# DEPARTMENT OF STATE POLICE TRANSFER POLICY (ADM-27) PRACTICE EXAM (SAMPLE)

## STUDY GUIDE




## SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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# How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

### 1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

### 2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

### 3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

### 4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

### 5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

### 6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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# Questions

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**1. What is the primary focus of the policies under ADM-27?**

A. Departmental funding allocation
B. Transfer procedure and criteria
C. Employee health and safety
D. Hiring new employees

**2. How does the transfer policy address potential conflicts of interest?**

A. It ignores conflicts to expedite the process
B. It outlines procedures to manage conflicts of interest
C. It allows for personal relationships to influence decisions
D. It encourages conflicts to be disclosed but takes no action

**3. How frequently does the bid cycle occur?**

A. Thirty (30) days
B. Fifty-six (56) days
C. Ninety (90) days
D. One hundred twenty (120) days

**4. Which factors are considered in evaluating an employee's transfer request?**

A. Personal preferences and desires
B. Performance records, seniority, and qualifications
C. Availability of positions in other departments
D. Length of commute to the new location

**5. What role does the Diversity Officer play in the transfer process?**

A. Directly manages the transfer process
B. Reviews and recommends transfer requests to the Colonel/Superintendent
C. Is solely responsible for diversity training
D. Oversees all personnel assignments

**6. Who should members notify when they intend to request a non-biddable assignment?**

A. Their Commanding Officer of the requested Section/Unit
B. Human Resources Director
C. Fellow Officers in the Unit
D. Chief of the Department

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**7. What document serves as official notice to candidates selected for a non-biddable assignment?**

A. The interview summary

B. The transfer order

C. The selection report

D. The offer letter

**8. Are employees notified about the outcomes of their transfer requests?**

A. No, outcomes are never communicated to employees

B. Yes, employees receive a formal notification

C. Only successful requests are communicated

D. Notifications are sent only via email

**9. What must the Commanding Officer submit to the Division Commander after completing the selection process?**

A. A summary of interview outcomes

B. A To/From detailing applicants and interview details

C. A personal evaluation of the selected candidates

D. A report on the selection process efficiency

**10. What information is typically included in the transfer request list made by Human Resources?**

A. Last performance review

B. Requesting member's name and seniority

C. Conversion training completion

D. External recommendations

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# Answers

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1. B
2. B
3. B
4. B
5. B
6. A
7. B
8. B
9. B
10. B

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# Explanations

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## 1. What is the primary focus of the policies under ADM-27?

A. Departmental funding allocation

B. Transfer procedure and criteria

C. Employee health and safety

D. Hiring new employees

*The primary focus of the policies under ADM-27 is on transfer procedures and criteria. This involves outlining the specific guidelines and requirements that govern how personnel transfers are conducted within the Department of State Police. These policies help ensure that the transfer process is fair, transparent, and consistent across the organization, providing clarity on how decisions regarding transfers are made and implemented. By establishing clear procedures, ADM-27 aims to manage personnel movements effectively, taking into account factors such as qualifications, the needs of the department, and the professional development of the employees. This focus is crucial for maintaining operational efficiency and addressing workforce dynamics within the department. Other options, while they address important aspects of organizational management, do not pertain specifically to the transfer policies emphasized in ADM-27.*

## 2. How does the transfer policy address potential conflicts of interest?

A. It ignores conflicts to expedite the process

B. It outlines procedures to manage conflicts of interest

C. It allows for personal relationships to influence decisions

D. It encourages conflicts to be disclosed but takes no action

*The transfer policy is designed to address potential conflicts of interest by outlining specific procedures to manage them effectively. This ensures that any potential biases or conflicts are recognized and handled in a transparent manner. By providing clear guidelines, the policy aims to maintain integrity and fairness in the transfer process, safeguarding against any undue influence that could compromise decision-making. This approach not only promotes a culture of accountability within the department but also protects the interests of all parties involved, fostering trust in the transfer system. By managing conflicts of interest proactively, the policy supports ethical standards and reinforces the overall credibility of the department's operations.*

## 3. How frequently does the bid cycle occur?

A. Thirty (30) days

B. Fifty-six (56) days

C. Ninety (90) days

D. One hundred twenty (120) days

*The bid cycle occurs every fifty-six (56) days, which is the standard interval set by the Department of State Police Transfer Policy (ADM-27). This frequency allows for a structured process of personnel movement and transfer within the department, ensuring that officers have a regular opportunity to express their desire for reassignment or transfer. The specific duration of fifty-six days is significant as it strikes a balance between allowing enough time for officers to assess their current positions and make informed decisions about potential new roles while also ensuring that the process does not drag on unnecessarily. Understanding this timeframe is important for officers as it directly affects their career progression and satisfaction within their roles.*

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## 4. Which factors are considered in evaluating an employee's transfer request?

A. Personal preferences and desires

B. Performance records, seniority, and qualifications

C. Availability of positions in other departments

D. Length of commute to the new location

*Evaluating an employee's transfer request typically involves a focus on objective criteria that ensure the best fit for both the employee and the organization. Performance records, seniority, and qualifications are critical in this assessment because they provide a clear picture of the employee's capabilities and track record within the organization. Performance records indicate how well an employee has performed in their current role, which can strongly influence management's decision regarding their potential success in a new position. Seniority reflects the employee's tenure, which may factor into their priority during the transfer process, while qualifications ensure that the employee possesses the necessary skills and training relevant to the new role. These factors align with the organization's goals of maintaining effective staffing and ensuring that employees are suitably matched to positions where they can succeed and contribute positively. Personal preferences and desires, availability of positions in other departments, and the length of commute are relevant but do not carry the same weight in an objective evaluation of a candidate's suitability for transfer as the factors mentioned in the correct choice.*

## 5. What role does the Diversity Officer play in the transfer process?

A. Directly manages the transfer process

B. Reviews and recommends transfer requests to the Colonel/Superintendent

C. Is solely responsible for diversity training

D. Oversees all personnel assignments

*The Diversity Officer plays a significant role in the transfer process, particularly in ensuring that transfer requests are reviewed and recommended appropriately to higher authorities, such as the Colonel or Superintendent. This role is crucial in promoting equitable practices and considering the diversity and inclusion aspects of personnel movements within the department. The Diversity Officer's involvement ensures that transfer decisions not only adhere to institutional policies but also reflect a commitment to diversity, equity, and inclusion. By reviewing and making recommendations, the officer helps to balance operational needs with the diverse backgrounds and perspectives of personnel, fostering a more inclusive workplace culture. While overseeing personnel assignments and managing diversity training are important functions, those responsibilities typically fall to different positions or are broader in scope than what the Diversity Officer specifically handles in the context of the transfer process. Therefore, focusing on the review and recommendation aspect accurately captures the essence of the officer's role in facilitating a fair and thoughtful transfer procedure.*

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## 6. Who should members notify when they intend to request a non-biddable assignment?

A. Their Commanding Officer of the requested Section/Unit

B. Human Resources Director

C. Fellow Officers in the Unit

D. Chief of the Department

*When a member intends to request a non-biddable assignment, they should notify their Commanding Officer of the requested Section or Unit. This is essential because the Commanding Officer is typically the person responsible for overseeing personnel assignments and will facilitate the process of evaluating the request. Notifying the Commanding Officer ensures that the appropriate chain of command is followed and that relevant procedures are adhered to, which is crucial in maintaining organizational structure and efficiency. Other options, while they may involve different personnel within the department, do not align with the proper protocol for assigning non-biddable roles. For instance, notifying the Human Resources Director may not directly impact the immediate approval process, as this request should first be vetted and approved by the Commanding Officer. Likewise, informing fellow officers is not part of the official process, and the Chief of the Department is generally not involved in individual assignment requests unless escalations or particular circumstances arise.*

## 7. What document serves as official notice to candidates selected for a non-biddable assignment?

A. The interview summary

B. The transfer order

C. The selection report

D. The offer letter

*The transfer order serves as the official notice to candidates who have been selected for a non-biddable assignment. This document is critical as it formally communicates the decision regarding the assignment to the individual selected. It outlines specific details such as the new position, assignment location, and effective date, providing clarity and an official record of the transition. While other documents like the interview summary, selection report, and offer letter may play important roles in the selection process, they do not serve as the official notification of the assignment. The interview summary primarily summarizes the candidate's performance during the interview process, the selection report details the overall results of the selection process, and the offer letter is typically associated with biddable options rather than non-biddable assignments. Therefore, the transfer order is the definitive document that confirms the assignment for selected candidates.*

## 8. Are employees notified about the outcomes of their transfer requests?

A. No, outcomes are never communicated to employees

B. Yes, employees receive a formal notification

C. Only successful requests are communicated

D. Notifications are sent only via email

*Employees are indeed notified about the outcomes of their transfer requests, which is essential for maintaining transparency and communication within the organization. Receiving a formal notification not only ensures that employees are kept informed of the status of their request, but it also allows them to understand the decision-making process and provide clarity on any next steps or additional considerations that may be necessary. This practice fosters a more engaging work environment and supports overall morale, as employees feel valued and acknowledged in their career development efforts. It also facilitates future planning for both the employees and the department management.*

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## 9. What must the Commanding Officer submit to the Division Commander after completing the selection process?

A. A summary of interview outcomes

B. A To/From detailing applicants and interview details

C. A personal evaluation of the selected candidates

D. A report on the selection process efficiency

*The Commanding Officer is required to submit a To/From detailing applicants and interview details to the Division Commander after completing the selection process. This document serves as a formal record that summarizes key information regarding the selection process, including the candidates who applied, the interview process, and any pertinent observations. It ensures transparency and accountability in the decision-making process, allowing the Division Commander to review the selection and understand the rationale behind the choices made. This type of documentation is crucial for maintaining standards and consistency in hiring practices, aligning with the policies outlined in the Department of State Police Transfer Policy (ADM-27). While other options might contain relevant information, they do not fulfill the specific requirement for a structured submission to the Division Commander that captures both applicant details and the interview process comprehensively.*

## 10. What information is typically included in the transfer request list made by Human Resources?

A. Last performance review

B. Requesting member's name and seniority

C. Conversion training completion

D. External recommendations

*The transfer request list generated by Human Resources typically includes the requesting member's name and seniority. This information is essential as it allows decision-makers to identify which employees are seeking transfers and to assess their seniority in relation to others who may be requesting a similar transfer. Seniority is a significant factor in many transfer policies, particularly in organizations like the Department of State Police, where it can influence an employee's eligibility for certain positions or shifts. In contrast, including a last performance review may not be common practice for transfer requests because the focus is usually on the desire and qualifications for the transfer rather than past evaluations. Conversion training completion pertains to specific training completed by the employee and might not be relevant in the context of a transfer request unless required for the new role. External recommendations, while potentially valuable in a broader hiring context, are typically not part of a formal transfer request due to the internal nature of the process and the existing familiarity with the employee's performance within the organization.*

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# Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://adm27.examzify.com

We wish you the very best on your exam journey. You've got this!

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