKS LITTLE ENGLISH
3	Josi Adkin	47	#457884	INMATE D/R	0700-1430	WED	TO BE RELEASED IN 3 DAYS
4	Val Pakit	25	#976806	OPERATIONS	1200-2200	THUR	ARRESTED WITH #457848
5	Drake Ark	39	#967797	COOK	1000-2000	FRI	EXCELLENT BAKER

1. What is the name of Inmate #3?

- A) Drake Ark
- B) Josi Adkin
- C) Val Pakit
- D) Pam Park
- E) Terri Mann

2. What is the total number of Detainees listed as "Inmates out of cell" for cell 3?

- A) 5
- B) 8
- C) 21
- D) 17
- E) 2

3. Of those inmates who are cooks, what is the docket number of the inmate whose name is Drake Ark?
- A) #976806
  - B) #475489
  - C) #457848
  - D) #475498
  - E) None of the Above
4. What is the total "Physical Inmate Count" of Inmates in cell 1?
- A) 88
  - B) 21
  - C) 7
  - D) 9
  - E) 1
5. According to the "Special Notice" comments, which of the following work crews presents the greatest possibility for trouble during work hours?
- A) Terri Mann, Drake Ark
  - B) Josi Adkin, Val Pakit
  - C) Terri Mann, Josi Adkin
  - D) Pam Park, Val Pakit
  - E) Drake Ark, Josi Adkin

**ANSWER TO FORM EXAMPLE 1:**

The correct answer is "B". Sample form B is the only form which has a column for "INM#". Use the column to locate the number 3 and the name by that number to correctly answer the question.

**ANSWER TO FORM EXAMPLE 2:**

The correct answer is "C". Sample form A is the only form that has a heading called "INMATES OUT OF CELL." Under that heading for cell 3, there are 13 white (W), 1 black (B), 1 Hispanic (H), and 6 Other (O) inmates listed. The question asks for the total number of detainees, or the sum of 13, plus 1, plus 6.

**ANSWER TO FORM EXAMPLE 3:**

The correct answer is "E". Only sample form B contains names and docket numbers. Consequently, it is the form to use to answer the question. Sample form A shows Drake Arks docket # as 967797. However, none of the docket numbers listed as choices to answer question 3 are that number. The only possible correct answer is none of the above.

**ANSWER TO FORM EXAMPLE 4:**

The correct answer is “A”. Sample form A must be used to answer this question since it is the only form which has a heading for “PHYSICAL INMATE COUNT.” Under that heading for cell 1 there are 5 white (W), 35 Black (B), 30 Hispanic (H), and 18 other (O) inmates listed. Adding 5, plus 35, plus 30, plus 18 will give you the correct answer to the question.

**ANSWER TO FORM EXAMPLE 5:**

The correct answer is “D”. Sample form B is the form to use to answer this question. The reason being, it is the only form with a column heading titled “SPECIAL NOTICE.” To answer the question correctly, you must read the “Special Notice” comments associated with the name of each person in the work crew. In this question, the “Special Notice” comment for Pam Park reads, “Don’t put with Val Pakit” and the “Special Notice” comment for Val Pakit states, “Arrested with #457848”. Docket number 457848 happens to be Pam Park. None of the other “Special Notice” comments for any of the other work crews in the available choices indicates any potential for danger, unusual behavior or trouble. For that reason, Pam Park and Val Pakit is the work crew which presents the greatest possibility for trouble during work hours.

**Section III: Reading Comprehension**

Part 3 of the test requires that you read some paragraphs and answer questions about what you have read. Carefully review the answers to get an idea of the type of multiple choice questions asked in this section of the test.

**Read and use the sample paragraph below to answer the questions that follow.**

1 The Hillsborough County Sheriff’s Office consists of 1,989  
2 classified employees. All classified personnel in the Sheriff’s  
3 Office are considered to be civil service employees of  
4 Hillsborough County, Florida. Sheriff’s office employees fall  
5 under two job groups: uniformed and civilian. Uniformed  
6 employees of the Sheriff’s Office are personnel who have taken an  
7 oath to properly perform the duties of a law enforcement officer.  
8 Sworn members are required to wear the official department uniform  
9 while on duty. Civilian employees do not perform law enforcement  
10 duties; they provide administrative support. Civilian employees  
11 do not wear a department uniform.

1. According to the sample paragraph, civilian employees of the Hillsborough County Sheriff’s Office:
- A) are divided into two job groups.
  - B) must take an oath.
  - C) are required to wear an official departmental uniform.
  - D) are Civil Service employees of Hillsborough County, FL
  - E) must be supervised by other civilians within the sheriff’s office.

2. In line number 8 of the same paragraph, the phrase “sworn members” is used. In this paragraph the phrase most nearly means:
- A) those personnel who use obscene language.
  - B) employees who belong to a private fraternity.
  - C) those personnel in which great confidence has been placed.
  - D) those employees who have vowed to give up something such as smoking.
  - E) those personnel who have taken an oath.

**ANSWER TO PARAGRAPH EXAMPLE 1:**

The correct answer is “D”. According to the paragraph, civilian employees and uniformed employees make up the two classified job groups employed with the Sheriff’s Office (lines 4 and 5). The paragraph also states on lines 2 thru 4, “All classified personnel in the Sheriff’s Office are considered to be civil service employees of Hillsborough County, Florida.” Using this information, answer “D” is the only option that is true for civilian employees of the Sheriff’s Office.

**ANSWER TO PARAGRAPH EXAMPLE 2:**

The correct answer is “E”. Lines 5 thru 7 of the sample paragraph state, “Uniformed employees of the Sheriff’s Office are personnel who have taken an oath...” In line 8, the phrase “Sworn Members” is used to refer to those personnel. The past participle of swear is sworn, and one definition of the verb swear is to take an oath. Of the available choices to answer the question, choice “E” is the one that correctly defines the meaning of the phrase as it is used in the sample paragraph.

## Directions for Section 4: Grammar, Punctuation and Spelling

In this section of the examination, assume you are a new supervisor reviewing the report of an officer responding to an incident. The report has been divided into statements, each forming a test question. Your task is to read each statement and respond using the following key:

### Response Key

1. There are no grammar, punctuation or spelling errors.
2. There is one (1) grammar, punctuation or spelling error.
3. There are two (2) grammar, punctuation or spelling errors.
4. There are three (3) grammar, punctuation or spelling errors.
5. There are four (4) grammar, punctuation or spelling errors.

### Example Items

#### **Example 1:**

"I told him to returne to his bunk."

1. There are no grammar, punctuation or spelling errors.
2. There is one (1) grammar, punctuation or spelling error.
3. There are two (2) grammar, punctuation or spelling errors.
4. There are three (3) grammar, punctuation or spelling errors.
5. There are four (4) grammar, punctuation or spelling errors.

#### **Example 2:**

"Sanders was took to Cell #14 for temperery housing."

1. There are no grammar, punctuation or spelling errors.
2. There is one (1) grammar, punctuation or spelling error.
3. There are two (2) grammar, punctuation or spelling errors.
4. There are three (3) grammar, punctuation or spelling errors.
5. There are four (4) grammar, punctuation or spelling errors.

#### **Example 3:**

"Nurse Jackson determined Lowe should go to the hospital for x-rays."

1. There are no grammar, punctuation or spelling errors.
2. There is one (1) grammar, punctuation or spelling error.
3. There are two (2) grammar, punctuation or spelling errors.
4. There are three (3) grammar, punctuation or spelling errors.
5. There are four (4) grammar, punctuation or spelling errors.

## **Answers to example exercises**

*Example 1:*

The correct answer is "2". The word "returne" is spelled incorrectly.

*Example 2:*

The correct answer is "3". The word "took" is improperly used, and the word "temperery" is spelled incorrectly.

*Example 3:*

The correct answer is "1". There are no errors in this statement.