

**JAIL SUPERVISOR
STUDY GUIDE**

A written examination for the class of **JAIL SUPERVISOR** to be administered in **WINNFIELD** on **JANUARY 08, 2009**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>POLICE SERVICE MANAGEMENT</p> <p>Knowledge of the principles of effective police service management involving organizing, directing, and evaluating departmental operations; personnel management; and public relations.</p>	18.0%
<p>MANAGING EQUIPMENT/PROPERTY/SUPPLIES</p> <p>Knowledge of the maintenance and purchasing of equipment, property, and supplies, including verifying that equipment is tested and meets applicable standards.</p>	7.0%
<p>RECORDS</p> <p>Knowledge of effective records-keeping practices of a jail facility, including preparation, content, format, and control.</p>	7.0%
<p>SUPERVISION</p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, train, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.</p>	32.0%
<p>JAIL OPERATION</p> <p>Knowledge of the procedures for supervising the operation of a jail facility, including jail security, maintenance of facility, and providing for the medical needs of prisoners.</p>	36.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

JAIL OFFICER'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 15th printing, 1990.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

FIRST/SECOND LINE JAIL SUPERVISOR'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria VA 22314-3490, 1989.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.