

Department of State Police Transfer Policy (ADM-27) Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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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.

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!

Questions

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- 1. Are there restrictions on transferring during probationary periods?**
 - A. No, all employees can apply at any time**
 - B. Yes, employees may be restricted from applying**
 - C. Yes, but only if there have been performance issues**
 - D. No, but supervisors must be informed**

- 2. Under what circumstances can Commanding Officers transfer personnel outside of the standard bidding cycle?**
 - A. Based on availability of positions**
 - B. At the request of the individuals involved**
 - C. Based on operational needs of the Department**
 - D. In response to external complaints**

- 3. Who is responsible for promulgating the transfer policy?**
 - A. John E. Mawn Jr., Colonel/Superintendent**
 - B. Robert Smith, Deputy Superintendent**
 - C. Jane Doe, Chief of Operations**
 - D. Michael Johnson, Chief of Staff**

- 4. What process may be conducted after a transfer to evaluate an employee's performance?**
 - A. Annual performance review**
 - B. Exit interview**
 - C. Probationary evaluation**
 - D. Peer assessment**

- 5. What does the Human Resources Section do once transfers are approved?**
 - A. Issue transfer orders and notify affected members**
 - B. Provide orientation for new employees**
 - C. Arrange for the removal of employees from their positions**
 - D. Conduct exit interviews with transferring members**

- 6. What is the responsibility of members on leave regarding non-biddable assignment postings?**
- A. To disregard all postings.**
 - B. To passively wait for notifications.**
 - C. To keep themselves informed of such postings.**
 - D. To request updates from colleagues.**
- 7. How are transfer requests prioritized within the department?**
- A. By the time of application submission**
 - B. By seniority, qualifications, and staffing needs**
 - C. By employee popularity**
 - D. Alphabetically by last name**
- 8. Are temporary positions eligible for transfers under the policy?**
- A. Yes, all positions are eligible**
 - B. No, only permanent positions are eligible**
 - C. Only if approved by a supervisor**
 - D. Yes, but only for internal transfers**
- 9. What typically informs an employee's decision to seek a transfer?**
- A. Organizational chart updates**
 - B. Meeting agendas**
 - C. Work-life balance considerations**
 - D. Annual reports**
- 10. What impact does training have on the transfer request evaluation?**
- A. It has no impact on the evaluation process**
 - B. Relevant training completion may affect eligibility and suitability**
 - C. Only training from outside institutions is considered**
 - D. Training is irrelevant if the employee has seniority**

Answers

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

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Explanations

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1. Are there restrictions on transferring during probationary periods?

- A. No, all employees can apply at any time**
- B. Yes, employees may be restricted from applying**
- C. Yes, but only if there have been performance issues**
- D. No, but supervisors must be informed**

The correct answer emphasizes that there are indeed restrictions on transferring during probationary periods. This is a common practice in various organizations, where the intention is to ensure that the employee effectively acclimates to their new role before seeking changes. The probationary period serves as an assessment phase, allowing both the employee and the organization to evaluate fit and performance. Due to this, employees may be restricted from applying for transfers to ensure stability within the team and give supervisors a chance to assess the employee's work performance and consistency without the distraction of potential transfers. In contrast, the other options suggest that there are either no restrictions or only minor stipulations, which does not align with the policies typically in place during probationary periods. For example, claiming that all employees can apply at any time ignores the foundational purpose of the probationary period. Similarly, stating that restrictions apply only in the case of performance issues does not capture the broader scope of the policies that encompass all employees in that probationary status. Finally, suggesting that supervisors must simply be informed without any mention of potential restrictions does not adequately reflect the procedural governance that is often necessary in such decisions.

2. Under what circumstances can Commanding Officers transfer personnel outside of the standard bidding cycle?

- A. Based on availability of positions**
- B. At the request of the individuals involved**
- C. Based on operational needs of the Department**
- D. In response to external complaints**

The correct answer is based on the understanding that Commanding Officers have the authority to transfer personnel outside of the standard bidding cycle primarily due to operational needs of the Department. This need can arise when there is an immediate requirement for personnel in a specific area to address issues such as public safety, emergencies, or a sudden change in departmental demand that cannot be adequately met through the usual bidding process. Operational needs could include factors such as unexpected staffing shortages, changes in crime patterns requiring additional law enforcement presence in certain districts, or the need for specialized skills that a particular officer possesses. This flexibility allows the Department to respond swiftly and effectively to evolving situations without being bound by the regular transfer cycle. Such decisions are generally made to ensure that the Department functions efficiently and is capable of providing the necessary services to the community. Other options, such as availability of positions or requests from involved individuals, do not carry the same weight in terms of departmental necessity. While these factors may be relevant, they are not sufficient on their own to justify an exception to the established bidding procedure. Similarly, while external complaints may prompt a review of personnel placements, they do not directly dictate transfer decisions outside of the standard cycle; operational needs take precedence in such circumstances.

3. Who is responsible for promulgating the transfer policy?

- A. John E. Mawn Jr., Colonel/Superintendent**
- B. Robert Smith, Deputy Superintendent**
- C. Jane Doe, Chief of Operations**
- D. Michael Johnson, Chief of Staff**

The transfer policy is promulgated by the highest-ranking official within the Department of State Police, which in this case is the Colonel/Superintendent. This role carries the overall responsibility for establishing and implementing policies within the department, including those related to personnel transfers. The Colonel/Superintendent has the authority to make decisions that affect the entire organization, making them ultimately accountable for the transfer policy. In contrast, the other positions listed, while important in their respective roles, do not have the overarching authority needed to officially decree policies. The Deputy Superintendent, Chief of Operations, and Chief of Staff may contribute to policy discussions or implementation, but the final responsibility for promulgating policies lies with the Colonel/Superintendent. This distinction is critical in understanding the organizational hierarchy and the delineation of responsibilities within the Department of State Police.

4. What process may be conducted after a transfer to evaluate an employee's performance?

- A. Annual performance review**
- B. Exit interview**
- C. Probationary evaluation**
- D. Peer assessment**

The correct choice, probationary evaluation, is closely tied to the process of assessing an employee's performance after a transfer. When an employee is transferred to a new position or location, they may go through a probationary period during which their performance and adaptability to the new role are closely monitored. This evaluation serves as an important checkpoint to ensure that the employee meets the expectations of their new position. During this probationary evaluation, the employee's performance is assessed based on specific criteria relevant to the new role, helping both the employee and management determine if the fit is suitable moving forward. This structured assessment is particularly important as it allows for guidance and support if the employee encounters challenges in their new position. Other processes, like an annual performance review, are typically not specific to the immediate aftermath of a transfer, as they usually encompass a broader timeframe and performance for the entire year. An exit interview is relevant when an employee leaves the organization and does not apply in this context. Peer assessments can provide valuable feedback but are not standardized evaluations conducted by management during a probationary period after a transfer.

5. What does the Human Resources Section do once transfers are approved?

- A. Issue transfer orders and notify affected members**
- B. Provide orientation for new employees**
- C. Arrange for the removal of employees from their positions**
- D. Conduct exit interviews with transferring members**

Once transfers are approved, the Human Resources Section takes the critical step of issuing transfer orders and notifying the affected members. This process is essential in ensuring that all involved parties are officially informed about the transfer, which helps maintain organizational clarity and facilitates a smooth transition for employees moving to new positions. Issuing transfer orders is not only a fundamental administrative task, but it also serves to document the changes in personnel assignments. By notifying the affected members, the Human Resources Section ensures that employees are aware of their new roles and can prepare for any changes in their duties or locations. This communication helps foster a sense of stability and allows the organization to continue functioning effectively during transitions. The other options, while related to human resources functions, do not pertain specifically to the actions taken after transfer approvals. Providing orientation for new employees typically occurs when individuals are starting new roles rather than transferring. Arranging for the removal of employees from their positions and conducting exit interviews are more relevant to situations involving resignations or terminations, rather than internal transfers.

6. What is the responsibility of members on leave regarding non-biddable assignment postings?

- A. To disregard all postings.**
- B. To passively wait for notifications.**
- C. To keep themselves informed of such postings.**
- D. To request updates from colleagues.**

Members on leave have the responsibility to keep themselves informed of non-biddable assignment postings. This is essential because staying updated helps ensure that they are aware of any critical changes, opportunities, or requirements that may arise during their absence. Being informed enables them to make informed decisions regarding their career and allows them to respond proactively to any developments that might impact their assignments upon their return. Remaining unaware of postings could lead to missed opportunities or confusion regarding their status when they return to active duty. This responsibility to stay informed also demonstrates a commitment to their role within the Department and highlights the importance of communication and engagement, even while on leave. Consequently, members should actively seek out relevant information rather than relying solely on notifications or updates from others.

7. How are transfer requests prioritized within the department?

- A. By the time of application submission**
- B. By seniority, qualifications, and staffing needs**
- C. By employee popularity**
- D. Alphabetically by last name**

The prioritization of transfer requests within the department is based on a combination of seniority, qualifications, and staffing needs. This approach ensures that the most suitable candidates are considered for transfer, taking into account their experience and ability to fulfill the demands of available positions. It reflects a structured and merit-based system that aligns with the department's operational goals, enhancing overall efficiency and effectiveness. By focusing on seniority and qualifications, the department can promote a culture of professionalism and fairness, ensuring that individuals with greater experience or skills are given opportunities that best match their capabilities. In contrast, other options such as considering the time of application submission would not take into account the qualifications necessary for the roles, while popularity or alphabetical ordering by last name would disregard important factors like experience and departmental needs. These methods would likely be less effective for managing personnel and ensuring that the department remains adequately staffed with qualified individuals.

8. Are temporary positions eligible for transfers under the policy?

- A. Yes, all positions are eligible**
- B. No, only permanent positions are eligible**
- C. Only if approved by a supervisor**
- D. Yes, but only for internal transfers**

The correct response indicates that only permanent positions are eligible for transfers under the Department of State Police Transfer Policy (ADM-27). This distinction is important because it ensures that the transfer process is structured and maintains stability within the organization. Permanent positions generally offer more job security and are often linked to the established needs of the department, whereas temporary positions, which may exist for short-term projects or to fill gaps, do not typically align with the transfer mechanism designed for career progression and organizational continuity. Additionally, focusing on permanent positions helps ensure that employees who are looking to advance their careers or change their work environment are supported in more stable roles, allowing for better team dynamics and personnel planning. Temporary positions being excluded from transfers promotes a clear understanding of job expectations and duties, protecting both the employees and the organization's integrity.

9. What typically informs an employee's decision to seek a transfer?

- A. Organizational chart updates**
- B. Meeting agendas**
- C. Work-life balance considerations**
- D. Annual reports**

The decision to seek a transfer is often influenced significantly by work-life balance considerations. Many employees prioritize their personal well-being along with their professional responsibilities. Factors such as commuting distances, job satisfaction, family commitments, or the desire for a more flexible work schedule can all contribute to an employee's decision to pursue a transfer. Work-life balance is increasingly recognized as a critical component of employee satisfaction and retention. Employees seeking to better align their personal lives with their work commitments are likely to look for opportunities that will allow them to achieve that balance, making this factor a primary motivator for seeking a transfer. In contrast, while organizational chart updates, meeting agendas, and annual reports may provide information about the workplace and structure, they do not directly address individual needs or personal circumstances that drive decisions about transferring. Therefore, the focus on work-life balance accurately reflects the personal motivations behind an employee's choice to seek a transfer within the organization.

10. What impact does training have on the transfer request evaluation?

- A. It has no impact on the evaluation process**
- B. Relevant training completion may affect eligibility and suitability**
- C. Only training from outside institutions is considered**
- D. Training is irrelevant if the employee has seniority**

The significance of training in the transfer request evaluation process is vital, as relevant training completion can indeed affect an employee's eligibility and suitability for a desired position. Organizations, including departments of state police, often prioritize candidates who possess specific training, as this indicates a preparedness for the responsibilities associated with the new role. Training relevant to the position demonstrates that the employee has acquired necessary skills and knowledge, making them a more competitive candidate. This approach ensures that the transfer process is aligned with the department's operational readiness and the effective allocation of human resources. Relevant training helps align an employee's qualifications with the requirements of the new position, which can lead to better job performance and contribute to the organization's overall effectiveness. Therefore, completion of pertinent training is a critical factor considered during the evaluation of transfer requests.

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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