Private Security

Phase V: Bail Enforcer

Study Guide

COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
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Overview

This study guide is designed to help candidates prepare for Bail Enforcer licensure in Oklahoma. It not only includes information about the examination, but also the skills standards upon which the examination is based, resources that can be used to prepare for the examinations and test taking strategies.

Each of the sections in this guide provides useful information for candidates preparing for the Bail Enforcer examination:

- Bail Enforcer Licensure Examinations
  - Assessment Information
  - Standards and Test Content
- Strategies for Test Taking Success
- Notes

This assessment was developed in partnership with the Council on Law Enforcement Education and Training (CLEET), the state agency charged with managing and regulating licensure and training of individuals employed in private security professions. This examination measures the candidate's mastery of basic knowledge and skills expected of workers seeking licensure as a Bail Enforcer in Oklahoma.

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CareerTech and Competency-Based Education: A Winning Combination

Competency-based education uses learning outcomes that emphasize both the application and creation of knowledge and the mastery of skills critical for success. In a competency-based education system, students advance upon mastery of competencies, which are measurable, transferable outcomes that empower students.

Career and technology education uses industry professionals and certification standards to identify the knowledge and skills needed to master an occupation. This input provides the foundation for development of curriculum, assessments and other instructional materials needed to prepare students for wealth-generating occupations and produce comprehensively trained, highly skilled employees demanded by the work force.

Tools for Success

CareerTech education relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction and outline the knowledge and skills that must be mastered in order to perform related jobs within an industry. Skills standards are aligned with national skills standards and/or industry certification requirements; therefore, a student trained to the skills standards is equally employable in local, state and national job markets.

Curriculum materials and textbooks contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources include supplemental activities that enhance learning by providing opportunities to apply knowledge and demonstrate skills.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials and textbooks. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Each of these components satisfies a unique purpose in competency-based education and reinforces the knowledge and skills students need to gain employment and succeed on the job.

Measuring Success

Evaluation is an important component of competency-based education. Pre-training assessments measure the student's existing knowledge prior to receiving instruction and ensure the student's training builds upon this knowledge base. Formative assessments administered throughout the training process provide a means of continuously monitoring the student's progress towards mastery.

Written competency assessments provide a means of evaluating the student's mastery of knowledge and skills. Coaching reports communicate competency assessment scores to students and provide a breakdown of assessment results by standard area. The Coaching Report also shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Assessment Information

How was the assessment developed?

The assessment was developed by the CareerTech Testing Center in partnership with the Council on Law Enforcement Education and Training (CLEET). Items for the exams were developed and reviewed by committees of subject matter experts. All subject matter experts are bail enforcement professionals who have many years of experience in the industry.

How do I register for a Bail Enforcer licensure exam?

Candidates for licensure as a Bail Enforcer in Oklahoma who have completed an approved training program must contact an Oklahoma technology center test site to schedule the written exam. Contact information for test sites is available at www.okhcp.com under the Private Security tab. Candidates must present a Certificate of Completion from the training program and a current, valid photo identification issued by a government entity within the US.

What do the examinations cover?

Each examination is aligned to the skills standard, which are contained in this study guide.

What is the benefit of taking the exam?

The assessment provides a measure of mastery of basic knowledge and skills needed by Bail Enforcers. Candidates who score 70% or higher on the written examination and meet all licensure requirements will be issued a license by CLEET.

Are the exams timed?

Yes. The test plan for each licensure area specifies the time allowed to complete the written examination. If the time allowed expires before the candidate is finished with the examination, the examination will automatically be submitted for scoring and all unanswered questions will be marked incorrect.

Can students use a calculator on the exam?

No — calculators are not permitted. If needed, the test proctor will provide paper and a pencil to be used during the test. These items will be collected from the candidate before the assessment is submitted for scoring.

Can candidates bring resources to use during the examination?

Candidates are not allowed to bring resources into the testing area. In addition, candidates must leave all personal belongings (i.e. study materials, cell phones and other electronic devices) in their vehicle or in an area designated by the testing center. Candidates who violate this policy will be dismissed from the testing area and reported to the Council for Law Enforcement Education & Training.

What can candidates use to prepare for the examination?

In addition the Oklahoma Bail Enforcer and Licensing Act, the *Private Security Training Phase 5: Bail Enforcer* curriculum can be used to prepare for the examination. This curriculum is available from the Curriculum and Instructional Materials Center (CIMC) and can be ordered by calling (800)654-4502.

What can students expect on Test Day?

The assessment is web-based and delivered exclusively online by a proctor in the testing center. Once the exam window opens, the entire assessment is visible. Candidates can skip questions and return to them later. However, it is important to answer all questions before submitting the test for scoring — unanswered questions will be counted wrong.

After the assessment is scored, the candidate will be provided a Coaching Report that not only shows the candidate's score on the test as a whole, but also scores in each individual topic area.

When will I receive my results?

Results are usually transmitted to the CLEET on Tuesdays and Thursdays. Candidates who do not receive their Bail Enforcer license within two weeks of testing should contact CLEET at 405-239-5143.

Can students retake the test?

Candidates who do not score 70% or higher on the examination must wait three business days before retesting.

Standards and Test Content

Bail Enforcer
50 Questions — One hour time limit

A. Interpret the Oklahoma Bail Enforcement and Licensing Act – 34% (17 questions)

1. Define terms from the Oklahoma Bail Enforcer and Licensing Act
2. Identify the powers granted to the Council on Law Enforcement Education and Training (CLEET)
3. Identify persons not eligible for licensing or who do not require licensing under the Act
4. Identify the types of licenses issued to qualified applicants
5. List the qualifications for licensure under the Act
6. State the provisions of law that concern the disclosure of licensing information
7. Explain the requirements for obtaining a Bail Enforcer license
   - Application
   - Required documentation
   - Disclosure of criminal history
   - Disqualifiers for licensure
8. Define the provisions for psychological evaluation
9. Review possible violations and punishments under the Act
10. State the rules for insurance or bonds for bail enforcers and bail enforcement agencies
11. State the rules for physical addresses, facilities, records, and advertising that apply to bail enforcers and bail enforcement agencies

B. Interpret the legal Powers and Limitations of Bail Enforcers – 24% (12 questions)

1. State the rules for use of force under the Oklahoma Bail Enforcer and Licensing Act
2. State the rules for entry into private residences and the potential criminal consequences of violating those rules
3. Discuss the Fourth Amendment of the US Constitution and its impact on the activities of bail enforcers
4. Explain Oklahoma laws pertaining to armed bail enforcers
   - Title 21
   - Title 59

5. Identify the requirements for identification and marking of uniforms and vehicles
6. Distinguish between an arrest on a warrant and taking a defendant into custody pursuant to a bail contract
7. Understand the requirements for surrendering a defendant to a sheriff

C. Understand Responsibilities to Clients – 16% (8 questions)

1. State the role and responsibilities of a bail enforcer
2. Compare the duties and authority of bail enforcers to private investigators and peace officers
3. List topics requiring confidentiality
4. Explain the importance of reporting to defendants
5. Understand the purposes of a written agreement between the bail enforcer and the defendant

D. Perform Bail Enforcement Duties – 26% (13 questions)

1. Explain the proper procedures for entering and searching a residence
2. Discuss the safety considerations of entering and searching a structure
3. Demonstrate interpersonal communication skills
4. Demonstrate appropriate techniques for taking a defendant into custody
   - Handcuffing, shackling
   - Handling of personal property
   - Interaction with family members or others on scene
5. Use appropriate techniques to restrain defendants during transport
6. Discuss legal liability of bail enforcer while defendant is in custody
   - Medical emergencies
   - Vehicle accidents
   - Injuries
7. Explain general process for recommitting a defendant to custody
8. Understand issues of dealing with local authorities when investigating and apprehending defendants

Test Taking Strategies

This section of the study guide contains valuable information for testing success and provides a common-sense approach for preparing for and performing well on any test.

General Testing Advice

1. Get a good night's rest the night before the test — eight hours of sleep is recommended.
2. Avoid junk food and "eat right" several days before the test.
3. Do not drink a lot or eat a large meal prior to testing.
4. Be confident in your knowledge and skills!
5. Relax and try to ignore distractions during the test.
6. Focus on the task at hand — taking the test and doing your best!
7. Listen carefully to the instructions provided by the exam proctor. If the instructions are not clear, ask for clarification.

Testing Tips

1. Read the entire question before attempting to answer it.
2. Try to answer the question before reading the choices. Then, read the choices to determine if one matches, or is similar, to your answer.
3. Do not change your answer unless you misread the question or are certain that your first answer is incorrect.
4. Answer questions you know first, so you can spend additional time on the more difficult questions.
5. Check to make sure you have answered every question before you submit the assessment for scoring — unanswered questions are marked incorrect.

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