



CJBAT Test Preparation for Law Enforcement Officer and Corrections Officer Candidates



Provided by I/O Solutions, Inc.
2010



Florida Criminal Justice Basic Abilities Tests

What is the CJBAT?

- The Criminal Justice Basic Abilities Test, or CJBAT, is a test program that determines whether or not candidates possess the minimum competencies required for enrollment in Florida Commission-certified training centers and for employment within the state of Florida as sworn law enforcement or correctional officers.
- The CJBAT can be administered in a traditional paper-and-pencil format or via a computer-based test administration platform.

Content of the Tutorial

- Test-taking strategies.
- The types of abilities that will be assessed by the CJBAT, followed by sample questions.
- Tips to improve your score.

Important Information

- Both the law enforcement (LEO) and correctional officer (CO) tests are 120 items in length.
- You have 2 ½ hours to complete the exam.
- Be sure to pace yourself so that you can complete the entire exam.

Exam plan

Ability area	Number of items for LEO test	Number of items for CO test
Written comprehension	15	15
Written expression	15	15
Problem sensitivity	15	15
Inductive reasoning	15	15
Deductive reasoning	15	15
Information ordering	15	15
Spatial orientation	15	15
Memorization	15	15

Nine Basic Test Rules

1. Promptness is mandatory for admittance to the test on the date and time scheduled.
2. Photo identification is mandatory for admittance to the test.
3. Due to the security measures that will be in place, only authorized candidates will be admitted to the test site.
4. Calculators, spelling aids, photographic devices or other electronic devices will NOT be allowed at the test site.
5. Beepers, cellular phones and other communication devices will not be permitted during testing. **If you choose to use an unauthorized communication device in violation of testing guidelines, your test will be terminated and considered invalid.**
6. Handbags, backpacks or other personal items will be placed on the floor under your work area (table/desk). You may not open your handbag, backpack or any other personal belongings during the testing process.
7. You will undergo the same standardized process as all other candidates with respect to the testing process (e.g., notification, instructions, etc.).
8. All questions or concerns that arise during the testing process should be directed to the designated proctor or test-administration staff person(s).
9. It is strictly prohibited for you to leave the test site with any test materials. All test materials supplied must be returned before you exit the test site.

General Strategies for Taking the CJBAT

- **Listen Carefully.**
 - The exam administrator will provide you with complete instructions for taking the exam. Be sure that you pay close attention to all test instructions. It is extremely important that you completely understand the directions before the exam begins.
- **Ask questions.**
 - If there are instructions that you do not understand or if something is not clear, please feel free to ask the exam administrator any questions that you may have before the exam begins.
- **Note start and end times.**
 - Just before the test administrator begins the test, make a note of the time the test will actually begin and the time that the test will end.
- **Keep track of time.**
 - It is important that you keep track of your time so that you are able to pace yourself throughout the exam. You do not want to run out of time and leave questions unanswered. Your score will be based on the total number of correct answers.
- **Remain calm.**
 - It is important that you remain calm throughout this exam so that you are able to work most effectively. You can't allow yourself to become nervous or confused by a few difficult or challenging questions.
- **Read each question and answer option carefully.**
 - Be sure that you understand what the question requires of you. Keep in mind that incorrect answers are sometimes designed to divert or distract you from the correct response. Carefully read each answer option.
- **Read for meaning.**
 - Don't get stuck on words or sentences you do not understand. You may be able to get the main idea from a sentence or paragraph without understanding the individual words or the individual sentences.

General Strategies, continued.

- **Watch out for words that are sometimes designed to mislead!**
 - Watch out for answer options that contain the words “only,” “always,” “never” and “all.” Make sure that you carefully read any passages accompanying the question to determine whether the answer option is accurate or an exaggeration. This does not mean that any answer option containing the words listed above is automatically incorrect. Again, you must carefully read to determine the validity of an answer option.
- **Try to answer the question correctly before you look at the answers given.**
 - If you know the answer, compare it to the available choices and pick the choice closest in meaning to the answer you have in mind.
- **Answer easy questions first.**
 - It is important that you answer the easy questions first on this exam. By doing so, you will afford yourself more time to spend on the difficult questions if necessary. Seek out questions you can answer. If there are particular kinds of questions that you feel most comfortable with, answer those questions first.
- **Don't waste time on questions you can't do.**
 - If you believe that you are not able to answer a question, then skip it. It is better to skip a difficult question than to spend a lot of time on it and not be able to complete other exam questions.

General Strategies, continued.

- **Use a process of elimination.**
 - If a situation presents itself where you are unable to answer a question, use a process of elimination to narrow your options. First, eliminate any answers that are clearly wrong. Then determine how you feel about the remaining choices.
- **Guessing.**
 - Remember that you should pace yourself so that you can read and carefully consider each question. However, keep in mind that only correct answers will be counted as part of your score; therefore, a wild guess would be better than a space left blank on your answer sheet. You will not be further penalized for a wrong answer, and you may just guess the right answer. If you see that you are running out of time, mark the remaining spaces with the same answer. Statistically, some of these answers will be right. Of course, it is always better to make an educated guess rather than a wild guess. Using the process of elimination, make a guess from the choices that remain. The odds of guessing a right answer will increase if you can choose between two or three options rather than four or five.
- **Extra time.**
 - If you finish the exam before the time period is over, review your answers and make any changes that are necessary. Also make sure that you have marked your answers on the answer sheet correctly.

Abilities to be Assessed

- The CJBAT for law enforcement officers and correctional officers will assess your ability in three main areas:
 - Language ability
 - Visualization ability
 - Reasoning ability

First Area: Language Ability

- The language ability will be measured with the following types of questions:
 - Written comprehension: ability to read and understand written words and sentences. Law enforcement and correctional officers use this ability when reading legal bulletins, Florida statutes, ordinances, policies and procedures.
 - Written expression: ability to write words and sentences that other people will understand. Law enforcement and correctional officers use this ability to write the many reports, memos, affidavits and narratives that they are required to complete.

The next few slides will take you through sample questions for the written comprehension and expression abilities.

Written Comprehension: Sample Question 1

Please use the information in the following passage to answer written comprehension sample question 1.

Ms. Amelia Winters called the Fort Lauderdale Police Department at approximately 8:45 p.m. Wednesday evening to report a burglary in her apartment. Ms. Winters, who lives with three roommates, reported that she was alone in the apartment at the time of the incident. She was reading in the living room when she heard a noise in the bedroom. She did not immediately investigate the situation because she assumed that she must not have noticed one of her roommates returning home early. However, when her greetings went unanswered, she walked into the bedroom to see who was in the apartment. She walked through her bedroom, looked into an adjoining bathroom and discovered a young Caucasian male, approximately six feet tall, age 14-16, standing in her shower, attempting to keep out of sight. He had short brown hair and was wearing sunglasses. He was wearing a plain red t-shirt, blue jeans and black Nike sneakers. Ms. Winters ordered the young man to leave, and he ran into the bedroom and climbed out of an open bedroom window. After he left, Ms. Winters suddenly grew fearful and went next door to a neighbor's apartment to seek help and call the police. When she returned, she noticed that her purse had been stolen. She did not know exactly when the purse had been stolen although she remembered that she had last seen it lying on her bed.

1. Where was the suspected burglar hiding?
 - a) In the living room.
 - b) In the bedroom.
 - c) Inside an adjoining bathroom in the shower.
 - d) Just beneath an open bedroom window.

Answer to Sample Question 1

The correct answer to written comprehension sample question 1 is **(c)**, “Inside an adjoining bathroom in the shower,” because that is the location where Ms. Winters found the young man hiding. Answers **(a)**, **(b)** and **(d)** are incorrect. Ms. Winters was alone in the living room until she went to investigate the noise in the bedroom; therefore, the burglar was not hiding there. Although the burglar probably stole the purse from the bedroom and although he walked through the bedroom to escape, he was not hiding in that room. He used the open bedroom window to escape and not to conceal his presence.

Written Comprehension: Sample Question 2

Please use the information in the following passage to answer written comprehension sample question 2.

Correctional Officers Craig Spencer and Sean Pryor work at the Lake Correctional Institution. At 4:45 p.m. on Thursday afternoon, Correctional Officers Spencer and Pryor were monitoring inmates in the recreational yard when they noticed Inmate Louis Dodgson arguing with Inmate Charles Boulton. As they approached the fighting inmates, the argument escalated, and Inmate Dodgson produced a homemade weapon, made from a disposable razor and a ballpoint pen, which he used to cut Inmate Boulton's arms and face. Correctional Officers Spencer and Pryor attempted to subdue Inmate Dodgson and confiscate the weapon. Inmate Dodgson became disorderly and struggled with Correctional Officers Spencer and Pryor. Inmate Dodgson dropped the weapon, which was quickly confiscated by Correctional Officer Pryor. Inmate Dodgson then punched Correctional Officer Spencer in the right eye and on the left side of his jaw. Correctional Officer Spencer was assisted by Correctional Officers Pryor, Davis, Leonard and Atkins. Inmate Dodgson was subdued and was transferred to another institution pending evaluation of his status. Inmate Boulton and Correctional Officer Spencer were both treated by prison medical staff.

2. Who sustained cuts on his arms and face during the attack?
- a) Inmate Dodgson
 - b) Inmate Boulton
 - c) Correctional Officer Spencer
 - d) Correctional Officer Pryor

Answer to Sample Question 2

The correct answer to written comprehension sample question 2 is **(b)**, “Inmate Boulton,” because Inmate Boulton was the one who was cut on his arms and face during his argument with Inmate Dodgson. Answers **(a)**, **(c)** and **(d)** are all incorrect answers. Inmate Dodgson was the person who was attacking the inmate and officer; he received no injuries that were reported in the previous paragraph. Correctional Officer Spencer was injured by Inmate Dodgson, but he was hit in the right eye and on the left side of his jaw. Correctional Officer Pryor was not injured while he helped to subdue Inmate Dodgson.

Tips for Improving your Written Comprehension

- Before the test day, read entire newspaper articles for practice. Underline important details and ideas and notice different points of view and types of supporting evidence. After you have finished the article, try to summarize the main point of the article and the different arguments that have been presented. Look over the words and sentences you have underlined. Were they the most important words and ideas? As you continue to practice this exercise, you will become a more efficient reader, and you will read with greater comprehension.
- One strategy you may find helpful is to read the questions before you read the selection. The questions will tell you what important details you need to notice as you read the passage.
- Make sure that you read each question very carefully. Many candidates make mistakes on written comprehension questions because they misunderstand the questions.
- Read all of the answer choices carefully. Try to eliminate incorrect answers until you are left with only one possible answer. If you have more than one possible answer, reread the passage.

Written Expression: Sample Questions

For written expression sample question 1, determine which word in the sentence is spelled incorrectly. There will be only one misspelled word in this sentence.

1. Because Officer Vogel responded to the home invasion call late in his shift, he had to work six hours of overtime.
 - a) Because
 - b) responded
 - c) invasion
 - d) overtime

For written expression sample question 2, please choose the word or phrase that correctly completes the sentence.

2. The inmates _____ to use the telephone at least once a week depending on their custody status, provided that they follow all telephone regulations.
 - a) allows
 - b) allow
 - c) are allowed
 - d) is allowed

Answers to Sample Questions 1 and 2

- The correct answer to written expression sample question 1 is **(c)**, “invasion,” because that word has been misspelled. The correct spelling is “invasion.” Answers **(a)**, **(b)** and **(d)** have all been spelled correctly.
- The correct answer to written expression sample question 2 is **(c)**, “are allowed,” because the sentence requires a plural verb in the passive voice. You know that the sentence requires a plural verb because the subject, “inmates,” is plural. You know that the sentence requires the passive voice because although the inmates are the subject of the sentence, they are the recipients of the action “to allow.” Unnamed authorities are the ones who “allow” the inmates to use the telephone. Inmates, in turn, “are allowed” to use the telephone by certain authorities. Answers **(a)**, **(b)** and **(d)** are incorrect. “Allows” is a singular verb in the active voice. “Allow” is a plural verb in the active voice. “Is allowed” is a singular verb in the passive voice.

Tips for Improving your Written Expression

- By reading more every day, you will be able to increase your vocabulary.
- As you read, make a list of unfamiliar words. Afterwards, look up these words in the dictionary and write down their definitions in a special notebook. By writing down these words and their definitions, you will be able to remember them more easily.
- Additionally, if you are not familiar with terms such as “singular,” “plural,” “active voice” and “passive voice,” we recommend that you consult a good grammar guide, such as Gerald P. Mulderig’s *The Heath Handbook*, so that you are able to analyze the sentences in the test questions to understand what elements are required to complete the sentence grammatically.
- Once again, be sure to read! If you read well-written material, you will become more comfortable with different types of sentence structures. As you read newspapers, magazines and books, practice locating the subjects and verbs of various sentences. Try to determine why a particular kind of verb is required to complement a particular kind of subject.

Second Area: Visualization Ability

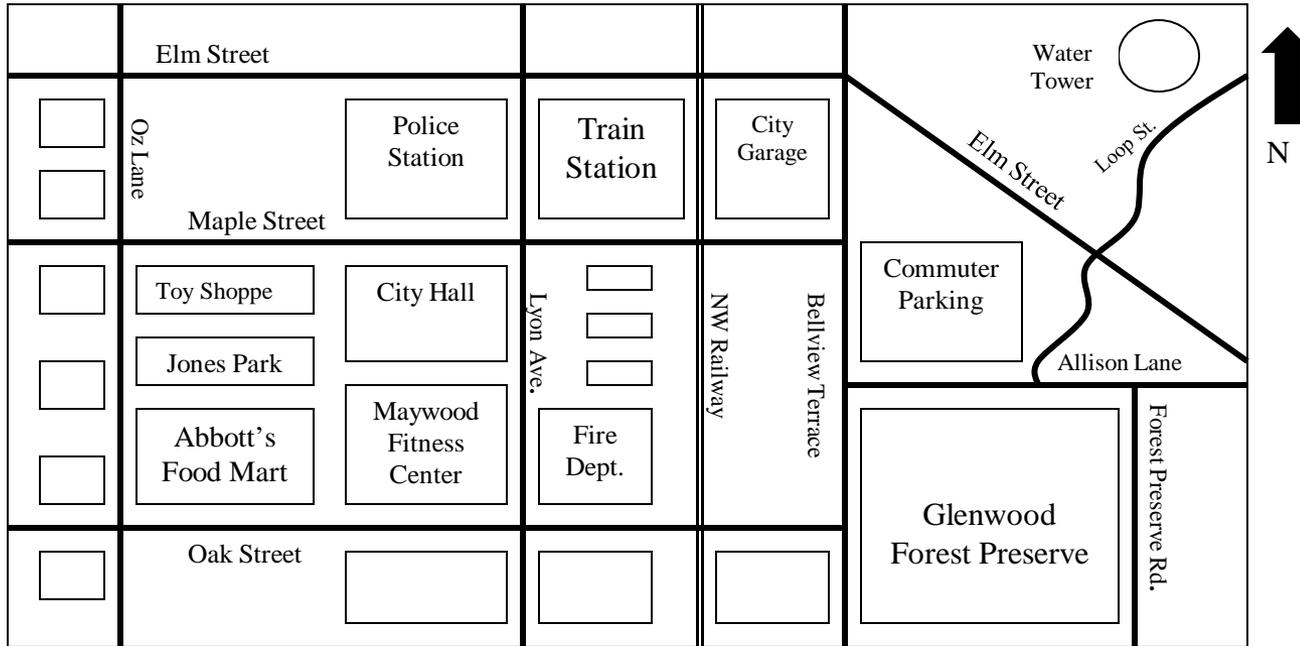
- The visualization ability will be measured with the following types of questions:
 - Spatial orientation: ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. This skill involves maintaining directional orientation of one's bearings with respect to the points of a compass and allows one to stay oriented in a vehicle as it changes direction and location. Law enforcement and correctional officers use this ability when they have to reach a destination in a community or correctional facility. They have to be able to visualize where they are in relation to their destination to determine the best route
 - Memorization: ability to recall specific information upon request. Law enforcement and correctional officers use this ability to remember the important information presented in the Florida statutes, legal bulletins, shift briefings and BOLOs and also to remember new names, faces, codes, telephone numbers, geographic locations, documents, and long lists, which can be in the form of words, numbers, pictures, and procedures.

Spatial Orientation

- On the CJ BAT, you will be provided with a map with a compass. You will then be given a situation in which you must determine the shortest (least distance) route from one location on the map to another. Alternately, you may be tested on where one object is in relation to another.

The next few slides will go over sample questions.

Sample Question 1

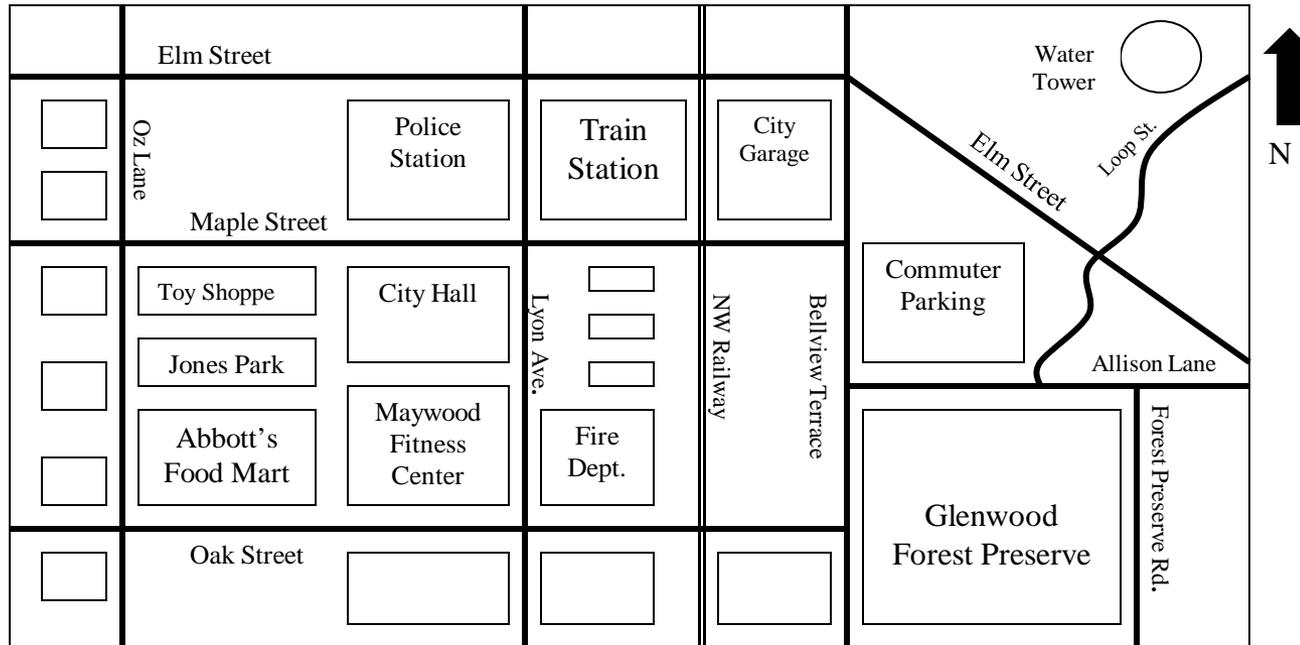


1. Deputy Sheriffs Charleston and Davis are at the corner of Oak Street and Lyon Avenue. They receive a call to report to the site of a traffic accident at Allison Lane and Forest Preserve Road. What would be the shortest (least distance) route for them to take to the site of the accident?
 - a) Travel east on Oak Street, then north on Bellview Terrace and then east on Allison Lane.
 - b) Travel west on Oak Street, then north on Oz Lane, then east and southeast on Elm Street and then southwest on Loop Street.
 - c) Travel east on Oak Street and then northeast on Allison Lane.
 - d) Travel west on Oak Street, then north on Oz Lane, then east on Maple Street, then south on Bellview Terrace and then east on Allison Lane.

Answer to Sample Question 1

- The correct answer to spatial orientation sample question number 1 is **(a)**, “Travel east on Oak Street, then north on Bellview Terrace and then east on Allison Lane,” because that is the route that covers the least distance from the starting point to the final destination. Answers **(b)**, **(c)** and **(d)** are all incorrect. If you travel west on Oak Street, then north on Oz Lane, then east and southeast on Elm Street, and then southwest on Loop Street, you are not only taking a longer route than (a), but you will also not reach the intersection of Allison Lane and Forest Preserve Road unless you travel further east on Allison Lane. Because Allison Lane only runs east-west, you will not be able to travel northeast on Allison Lane. Finally, if you travel west on Oak Street, then north on Oz Lane, then east on Maple Street, then south on Bellview Terrace, and then east on Allison Lane, you will not be taking the shortest route.

Sample Question 2



2. Law enforcement authorities and correctional officers are looking for an escaped prisoner. They suspect that he has entered the city of Vandenberg and is hiding in the Glenwood Forest Preserve. Correctional Officer Anton is currently at the corner of Elm Street and Oz Lane. What would be the shortest (least distance) route for him to travel to the north side of the Glenwood Forest Preserve?
- Travel south on Oz Lane, then east on Oak Street, then north on Bellview Terrace, then east on Allison Lane and then south on Forest Preserve Road.
 - Travel east on Elm Street and then south on Bellview Terrace.
 - Travel east and southeast on Elm Street and then southwest on Loop Street.
 - Travel south on Oz Lane, then west on Maple Street, then south on Bellview Terrace and then east on Allison Lane.

Answer to Sample Question 2

- The correct answer to spatial orientation sample question 2 is **(c)**, “Travel east and southeast on Elm Street and then southwest on Loop Street,” because that is the shortest of the four routes listed. Answers **(a)**, **(b)** and **(d)** are all incorrect. If you travel south on Oz Lane, then east on Oak Street, then north on Bellview Terrace, then east on Allison Lane, and then south on Forest Preserve Road, you are not only taking a longer route, but you will also end up on the east side of the forest preserve when you are supposed to report to the north side. If you travel east on Elm Street and south on Bellview Terrace, you will end up on the west side of the forest preserve. If you travel west on Maple Street, you will not reach Bellview Terrace and Allison Lane.

Tips for Improving your Spatial Orientation

- As with previous question categories, read the maps and situations very carefully. Occasionally you will learn in the passages provided that certain streets are one-way only or that traffic flows more slowly on certain roads due to construction or other conditions. Take these factors into account when choosing the best possible route.
- Practice your spatial orientation skills with other types of maps. Figure out the best way to reach one destination from another. Make this activity challenging by placing obstacles on certain paths. Imagine that a certain road has been blocked by the police, for example. What would be the shortest route to your destination while avoiding this obstacle?

Memorization: Sample Questions

- On CJ BAT memorization questions, you will be presented with color photographs. You will have two (2) minutes to study each photograph. After the two minutes have elapsed, you will turn the page and answer several questions about the picture you saw. You will **not** be allowed to look back at the picture while you are answering the questions.

The next few slides will go over sample questions.

Sample questions 1 and 2: You have two minutes to look at this picture. You will then be asked questions about what you saw.



1. How many correctional officers can be seen in the picture?

- a) One
- b) Two
- c) Three
- d) Four

2. The dog is standing next to a _____.

- a) tree
- b) telephone pole
- c) fence
- d) vehicle

Answer to Sample Questions 1 and 2

- The correct answer to memorization sample question 1 is **(b)** because two correctional officers are visible in the picture on the previous page.
- The correct answer to memorization sample question 2 is **(c)** because the dog in the picture on the previous page is standing next to a fence.

Tips for Improving your Memorization

- Practice on your own by studying a picture for no more than two minutes. Then try to describe everything you observed in the picture or have someone else ask you questions about the picture. Try to answer the questions without looking at the picture because you will not be able to look back at the picture on the actual exam. It would be best to use a picture that you have never seen before, such as a picture from a newspaper or magazine.

Third Area: Reasoning Ability

The reasoning ability will be measured with the following types of questions:

- Problem sensitivity: ability to sense if something is wrong or if something is likely to go wrong. Law enforcement and correctional officers rely on this skill when patrolling neighborhoods or interacting with individuals. This skill involves the ability to sense that a situation is going to deteriorate or worsen, to recognize the symptoms of a physical problem requiring first aid, or to sense that an individual has a problem even if he or she insists that everything is all right.
- Deductive reasoning: ability to apply general rules to specific problems in order to reach a logical conclusion. Law enforcement and correctional officers use this ability to apply Florida statutes, Florida correctional policies, procedures and laws to specific situations.

- Inductive reasoning: ability to combine separate pieces of information or to use specific details to form general rules or conclusions. Inductive reasoning involves the ability to think of possible reasons that things go together, such as giving a logical explanation for a series of events that seem unrelated. Law enforcement officers and correctional officers use this ability to perform any type of investigation to conclude that rules or laws have been violated
- Information ordering: ability to follow correctly a rule or set of rules in order to arrange things or actions in a certain order. The things or actions must be put in order and may include numbers, letters, words, pictures, procedures, sentences and logical operations. Law enforcement and correctional officers use this skill when making arrests, issuing warrants, transporting prisoners or conducting fire drills. This skill is also used in applying first aid, following a checkout procedure in operating equipment and arranging sentences in a meaningful paragraph.

Problem Sensitivity

- For CJ BAT problem sensitivity questions, you will be asked to read a short passage. You will then have to determine what is most likely to be the main problem or the most or least serious problem in the situation that is presented in the passage. You may also be asked to determine what problem would most likely arise from the conditions presented in the passage or what step you would take to address the problem. Finally, you may be asked to use the information provided to determine the cause of the problem that is presented.

The next few slides will go over sample questions.

Problem Sensitivity: Sample Question I

Please use the information in the following passage to answer this question

- Officer Denver is patrolling a neighborhood around 3:30 a.m. when she notices a car that must be traveling at least 25 miles per hour over the speed limit. She pulls the car over for a traffic stop. As she steps out of the squad car, the driver of the car steps out of his vehicle and walks towards her with his license and registration. Before Officer Denver can say a word, the driver apologizes for speeding and explains that he had just received a call about an emergency at home. He shows Officer Denver his driver's license and says that he hopes that the situation can be taken care of quickly. The man seems alert and agitated; his speech is clear, and he does not seem to have problems walking. Officer Denver orders the man to go back inside his car. She adds that she will also need to see proof of insurance. The man offers to go back to the car and get the proof of insurance for her. Officer Denver again orders the man to return to his car. The man snaps, "Why can't we just take care of this here?" He immediately apologizes for losing his temper; however, Officer Denver must order him to return to his car a third time before he complies.
1. Based on the above information, what, if anything, is most likely to be the man's problem?
 - a) The man is just impatient to return home so that he can deal with a family emergency.
 - b) The man has something in his car that he does not want Officer Denver to see.
 - c) The man is under the influence of alcohol.
 - d) The man is nervous because he has no insurance.

Answer to Sample Question 1

- The correct answer is **(b)**, “The man has something in his car that he does not want Officer Denver to see,” because this is the best answer based on the information provided above. The man seems eager to take care of the matter outside and is reluctant to return to his car; this may lead Officer Denver to conclude that he does not want her to look inside his car. Option **(a)** would not be the best answer because if the man were so impatient to get home to deal with the emergency as he claims, why would he prolong the traffic stop by insisting that he remain outside the car? Option **(c)** would not be the best answer because Officer Denver notes that the man is alert, and she does not notice any symptoms of intoxication, such as slurred speech or impaired motor skills. Option **(d)** also would not be the best answer because the man does not try to argue with Officer Denver about his proof of insurance. He offers to retrieve his proof of insurance for her as long as she conducts the traffic stop outside his car.

Problem Sensitivity: Sample Question 2

Please use the information in the following passage to answer this question.

- You are a correctional officer at the Broward Correctional Institution. At the beginning of your shift, your supervisor gives you instructions that you do not understand. What would be the first step you should take to solve this problem?
 - a) You should ask the supervisor to repeat the unclear instructions.
 - b) You should ask another coworker for assistance.
 - c) You should follow only the parts of the instructions that you understand perfectly.
 - d) You should try to complete the task as best as you can and ask the supervisor if you did the task correctly at the end of your shift.

Answer to Sample Question 2

- The best answer to problem sensitivity sample question 2 is **(a)**, “You should ask the supervisor to repeat the unclear instructions.” It is vital that you know what is required of you at all times during your shift. If you ask the supervisor to repeat the instructions, you will be able to follow those instructions accurately and efficiently. Answers **(b)**, **(c)** and **(d)** are all incorrect. A coworker may not know what the supervisor wants you to do, so it would be best to ask the supervisor directly. If you only follow the parts of the instructions that you understand perfectly, you may neglect an important aspect of the task. Finally, it would simply be inefficient (and perhaps even dangerous!) to try to complete the task without understanding the instructions and waiting until the end of the shift to have a supervisor check on your progress. It is essential that you communicate clearly with your supervisor; therefore, **(a)** is the only correct answer.

Tips for Improving your Problem Sensitivity Ability

- You will need to rely on your common sense to answer most of these questions. But make sure that you read the situation carefully and look for important details. Carefully examine the answers and make sure that you pick the answer that relates most closely to the details presented in the passage. For example, in problem sensitivity sample question 1, the passage explains that the driver of the car is alert, speaks clearly and has no problems walking. Thus you can safely eliminate **(c)**, which names intoxication as the man's main problem.
- If you are asked to imagine what would be the first step you would take to solve a problem, you may find it helpful to imagine the consequences that would arise if you followed each answer choice. For example, in problem sensitivity sample question 2, if you followed **(b)** and asked another coworker for assistance, you could easily imagine the coworker not having a complete knowledge of what the supervisor wants you to do, and the coworker could give you incomplete or false instructions. If you imagine the consequences of each answer choice, you will see that **(a)** is the only sensible answer to that question.

Deductive Reasoning

- On the CJ BAT, you will be asked to read a passage that explains Florida law enforcement or correctional policies. You will then be given a specific situation related to the policies, and you will have to decide the best course of action based on what you know about the laws or regulations.

Deductive Reasoning: Sample Question I

Please use the information in the following passage to answer this question.

In the event of a crash involving death or personal injuries, the following procedures are to be followed:

- The driver of any vehicle involved in a crash resulting in the injury of any person must immediately stop the vehicle at the scene of the crash, or as close thereto as possible, and must remain at the scene of the crash until he or she has fulfilled the requirements of statute 316.062. Any person who willfully violates this paragraph is guilty of a felony of the third degree.
 - The driver of any vehicle involved in a crash resulting in the death of any person must immediately stop the vehicle at the scene of the crash, or as close thereto as possible, and must remain at the scene of the crash until he or she has fulfilled the requirements of statute 316.062. Any person who willfully violates this paragraph is guilty of a felony of the second degree.
 - The department shall revoke the driver's license of the person convicted of violating the above regulations.
 - Every stop must be made without obstructing traffic more than is necessary, and, if a damaged vehicle is obstructing traffic, the driver of the vehicle must make every reasonable effort to move the vehicle or have it moved so as not to obstruct the regular flow of traffic. Any person who fails to comply with this subsection shall be cited for a nonmoving violation.
1. Joe Biglietta was driving his car, a white 1997 Ford Explorer, and talking on his cell phone on his way to work. Witnesses say that he ran a red light at the corner of Main and Broadway and crashed into the driver's side door of Mary Churchill, who was driving a red 1994 Pontiac Grand Prix. Ms. Churchill was not wearing her seatbelt and suffered severe injuries to her head, her neck and her shoulder. It is unclear what type of injuries Mr. Biglietta sustained because as soon as he discovered that he could still drive his car, he left the scene before police arrived. Police found Mr. Biglietta at his home shortly afterward. According to the above information, Mr. Biglietta will be charged with which of the following for leaving the scene of the accident?
- a) No charge because Ms. Churchill's injuries were caused by her failure to wear her seatbelt.
 - b) A nonmoving violation.
 - c) A felony of the second degree.
 - d) A felony of the third degree.

Answer to Sample Question 1

- The correct answer to deductive reasoning sample question 1 is **(d)**, “A felony of the third degree,” because Mr. Biglietta has left the scene of a crash resulting in the injury of Ms. Churchill, and anyone who violates the regulations in the first paragraph of the procedures listed previously will be guilty of a felony of the third degree. Answers **(a)**, **(b)** and **(c)** are all incorrect. The law does not exempt Mr. Biglietta from remaining at the scene because Ms. Churchill was not wearing her seatbelt. A nonmoving violation citation would have been issued if Mr. Biglietta had made no effort to move his damaged vehicle from the intersection, thereby obstructing traffic, but nonmoving violation citations are not issued in the event of a driver leaving the scene of a crash that has resulted in injury. Finally, Mr. Biglietta would have been guilty of a felony of the second degree if Ms. Churchill had died in the accident, but because she had survived with injuries, he was guilty of a felony of the third degree.

Deductive Reasoning: Sample Question 2

Please use the information in the following passage to answer this question.

The following are grooming standards for inmates in Florida correctional facilities:

- For security and identification purposes, no inmate shall be permitted to have his or her hair, including eyebrows and facial hair, dyed, cut, shaved or styled according to fads or extremes that would call attention to the inmate or separate inmates into groups based upon style. This would include, for example, tails, woven braids, cutting, sculpting, clipping or etching numbers, letters, words, symbols or other designs into the hair. Male inmates shall have their hair cut short to medium uniform length at all times with no part of the ear or collar covered. Sideburns shall not extend beyond the bottom of the earlobes and will have straight lines with no flare at the base.
 - All male inmates shall be clean-shaven, provided, however, that an exemption from this requirement shall be granted on the basis of a medical diagnosis when it is determined by the staff physician that shaving would be detrimental to the inmate's health. Inmates granted a medical exemption from the shaving requirement might be required to keep their facial hair closely trimmed with scissors or clippers. An inmate who has been granted a shaving exemption shall maintain the written exemption on his person at all times when outside the assigned housing unit.
 - If an inmate refuses to adhere to the grooming standards after having been given an opportunity and after having been found to be in violation through the formal disciplinary process (33-601.301-601.314), the officer in charge or a more senior official shall direct staff to shave the inmate or cut the inmate's hair or take other necessary action to bring the inmate into compliance with the grooming standards. When it is necessary to use force to carry out this task, the use of force shall be documented pursuant to rule 33-602.210.
2. Because Inmate Brown has a skin condition, the staff physician has determined that he may keep a short beard. Although staff members have ordered him to trim his beard closely, he has repeatedly refused to do so. What, if anything, can staff do to bring him into compliance with grooming standards?
- a) Because Inmate Brown has a medical exemption from the shaving requirement, staff members may not order him to trim his beard.
 - b) The senior official may order staff members to trim Inmate Brown's beard forcibly.
 - c) Inmate Brown will have to go through the formal disciplinary process, and staff may be allowed to trim his beard if he is found to be guilty of violating the policy.
 - d) Because Inmate Brown is being uncooperative and is violating the grooming standards, his medical exemption will be revoked, and he will be forced to shave off the beard entirely.

Answer to Sample Question 2

- The correct answer to deductive reasoning sample question 2 is **(c)**, “Inmate Brown will have to go through the formal disciplinary process, and staff may be allowed to trim his beard if he is found to be guilty of violating the policy,” because the last paragraph of the selection states that inmates who refuse to comply with grooming requirements have to go through the formal disciplinary process and afterward may be brought into compliance by staff members. Answers **(a)**, **(b)** and **(d)** are all incorrect. Although Inmate Brown does have a medical exemption and is allowed to have a beard, he is required to keep his beard trimmed closely. The medical exemption does not mean that Inmate Brown may keep a long beard. Before staff members may trim Inmate Brown’s beard (forcibly or otherwise), Inmate Brown must first go through the formal disciplinary process. Finally, the previous policies do not state that medical exemptions are granted or revoked on the basis of inmate behavior, so it would not follow that he would be forced to completely shave his beard because he is being uncooperative.

Tips for improving your deductive reasoning abilities

- Be sure to read carefully both the policies and the questions. Occasionally there will be irrelevant details in both the general policies and the specific situations, so make sure to match up important details carefully and disregard the information that does not help you answer the question. For example, in deductive reasoning sample question 1, the models of the cars that Mr. Biglietta and Ms. Churchill were driving and the location of the collision were not pieces of information that helped you answer the accompanying question. You had to ignore those details to reach the correct conclusion.
- Other times, you may have to combine policies to find the right answer. For example, deductive reasoning sample question 2 did not just involve the paragraph about medical exemptions but also the paragraph about uncooperative inmates. You had to take both paragraphs into consideration to reach the correct conclusion.
- You may be able to practice your deductive reasoning skills by looking at a set of rules or policies. They could be school regulations, office policies at your current job, city ordinances, etc. Try to imagine situations in which a person could either follow or violate the rule. What parts of the rule(s) would you cite if you had to defend someone or issue a citation?

Inductive Reasoning

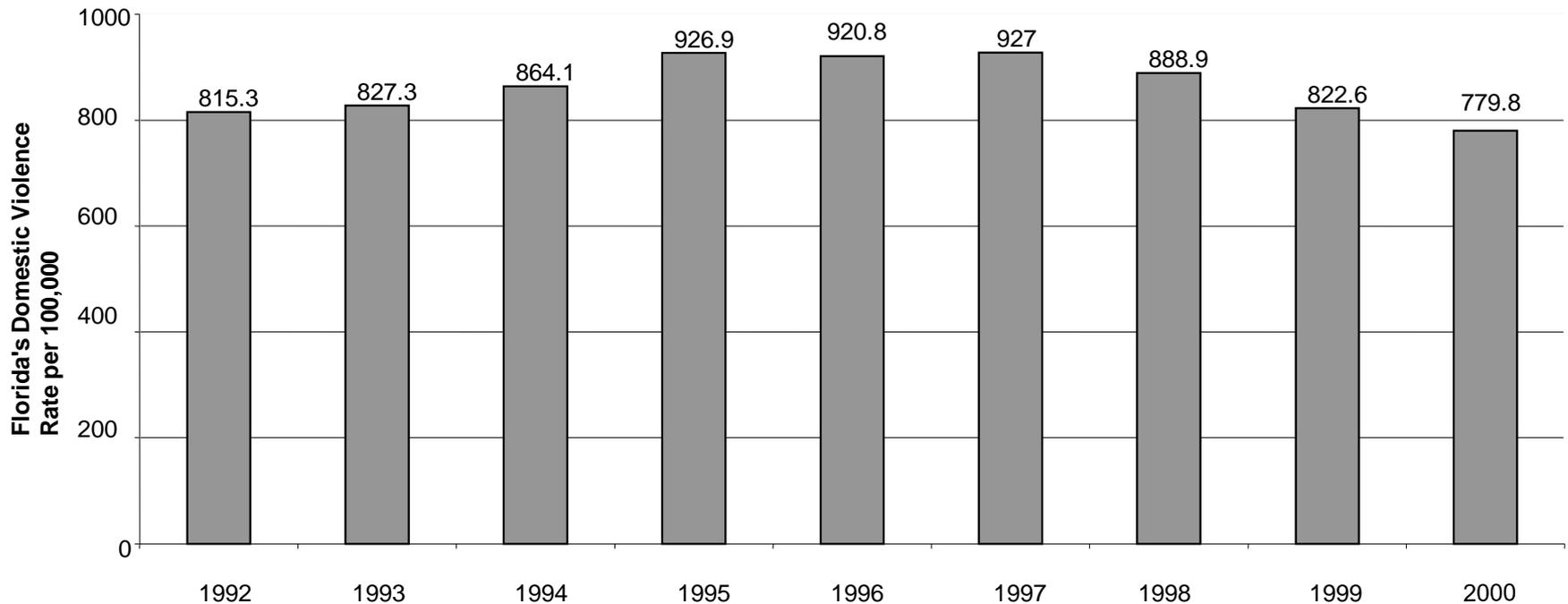
- On the CJ BAT, you will be given tables of information, bar graphs or pie graphs. You will be asked to make general conclusions based on the information provided in these tables and charts. What trends do you notice? Have specific strategies been successful or unsuccessful?

The next few slides will go over sample questions.

Inductive Reasoning: Sample Question 1

Please use the bar graph below to answer inductive reasoning sample question 1.

Total Domestic Violence Incidents for Florida, 1992-2000



1. In 1997, a new public-awareness campaign against domestic violence was established. The campaign included advertisements in local newspapers, billboards on state highways and lectures at community centers. Based on the information provided in the previous graph, how successful was this campaign?
 - a) The campaign was successful in decreasing the number of domestic violence incidents from 1997-2000.
 - b) The campaign was unsuccessful in decreasing the number of domestic violence incidents from 1997-2000.
 - c) The campaign was highly successful in 1997, but the number of domestic violence incidents increased afterward.
 - d) The campaign was mostly successful because although the number of domestic violence incidents increased from 1998-1999, there was a drastic decrease in domestic violence incidents from 1999-2000.

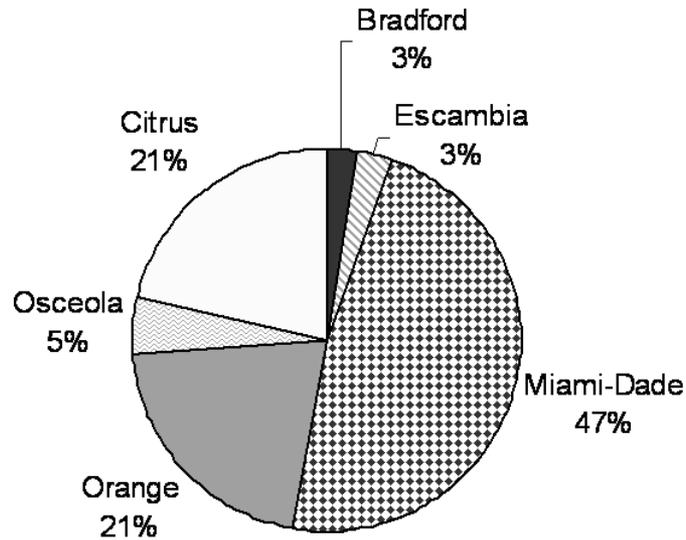
Answer to Sample Question 1

- The answer to inductive reasoning sample question 1 is **(a)**, “The campaign was successful in decreasing the number of domestic violence incidents from 1997-2000,” because if you look at the information presented in the previous graph, you will notice that the number of domestic violence incidents steadily decreased from 1997-2000. Answers **(b)**, **(c)** and **(d)** are all incorrect. The number of domestic violence incidents decreased from 1997-2000; therefore, the campaign was not unsuccessful. The number of domestic violence incidents was highest in 1997 and decreased afterward; therefore, the campaign would not have been wildly successful in 1997 and ineffective thereafter. Finally, although one could say that the campaign was mostly successful and although domestic violence incidents decreased from 1999-2000, they did not increase from 1998-1999.

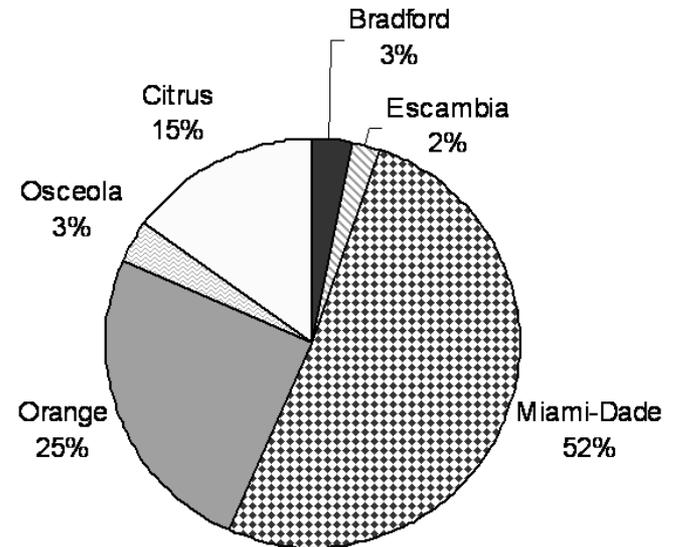
Inductive Reasoning: Sample Question 2

Use the following pie graphs to answer inductive reasoning sample question 2.

Full-Time Correctional Officers per County in 1998



Full-Time Correctional Officers per County in 2000



2. Which of the following conclusions can be drawn from the pie graphs from the previous slide?
 - I. The number of counties that increased their percentage of full-time correctional officer staff from 1998 to 2000 is greater than the number of counties that decreased their percentage of full-time correctional officer staff from 1998 to 2000.
 - II. The number of counties that decreased their percentage of full-time correctional officer staff from 1998 to 2000 is greater than the number of counties that increased their percentage of full-time correctional officer staff from 1998 to 2000.
 - III. Miami-Dade County had the greatest percentage of full-time correctional officers in both 1998 and 2000.

 - a) I only
 - b) II only
 - c) III only
 - d) II and III

Answer to Sample Question 2

- The correct answer to inductive reasoning sample question 2 is **(d)**, “II and III,” because statements II and III are both valid. Three counties decreased their percentage of full-time correctional officers from 1998 to 2000; two counties increased their percentage of full-time correctional officers from 1998 to 2000; one county had the same percentage in both years. Also, Miami-Dade County had the biggest percentage of full-time correctional officers in both years. Answers **(a)**, **(b)** and **(c)** are all incorrect. Statement I is incorrect because more counties decreased rather than increased their percentage of full-time correctional officers. Although statement II is correct, it is not the only conclusion that is valid. Similarly, statement III is correct, but it is not the only valid conclusion.

Tips for Improving your Inductive Reasoning Abilities

- Be sure to examine carefully every aspect of the charts or graphs provided and every part of the answer options. If you misread a number or a label, you obviously will not be able to reach the correct conclusion.
- You can practice your inductive reasoning skills by looking through a newspaper or a magazine for a chart or graph. Instead of reading the article or an explanation of the chart or graph, try forming your own conclusions about the data. Then read the article to see if you have reached a valid conclusion.

Information Ordering

- On the CJ BAT, the information ordering questions you will most likely encounter will ask you to place five or six statements in either chronological or logical order. The statements could be part of a set of first aid instructions, parts of policies or statements from witnesses to or victims of crimes. You will also be asked which statements come before or after other statements.

The next few slides will go over sample questions.

Information Ordering: Sample Question 1

Please use the following information to answer the question below.

Officer Hill has just finished interviewing the victim of a home invasion and assault. The following six statements appeared in the victim's account of the incident.

1. When I heard a loud pounding on our front door, I looked through the living room window and saw Charles Dixon, a friend of my boyfriend, standing outside.
2. Charles hit me repeatedly around my head, arms and shoulders with a baseball bat in the backyard.
3. I didn't want to answer the door because I knew that Charles was very angry with my boyfriend, and he had threatened us several times over the phone.
4. Charles kicked open the front door and chased me through the house.
5. I escaped the house through the back door in the kitchen, but Charles caught up with me in the backyard.
6. A neighbor heard my cries and chased Charles away.

1. What is the most logical order of these statements?

- a) 6, 1, 3, 5, 4, 2
- b) 2, 4, 5, 3, 1, 6
- c) 1, 3, 4, 5, 2, 6
- d) 4, 3, 5, 2, 6, 1

Answer to Sample Question 1

- The correct answer to information ordering sample question 1 is **(c)**, “1, 3, 4, 5, 2, 6.” Answers **(a)**, **(b)** and **(d)** are all incorrect. The statements should read like this: (1) When I heard a loud pounding on our front door, I looked through the living room window and saw Charles Dixon, a friend of my boyfriend, standing outside. (3) I didn’t want to answer the door because I knew that Charles was very angry with my boyfriend, and he had threatened us several times over the phone. (4) Charles kicked open the front door and chased me through the house. (5) I escaped the house through the back door in the kitchen, but Charles caught up with me in the backyard. (2) Charles hit me repeatedly around my head, arms and shoulders with a baseball bat in the backyard. (6) A neighbor heard my cries and chased Charles away.

Information Ordering: Sample Question 2

Please use the following information to answer the question below.

You are a correctional officer at Broward County Correctional Institution. Your supervisor has just distributed a flyer with instructions for cardiopulmonary resuscitation. The instructions on the flyer include the following five statements.

1. After contacting emergency medical personnel, position the victim. To open the person's airway, turn him or her on his or her back, supporting the head and neck.
 2. Before performing mouth-to-mouth breathing, look, listen and feel for respiratory movement.
 3. To ascertain if someone requires CPR, tap or gently shake the shoulder of the person who collapsed. Shout, "Are you okay?"
 4. When performing mouth-to-mouth breathing, use the thumb and forefinger of your hand to pinch the person's nose shut. As you keep an airtight seal with your mouth on the victim's mouth, immediately give two full breaths.
 5. If the person does not respond, call 911 before performing CPR.
2. If you place the above statements in the most logical order, which step should be performed immediately AFTER shaking, tapping or talking to the victim to ascertain if he or she requires CPR, assuming that the person needs further help?
- a) You should perform mouth-to-mouth breathing.
 - b) You should call 911.
 - c) You should position the victim.
 - d) You should feel for respiratory movement.

Answer to Sample Question 2

- The correct answer to information ordering sample question 2 is **(b)**, “You should call 911,” because logically, you should contact emergency medical personnel if the victim does not respond. Answers **(a)**, **(c)** and **(d)** are all incorrect because those steps do not immediately follow the ascertainment that the victim requires CPR. The most logical order of the passage is as follows: (3) To ascertain if someone requires CPR, tap or gently shake the shoulder of the person who collapsed. Shout, “Are you okay?” (5) If the person does not respond, call 911 before performing CPR. (1) After contacting emergency medical personnel, position the victim. To open the person’s airway, turn him or her on his or her back, supporting the head and neck. (2) Before performing mouth-to-mouth breathing, look, listen and feel for respiratory movement. (4) When performing mouth-to-mouth breathing, use the thumb and forefinger of your hand to pinch the person’s nose shut. As you keep an airtight seal with your mouth on the victim’s mouth, immediately give two full breaths.

Tips for Improving your Information Ordering Abilities

- Look for word clues in the statements, such as “before” and “after.” See if any of the statements pair up in some way. For example, in information ordering sample question 2, you are instructed to call 911 before performing CPR. The following step begins, “After contacting emergency medical personnel...”
- To practice information ordering, obtain a copy of a policy, a recipe, assembly instructions—something that clearly must be done in a certain order. Cut out the individual steps or instructions; mix them up and then see if you can rearrange them so that they are once again in their original, or most logical, order.

Additional Test-Taking Strategies

- Before the exam:
 - Make sure that you get a good night's sleep the night before the exam so that you are rested and relaxed on the day of the test.
 - Be on time to your test and bring all necessary materials to sign-in.

- Exam Format:
 - You will take the CJBAT either in paper-and-pencil format or computer-administered format. Regardless of format, make sure that you understand how to respond to questions and mark your answer properly. If you have questions regarding paper-and-pencil administration, ask your proctor. If you have questions related to the computer-administered format, there is a detailed tutorial that you can view as many times as necessary to familiarize yourself with the test administration process.

CJBAT FAQ & General Information

- CJBAT exam scores are valid for four years.
- Absolutely all demographic information **MUST** be entered accurately (test admin date, SSN, birthdate, gender, race, educational information). Missing and incorrect information will cause a delay in the receipt of scores.
- Should candidates require a copy of their scores, they must contact the testing location. As the test provider (I/O Solutions, Inc.), we **cannot** provide test scores to candidates.
- The CJBAT cannot be taken more than three times per discipline in a 12-month period.
- Candidates must wait six (6) months before they can retake an exam form.

More Practice? Take a Practice Exam!

■ Online Practice Exams Available:

- Take an online practice exam to prepare for the CJBAT exam.
- This online practice exam provides feedback for each CJBAT ability to help you gauge your strengths and weaknesses.
 - You see which items you got wrong and what the answer should have been.
- Go to one the following links to get started:
 - [CJBAT Correction Officer Practice Exam](#)
 - [CJBAT Law Enforcement Officer Practice Exam](#)

■ Study Guide Available:

- Order a study guide with more test-taking information.
- Study Guide includes a full **Practice Exam!**
- Visit www.publicsafetyrecruitment.com or [Click Here](#)
 - Order the “**NEW FLORIDA Criminal Justice Basic Abilities Test (CJBAT) Study Guide.**”