



AGENT TRAINEE, ABC

Study Guide

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INTRODUCTION

Thank you for your interest in the Agent Trainee, ABC classification. This guide is designed to familiarize and assist you with preparing for the Agent Trainee, ABC examination. The examination contains 82 multiple-choice items in four content sections: 1) Knowledge, 2) Analysis/Accuracy, 3) Written Communications, and 4) Mathematics. The sample questions provided in this guide are intended to provide you with an idea of the kinds of questions you will encounter on the examination. However, it is important to note that actual test questions may vary in format and content.

How Should I Prepare For The Written Examination?

To prepare for the Agent Trainee, ABC written examination, you should study the content assessed in each section of the test. On the examination day, it is strongly recommended that you arrive 15 minutes prior to the examination starting time, and make sure you are well rested. Also, remember to bring your notice to appear and picture identification, or you will not be admitted into the test. You will be provided a calculator for this examination.

Test-Taking Tips

The Agent Trainee, ABC examination has a 2 ½ hour time limit. Always read all the possible choices before selecting your answer. If you do not know the answer to a question, it is usually best to skip it and move on to the others questions. Your score will be based on the number of correct responses. If you are unsure of the answer to a question, eliminate the answers you believe are incorrect, and mark the choice that is the best response. It is a good practice to manage your time, pace yourself, and avoid getting stuck on any single question.

Test Content

1. **Knowledge** - This section is designed to assess your knowledge of the job duties of an Agent Trainee which includes investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure; legal rights of citizens; service of legal process; and knowledge of the Alcoholic Beverage Control and related statutes and regulations
2. **Analysis/Accuracy** - This section is designed to assess your accuracy in identifying reporting errors and discrepancies in information.
3. **Written Communication** - This section is designed to assess your skills in constructing sentences using correct spelling and word usage.
4. **Mathematics** - This section is designed to assess your knowledge and skill in solving a variety of arithmetic computations including addition, subtraction, multiplication and division.

Answer Key

You may find answers to the sample questions beginning on page 9.

SAMPLE KNOWLEDGE QUESTIONS

This section is designed to assess your knowledge of the job duties of an Agent Trainee which includes of investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure; legal rights of citizens; service of legal process; and knowledge of the Alcoholic Beverage Control and related statutes and regulations. The following are samples of the types of questions you may find in the Agent Trainee, ABC examination. However, actual questions will vary in format and content.

1. Which of the following is generally NOT considered evidence of a crime?
 - A. Confessions made by a defendant
 - B. Defendant's past criminal history
 - C. Testimony offered by a witness
 - D. Photographs or video footage

2. Which of the following statements are contained in the 4th Amendment to the Constitution of the United States?
 - A. ...nor shall be compelled in any criminal case to be a witness against himself...
 - B. In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial...
 - C. The right of the people to be secure in their persons, houses, papers and effects against unreasonable searches and seizures shall not be violated...
 - D. ...nor be deprived of life, liberty, or property without due process of law...

3. You and your partner detain a person as you investigate whether a crime has occurred. The person becomes agitated, and you decide to place the person in handcuffs for safety. Your investigation takes 45 minutes to complete, and it is determined that the detainee did not commit a crime. Before releasing the detainee, which of the following would be the most important consideration?
 - A. If the detainee was being truthful when answering questions.
 - B. If the detainee had a ride home.
 - C. If the length of detainment equated to a de-facto arrest.
 - D. If the detainee had destroyed evidence.

4. If an ABC licensee sells an alcoholic beverage to a minor, they can be held criminally responsible. The ABC can also pursue remedies for the same violation through the following hearing process:
 - A. Civil Hearing
 - B. Juvenile Hearing
 - C. Probate Hearing
 - D. Administrative Hearing

SAMPLE ANALYSIS/ACCURACY QUESTIONS

This test section is designed to assess your accuracy in identifying reporting errors and discrepancies in information. For each question, you will compare the Field Notes to the Summary Report. The following are samples of the types of problems you may find in the Agent Trainee, ABC examination. However, actual problems will vary in format and content.

FIELD NOTES:

Suspect Name	DOB, Age, Gender	Address	Driver License#	Item	Violation
Sarah Michaels	-10/23/98 19 years old Hispanic Female Eyes: Brown Hair: Brown 5'5" 165 lbs	2911 Glacier Street, Sacramento, CA 95821	Y4699142	12 fl. oz. can of Coors beer	25661 BP 25662 (a) BP
Incident Location	Address	Date/Time	Agent	Citation #	Notes
Folsom Lake Park	9899 Folsom Auburn Road, Granite Bay, CA 95630	June 1, 2018 at 12:01 pm	Mathew Jones (ID #2543) Brad Jenkins (#6234)	108643	Maroon Shirt, white bathing suit bottoms

SUMMARY REPORT:

On Friday, June 1, 2018, I (Agent Mathew Jones #2543) was working general enforcement at Folsom Lake Park, in Folsom. I was dressed in plain clothes and was riding with Agent Brad Jenkins (#6234) in an unmarked Police vehicle.

At approximately 12:01 pm, I observed a group of five young looking individuals, with cans of Coors and Bud Light, standing next to a white pick-up truck. I exited my vehicle and verbally identified myself as a police officer while displaying my Department issued dome badge. I asked the group for their identification and was presented with five photo identifications. I ran all of the identifications through CHP dispatch and four came back clear and valid.

A young looking female wearing a maroon shirt and white bottoms, later identified as MICHAELS, Sarah (CA DL #Y4699142), presented me with CA DL #F4067071 that displayed her true name with a DOB of 10/23/1996. Prior to contact, I had observed MICHAELS holding an open container of 12 fl. oz. Coors beer, which was now in front of her, on top driver's side rail of the truck bed that she was standing next to. I ran the CA DL she provided me through CHP dispatch and a match could not be found in the DMV database. Agent Jenkins asked MICHAELS if she had a second form of identification. She presented Agent Jenkins with a second copy of CA DL #F4067071. Agent Jenkins continued to ask MICHAELS about her true identity when she finally presented her true identification (CA DL #Y4689142) that showed her DOB to be 10/23/1998, which makes her 19 years old.

I seized both of the fake identification cards and took a digital photo of MICHAELS as she appeared on that day. The can of Bud Light was destroyed at the scene. I issued MICHAELS citation #108643 for violation of section 25561 BP and 25662 (a) BP – Minor in Possession of an Alcoholic Beverage. MICHAELS was released at the scene upon her promise to appear in court. I concluded my investigation at approximately 12:15 pm.

Refer to the Field Notes and the Summary Report above to answer the questions below.

1. According to the Field Notes provided, which of the following is an error in the Summary Report?
 - A. The description of the suspect's physical characteristics
 - B. The reported time that the incident occurred
 - C. The city where the reported incident occurred
 - D. Agent ID numbers

2. According to the Field Notes provided, which of the following is an error in the Summary Report?
 - A. Names of Agents
 - B. The brand of alcohol destroyed at the scene
 - C. The name of the park
 - D. The age of the suspect

3. According to the Field Notes provided, which of the following is an error in the Summary Report?
 - A. True Driver's License number
 - B. Date of incident
 - C. Description of suspect's clothing
 - D. Suspects date of birth

4. According to the Field Notes provided, which of the following is an error in the Summary Report?
 - A. The gender of the suspect
 - B. The size of the beer
 - C. BP Violation Code
 - D. Citation number

SAMPLE WRITTEN COMMUNICATIONS QUESTIONS

This test section is designed to assess your skill in constructing sentences using correct spelling and word usage. The following are samples of the types of problems you may find in the Agent Trainee, ABC examination. However, actual problems will vary in format and content.

1. Everyone felt Sue's _____ at the holiday party this year.
 - A. absance
 - B. absense
 - C. absence
 - D. absince

2. All parents should teach _____ children about good _____.
 - A. there; hygine
 - B. their; hygeine
 - C. there; hygine
 - D. their; hygiene

3. My brother _____ a great _____ to visit while we are in New Orleans.
 - A. recomended; restaurant
 - B. recommended; restaurant
 - C. recommended; restaraunt
 - D. reccomended; restarant

4. My father had a very _____ _____ business for thirty years.
 - A. sucessful; vacuum
 - B. successful; vaccum
 - C. succesful; vacume
 - D. successful; vacuum

5. We are _____ two _____ during an eight hour work shift.
 - A. aloud; breaks
 - B. allowed; brakes
 - C. allowed; breaks
 - D. aloud; brakes

SAMPLE MATHEMATICS QUESTIONS

This test section is designed to assess your knowledge and skill in solving a variety of arithmetic computations including addition, subtraction, multiplication, and division. The following are samples of the types of problems you may find in the Agent Trainee, ABC examination. However, actual problems will vary in format and content.

1. Shirley can complete a document review in 15 minutes. Kathy can complete a document review in 12 minutes. If both Shirley and Kathy complete document reviews for 5 hours, how many document reviews will be completed?
 - A. 43
 - B. 45
 - C. 47
 - D. 49
2. Dotty's California identification card states her birthday is November 12, 1996. Today's date is September 22, 2018, how old is she?
 - A. 19 years old
 - B. 20 years old
 - C. 21 years old
 - D. 22 years old
3. A restaurant reports \$448,049 in total sales per year. If \$256,232 of those sales is from food, what is the percentage in alcohol sales for this restaurant?
 - A. 43%
 - B. 45%
 - C. 47%
 - D. 57%
4. The cost of a citation fee goes up 2% per year. In 2017, the cost of a citation fee was \$250.00. How much will a citation fee cost in 2020 (round your answer to the closest whole number)?
 - A. 255
 - B. 265
 - C. 270
 - D. 275

ANSWER KEY

KNOWLEDGE

1. B
2. C
3. C
4. D

ANALYSIS/ACCUARCY

1. C (The city where the reported incident occurred)
2. B (The brand of alcohol destroyed at the scene)
3. A (True Driver's License number)
4. C (BP Violation)

WRITTEN COMMUNICATIONS

1. C
2. D
3. B
4. D
5. C

MATHEMATICS

1. To determine total number of documents reviewed:
Step 1: 5 hours x 60 minutes = 300 minutes
Step 2: 300 divided by 15 minutes = 20 document reviews
Step 3: 300 divided by 12 minutes = 25 document reviews
Step 4: Add total documents reviewed (20 + 25 = 45)
Answer = 45
2. To determine how old Dotty is:
Since Dotty's birthday has not happened yet you must use the prior year to calculate her age.
Take 2017 and subtract 1996 = 21
Answer = 21
3. To determine percentage of alcohol sales:
Step 1: Subtract food sales from total sales (448,049 – 256,232 = 191,817 in alcohol sales)
Step 2: Divide alcohol sales by total sales (191,817/448,049 = 43%)
Answer = 43%
4. To determine the cost of a citation in 2020:
Step 1: \$250 X 1.02 = 255 (2018)
Step 2: \$255 X 1.02 = 260 (2019)
Step 3: \$260 X 1.02 = 265 (2020)
Answer = \$265