

# New York City Department of Correction (NYCDOC) Captain 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. What is the maximum duration of leave that can be granted under the Family Medical Leave Act?**
  - A. 6 weeks**
  - B. 12 weeks**
  - C. 18 weeks**
  - D. 24 weeks**
  
- 2. According to directive 2221, the target date for case disposition of an internal EEO formal complaint is set for what duration?**
  - A. 30 days**
  - B. 45 days**
  - C. 60 days**
  - D. 90 days**
  
- 3. What is the purpose of the biometric reader device mentioned in directive 2007R-b?**
  - A. To track inmates' movements**
  - B. To record visitors' arrival times**
  - C. To read and identify visitors' fingerprints**
  - D. To assess visitor health statuses**
  
- 4. When can telephone calls be used during a lockout period?**
  - A. During break times only**
  - B. Only in emergencies**
  - C. When the facility allows it**
  - D. At any reasonable time**
  
- 5. What is the purpose of the book containing forty sets of receipts according to the directive?**
  - A. Bail receipts**
  - B. Deposit records**
  - C. Transaction logs**
  - D. Inmate accounts**

- 6. According to the directive, which payment method is responsible for handling bail payments?**
- A. Cash transactions**
  - B. Bank transfers**
  - C. GOVPay**
  - D. Postal service**
- 7. What is the maximum duration for free calls allowed for inmates?**
- A. 3 minutes**
  - B. 5 minutes**
  - C. 6 minutes**
  - D. 10 minutes**
- 8. Which of the following is NOT included as a properly identified person who may provide services or assistance during an official visit according to directive 2007 RB?**
- A. Doctors**
  - B. Media representatives**
  - C. Friends**
  - D. Legal advisors**
- 9. Which of the following processes is NOT handled by the Rikers Island Central Cashier's?**
- A. Collect bail money**
  - B. Process inmate payments**
  - C. Deposit inmate funds**
  - D. Handle direct bail payments**
- 10. A member of the department is suspended. What items must they return?**
- A. Uniforms only**
  - B. Work ID and firearm only**
  - C. All issued items**
  - D. Only the shield**

## Answers

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

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## **Explanations**

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**1. What is the maximum duration of leave that can be granted under the Family Medical Leave Act?**

- A. 6 weeks
- B. 12 weeks**
- C. 18 weeks
- D. 24 weeks

The Family Medical Leave Act (FMLA) provides eligible employees with the right to take up to 12 weeks of unpaid leave within a 12-month period for specific family and medical reasons. This includes situations such as the birth of a child, the adoption of a child, or the serious health condition of the employee or an immediate family member. The 12-week duration is critical as it allows employees sufficient time to address significant life events without the fear of losing their job. Understanding the allowance under the FMLA is essential for both employees and employers to ensure compliance with federal law. The specifics of this policy, including what constitutes eligible reasons for leave and the rights of employees to return to their position, are significant aspects that form the foundation of workplace policies regarding family and medical leave. Knowing that the maximum duration is 12 weeks equips individuals with the necessary information to plan accordingly should a situation arise that requires taking leave.

**2. According to directive 2221, the target date for case disposition of an internal EEO formal complaint is set for what duration?**

- A. 30 days
- B. 45 days
- C. 60 days**
- D. 90 days

The target date for case disposition of an internal Equal Employment Opportunity (EEO) formal complaint, as outlined in directive 2221, is set for 60 days. This timeframe is established to ensure that complaints are handled in a timely manner, allowing for a thorough investigation while also respecting the rights of all parties involved. The 60-day period helps to maintain a balance between the necessity for a comprehensive review of the allegations and the need for resolution to support a healthy workplace environment. Timely resolution of EEO complaints is crucial for fostering trust and accountability within the department, ultimately contributing to a more effective organizational climate.

**3. What is the purpose of the biometric reader device mentioned in directive 2007R-b?**

- A. To track inmates' movements**
- B. To record visitors' arrival times**
- C. To read and identify visitors' fingerprints**
- D. To assess visitor health statuses**

The purpose of the biometric reader device is to read and identify visitors' fingerprints. This technology is essential for enhancing security and ensuring that only authorized individuals are allowed to enter facilities. By using fingerprint recognition, the biometric reader provides a reliable means of verifying a visitor's identity, reducing the likelihood of unauthorized access and enhancing overall safety within the facility. This method of identification is particularly effective in correctional settings, where maintaining a secure environment is paramount. Tracking inmates' movements, recording visitors' arrival times, or assessing visitor health statuses serve different functions within a correctional facility but are not the primary focus of a biometric reader. The specific design and application of biometric readers are centered around identity verification using unique biological traits, such as fingerprints, which is why the correct answer highlights this capability distinctly.

**4. When can telephone calls be used during a lockout period?**

- A. During break times only**
- B. Only in emergencies**
- C. When the facility allows it**
- D. At any reasonable time**

The correct choice for when telephone calls can be used during a lockout period is when the facility allows it. This reflects the operational protocols and regulations that govern communication during a lockout situation. Typically, facilities have specific policies regarding when and how inmates can access telephones, especially during periods of lockdown or restricted movement. In practice, the facility's rules will dictate the parameters of communication, ensuring that safety and security are maintained while allowing necessary contact. Emergency calls might be permissible in certain situations, but generally, routine calls are confined to the conditions set by facility guidelines. Understanding this context helps highlight the importance of following established protocol to ensure that communication does not compromise security or operational efficiency within the correctional environment.

**5. What is the purpose of the book containing forty sets of receipts according to the directive?**

- A. Bail receipts**
- B. Deposit records**
- C. Transaction logs**
- D. Inmate accounts**

The purpose of the book containing forty sets of receipts is tied to the management and documentation of bail transactions. This book serves as a comprehensive record for tracking the receipt and handling of bail funds, ensuring that all transactions are accurately documented and easily accessible for future reference or audits. By maintaining these records, the department can uphold accountability and transparency in its financial dealings related to inmate releases. The context of this directive likely emphasizes the importance of proper financial management within the correctional system, ensuring that all bail transactions are recorded accurately to protect both the department and the individuals involved in the process. Maintaining detailed records of bail receipts helps to mitigate potential discrepancies, ultimately supporting adherence to legal and operational standards.

**6. According to the directive, which payment method is responsible for handling bail payments?**

- A. Cash transactions**
- B. Bank transfers**
- C. GOVPay**
- D. Postal service**

The correct answer is GOVPay because this system is specifically designed to facilitate bail payments in a secure and efficient manner. GOVPay is an established electronic payment platform that allows individuals to make payments to government entities, including bail payments for individuals in correctional facilities. This method streamlines the process, reduces the risks associated with handling cash or checks, and ensures that transactions are properly tracked and documented. In contrast to the other methods, cash transactions could pose security issues and complicate record-keeping; bank transfers, while viable, may not be as immediate or easily utilized in all situations; and the postal service, while historically used for many types of payments, is not as reliable or timely as electronic methods for urgent payments like bail. Therefore, GOVPay is the preferred method as it aligns with the needs for efficiency and security in handling bail payments within the correctional system.

**7. What is the maximum duration for free calls allowed for inmates?**

- A. 3 minutes**
- B. 5 minutes**
- C. 6 minutes**
- D. 10 minutes**

The maximum duration for free calls allowed for inmates is established to ensure that incarcerated individuals maintain communication with their families and support networks, which can be critical for their mental well-being and reintegration into society. The duration of these calls is often set based on operational policies and resource allocation, taking into consideration factors such as facility regulations and the overall inmate population management. In this context, the correct answer reflects that the maximum allowable timeframe for these free calls is six minutes. This duration aims to balance the need for communication with the limitations of available resources and the secure management of the facility. While some facilities may have differing policies, the six-minute standard is widely recognized in order to promote ongoing relationships and support without compromising the security and order within correctional environments. Other duration choices, while they may seem reasonable, do not align with this established limit within the context of the NYCDOC regulations.

**8. Which of the following is NOT included as a properly identified person who may provide services or assistance during an official visit according to directive 2007 RB?**

- A. Doctors**
- B. Media representatives**
- C. Friends**
- D. Legal advisors**

The correct answer indicates that friends are not included as a properly identified person who may provide services or assistance during an official visit according to directive 2007 RB. This directive outlines specific categories of individuals who have recognized roles and responsibilities in an official capacity, such as medical professionals, legal advisors, and media representatives. Doctors are included since they may be required to provide medical services or consultations. Legal advisors are crucial in ensuring that the rights and legal processes are observed during visits. Media representatives can be involved for reporting and public relation purposes, provided they adhere to any specific protocols set out by the correction facility. Friends, however, typically lack an official capacity and are not part of the structured interactions allowed during official visits within the context of NYCDOC policy. This distinction maintains a professional environment and ensures that all interactions during official visits are appropriate and aligned with the operational goals of the department.

**9. Which of the following processes is NOT handled by the Rikers Island Central Cashier's?**

- A. Collect bail money**
- B. Process inmate payments**
- C. Deposit inmate funds**
- D. Handle direct bail payments**

The process that is not handled by the Rikers Island Central Cashier's is directly related to how bail payments are managed in the correctional system. While the Central Cashier's office is involved in various financial transactions related to inmates, such as collecting bail money, processing inmate payments, and depositing inmate funds, direct bail payments refer specifically to transactions that occur outside the typical custody environment and may involve a different handling procedure. Direct bail payments could pertain to payments made directly to the court or at another facility, which are not necessarily managed through the Central Cashier's system at Rikers Island. This distinction emphasizes the specific roles and responsibilities of the Central Cashier's office within the broader context of the correctional financial management system. Understanding the unique functions of various offices within the correctional facility helps clarify which processes are appropriately handled by the Central Cashier's and ensures that inmates and their families understand the flow of funds related to their circumstances.

**10. A member of the department is suspended. What items must they return?**

- A. Uniforms only**
- B. Work ID and firearm only**
- C. All issued items**
- D. Only the shield**

The correct answer is that all issued items must be returned by a member of the department who is suspended. This includes not only uniforms but also any other equipment, identification, and tools that were issued to the member as part of their position in the department. The rationale behind this requirement is to maintain the integrity and security of the department's operations, ensuring that all items associated with a member's capacity to perform their duties are accounted for and secured when that member is no longer permitted to serve. This helps prevent any potential misuse of departmental property or identity, especially during a period of suspension when the member is not authorized to engage in official duties. The return of all issued items also sets a clear boundary regarding the member's status and further reinforces the protocols of accountability within the department.

## 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](mailto:hello@examzify.com).**

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

**<https://nycdoccaptain.examzify.com>**

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

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