

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



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

<https://adm27.examzify.com>



Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

SAMPLE

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

SAMPLE

- 1. Who is responsible for reviewing submissions and conducting the selection process for Troop/Station non-biddable assignments?**
 - A. The Troop Commander alone
 - B. The Troop Commander and the Commanding Officer of the Section/Unit
 - C. The Human Resources Section
 - D. The interview panel
- 2. Which of the following is NOT a requirement for transfer preparation?**
 - A. Discussing qualifications
 - B. Submitting previous work records
 - C. Identifying reasons for the transfer request
 - D. Sharing personal experiences related to work
- 3. What is the maximum duration for a Temporary Duty (TDY) assignment without requiring a review?**
 - A. Sixty (60) days
 - B. Eighty (80) days
 - C. Ninety (90) days
 - D. One hundred (100) days
- 4. Who is eligible to apply for non-biddable assignments?**
 - A. Only senior staff members.
 - B. Members meeting minimum qualifications.
 - C. Anyone within the department.
 - D. Only officers above a certain rank.
- 5. What is NOT a criterion considered for transfer requests?**
 - A. Performance records
 - B. Seniority
 - C. Employee's political connections
 - D. Staffing needs

- 6. Which of the following best describes a transfer request?**
- A. A request to leave the department
 - B. A formal application for a change in job location or role
 - C. A petition for a salary increase
 - D. A suggestion for departmental change
- 7. What is a potential consequence of not finding an acceptable candidate during the interview process?**
- A. Future candidates may be excluded from interviews
 - B. The position will remain vacant indefinitely
 - C. The position may need to be reposted
 - D. All applicants must be re-interviewed
- 8. 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
- 9. What is one responsibility of management during the transfer process?**
- A. Assessing employee social media presence
 - B. Facilitating smooth transitions for employees
 - C. Implementing mandatory overtime
 - D. Limiting communication during transfers
- 10. When forming an interview panel, what must Commanding Officers ensure?**
- A. The panel should consist of at least three qualified individuals
 - B. The panel must include an external member
 - C. The panel should have a minimum of two people
 - D. All members must be from the same Section/Unit

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. Who is responsible for reviewing submissions and conducting the selection process for Troop/Station non-biddable assignments?

- A. The Troop Commander alone
- B. The Troop Commander and the Commanding Officer of the Section/Unit**
- C. The Human Resources Section
- D. The interview panel

The selection process for Troop/Station non-biddable assignments is a collaborative effort that includes both the Troop Commander and the Commanding Officer of the Section/Unit. This partnership ensures that the assessment of candidates is thorough and considers various aspects of the operational needs and dynamics of the Unit. Involving both leaders allows for a broader perspective on candidate qualifications and the specific requirements of the positions. The Troop Commander has an overarching understanding of strategic objectives and troop dynamics, while the Commanding Officer of the Section/Unit brings insights into the unique needs and responsibilities of that specific area. This dual involvement helps create a more fair and effective selection process, aligning the chosen candidates with the operational goals of the Department of State Police.

2. Which of the following is NOT a requirement for transfer preparation?

- A. Discussing qualifications
- B. Submitting previous work records**
- C. Identifying reasons for the transfer request
- D. Sharing personal experiences related to work

The requirement that is not typically essential for transfer preparation is the submission of previous work records. While discussing qualifications and identifying reasons for the transfer request are critical components in preparing for a transfer, as they help to articulate the candidate's readiness and motivation for the new position, sharing personal experiences related to work can also provide context and depth to the application. Previous work records may offer insights into a candidate's history and performance; however, they are often not a direct requirement for the transfer process itself. Instead, the focus is usually more on how the individual presents their qualifications, motivations, and experiences in the context of the transfer, rather than the formal submission of past work records. In many cases, the discussions around qualifications and motivations are seen as more pertinent to the decision-making process for transfers.

3. What is the maximum duration for a Temporary Duty (TDY) assignment without requiring a review?

- A. Sixty (60) days
- B. Eighty (80) days
- C. Ninety (90) days**
- D. One hundred (100) days

The maximum duration for a Temporary Duty (TDY) assignment without requiring a review is ninety days. This policy is in place to ensure that temporary assignments are manageable and do not become permanent without appropriate oversight. It allows for flexibility in responding to immediate operational needs while also ensuring that assignments are regularly assessed for appropriateness. If a TDY assignment exceeds ninety days, it typically triggers the need for a formal review to ascertain the necessity of extending the assignment and to evaluate the circumstances that warrant such an extension. This helps maintain organizational efficiency and safeguard the well-being of personnel involved.

4. Who is eligible to apply for non-biddable assignments?

- A. Only senior staff members.
- B. Members meeting minimum qualifications.**
- C. Anyone within the department.
- D. Only officers above a certain rank.

Members meeting minimum qualifications are eligible to apply for non-biddable assignments. This means that the application process for these types of assignments is structured to ensure that only individuals who possess the required skills, experience, and certifications are considered. Minimum qualifications help to maintain a level of professionalism and competence in positions that are not determined through a bidding process. By having specific criteria in place, the department ensures that applicants have the foundational capabilities necessary to fulfill the demands of the non-biddable role effectively. These qualifications might include educational background, relevant experience, or training that align with the responsibilities of the assignment. This approach promotes efficiency and effectiveness in operations within the department, as it allows for a more tailored selection of personnel for specialized roles. In contrast, options suggesting that only senior staff members, individuals above a certain rank, or anyone within the department can apply lack the specificity and structured criteria that ensure appropriate selection based on qualifications. Therefore, the emphasis on meeting minimum qualifications is crucial for maintaining the integrity and operational effectiveness of the department.

5. What is NOT a criterion considered for transfer requests?

- A. Performance records
- B. Seniority
- C. Employee's political connections**
- D. Staffing needs

The correct answer highlights the importance of criteria that are objective and relevant to the professional context of transfer requests within the Department of State Police. Performance records, seniority, and staffing needs are all directly related to an employee's qualifications and the operational requirements of the department. Performance records assess how well an employee has performed in their current role, which is a critical factor for determining their suitability for transfer. Seniority reflects the length of service and the experience an employee brings, impacting their eligibility for certain positions within the department. Staffing needs are essential as they ensure that transfers align with the broader operational demands of the agency, maintaining the effectiveness and efficiency of personnel deployment. In contrast, an employee's political connections do not objectively reflect their ability to fulfill the responsibilities of a position. Transfers should be based on merit, qualifications, and the needs of the department rather than personal relationships, which can lead to a perception of bias or favoritism and undermine the integrity of the process. This is why political connections are not considered a legitimate criterion for transfer requests.

6. Which of the following best describes a transfer request?

- A. A request to leave the department
- B. A formal application for a change in job location or role**
- C. A petition for a salary increase
- D. A suggestion for departmental change

The best description of a transfer request is a formal application for a change in job location or role. This definition emphasizes the structured nature of the request and indicates that it is not simply a casual inquiry or suggestion, but rather a serious and documented appeal for consideration by the appropriate authorities within the department. In the context of the Department of State Police Transfer Policy (ADM-27), a transfer request typically involves the employee formally stating their desire to move from one position or location to another, which is a common practice for managing personnel within the organization. This process usually involves following specific guidelines and may require justification for the transfer, helping ensure that the decision aligns with departmental needs and the individual's career path. The other options do not accurately capture the essence of a transfer request. For example, a request to leave the department signifies an intention to separate from the organization altogether, which is distinct from a request merely for a transfer. A petition for a salary increase focuses on compensation matters rather than a change in position or location, while a suggestion for departmental change pertains to policy or operational improvements rather than individual employment status. Therefore, the formal nature and specific purpose of a transfer request make it best described by the chosen answer.

7. What is a potential consequence of not finding an acceptable candidate during the interview process?

- A. Future candidates may be excluded from interviews
- B. The position will remain vacant indefinitely
- C. The position may need to be reposted**
- D. All applicants must be re-interviewed

Choosing to repost the position is a valid response when an acceptable candidate is not identified during the interview process. This action recognizes that the initial round of interviews did not yield suitable candidates, necessitating a fresh approach to attract new applicants. Reposting allows the organization to widen its search, potentially bringing in individuals with different skills or experiences that align better with the job's requirements. This step also helps ensure that the best possible candidate is selected for the role, ultimately benefiting the organization by filling the vacancy with a more suitable employee. This approach prevents the position from remaining unfilled for an extended period, which could hinder the team's productivity. It also avoids the alternatives of excluding future candidates or requiring all applicants to be re-interviewed, which could complicate the selection process unnecessarily. Reposting the position enables a more effective recruitment strategy, aligning with best practices in human resource management.

8. 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.

9. What is one responsibility of management during the transfer process?

A. Assessing employee social media presence

B. Facilitating smooth transitions for employees

C. Implementing mandatory overtime

D. Limiting communication during transfers

Facilitating smooth transitions for employees is a crucial responsibility of management during the transfer process. This involves ensuring that employees moving to new roles or locations receive the necessary support to adapt effectively to their new environment. Management can achieve this by providing clear communication regarding expectations, training, resources, and addressing any concerns the employees may have about their new positions. This responsibility reflects a commitment to employee well-being and engagement, which can lead to increased morale and productivity within the organization. In contrast, assessing an employee's social media presence, implementing mandatory overtime, or limiting communication during transfers does not align with the goals of a supportive transfer process. These options may create additional stress or uncertainty for employees rather than facilitating a positive transition.

10. When forming an interview panel, what must Commanding Officers ensure?

- A. The panel should consist of at least three qualified individuals
- B. The panel must include an external member
- C. The panel should have a minimum of two people**
- D. All members must be from the same Section/Unit

The correct answer emphasizes the requirement that a panel should include a minimum of two people. This is significant because having at least two members helps to ensure that there is a diversity of perspectives during the evaluation process. It aids in reducing bias, as independent viewpoints can contribute to a more balanced assessment of candidates. With only one member, the process may lack objectivity and could lead to potential favoritism or unfair evaluations. While a panel of just two members may not be as comprehensive as a larger panel, it still allows for collaborative decision-making. This structure is preferable to having all panel members from the same Section/Unit, which could compromise impartiality and may not represent a wide range of input. A panel consisting of at least three qualified individuals would provide a more robust evaluation process, but the minimum requirement reflects the essential need for representation in the interview process. Including an external member, while beneficial for various reasons such as adding fresh perspectives, is not always mandated, and therefore does not align with the core requirement of having at least two individuals participate in the interview process.

SAMPLE

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!

SAMPLE