



### III.Q – Courtroom Demeanor TEST

#### Section 1 – True/False Questions

Please read each statement, and then write “True (T)” or “False (F)” to indicate whether you believe the statement is true or not true.

- \_\_\_\_\_ 1. One of the least important aspects of the security officer’s responsibilities is his/her ability to communicate effectively in a legal or administrative setting.
- \_\_\_\_\_ 2. When providing information for an administrative hearing, deposition or court hearing, the single most important and constant element that is always required is the truth.
- \_\_\_\_\_ 3. When preparing to testify, it is important to distinguish between what you know and what you think.
- \_\_\_\_\_ 4. A witness is a person qualified to offer testimony as to their own opinion.
- \_\_\_\_\_ 5. A deposition is a legal proceeding where testimony is recorded but not under oath.
- \_\_\_\_\_ 6. A witness should always anticipate questions that are unexpected or not relevant to the issue at hand.
- \_\_\_\_\_ 7. When a person is subpoenaed, he/she is summoned to appear in court to possibly testify.
- \_\_\_\_\_ 8. It is important to answer questions carefully and concisely during a deposition.
- \_\_\_\_\_ 9. When on the witness stand, a security officer should remember to tell the truth and offer his/her own opinions and conclusions.
- \_\_\_\_\_ 10. The plaintiff is the party accused of wrongdoing in a legal proceeding.



## Section 2 – Multiple Choice Questions

**Directions:** Please read each statement or question and select the answer that most accurately answers or completes the question.

- \_\_\_\_\_ 1. Before a security officer testifies, he/she should do the following:
- a. Review photographs available
  - b. Review his/her personal notes on the incident
  - c. Study the incident report and any statements available
  - d. All the above
- \_\_\_\_\_ 2. Typically, which of the following is/are not present during a deposition?
- a. One of more attorneys
  - b. A judge
  - c. A court reporter
  - d. The witness
- \_\_\_\_\_ 3. Which of the following are true regarding perjury?
- a. The seriousness of the offense depends on the importance of the fact in question to the case
  - b. Considered a minor offense
  - c. An offense committed when a witness makes statements which are made to mislead the court, jury or person who is conducting the proceedings.
  - d. Both a and c



- \_\_\_\_\_ 4. When it is time to testify, the following things are important for a witness to remember:
- a. Female security officers testifying in court may wear as much jewelry and makeup as they like without being inappropriate
  - b. Always sit up straight but in a comfortable and relaxed manner
  - c. It is not necessary for a security officer to wear a uniform to court if he/she does not choose to do so
  - d. Both a and c
- \_\_\_\_\_ 5. When offering testimony, an officer should remember not to:
- a. Look over the top of the questioner's head during questioning
  - b. Make direct eye contact during testimony as it can be intimidating to the questioner
  - c. Be informative and cooperative
  - d. Look at the questioner but not to stare into his eyes
- \_\_\_\_\_ 6. An officer should remember the following rules when answering questions in a legal proceeding:
- a. Answer questions as they are asked – do not elaborate beyond yes or no
  - b. Ignore the jury, if there is a jury
  - c. It is all right to become angry if asked questions which make you feel uncomfortable
  - d. Both b and c



- \_\_\_\_\_ 7. In a courtroom, the cross-examination is:
- a. Conducted by the attorney representing the side for whom the witness is offering testimony
  - b. Conducted by the attorney for the opposing side to that who called the witness
  - c. Conducted to support testimony already presented
  - d. Both b and c
- \_\_\_\_\_ 8. During questioning, which are true when an attorney makes an objection:
- a. Objections may be brought by one side or the other
  - b. The judge may overrule the objection and the witness may continue to answer the question that was posed before the objection
  - c. The judge may sustain the objection and the questioning attorney would be required to ask a different question of the witness
  - d. All of the above
- \_\_\_\_\_ 9. Which of the following is incorrect regarding administrative hearings?
- a. Businesses and organizations regularly conduct administrative hearings
  - b. It is a formal review of an incident or event in which witnesses are heard
  - c. Government agencies do not conduct administrative hearings
  - d. An administrative hearing would include grievance or arbitration hearings involving employees representing a union



- \_\_\_\_\_ 10. Which are true regarding administrative hearings and court proceedings?
- a. In an administrative hearing, the witness never has the opportunity of presenting the whole story of what occurred during the incident
  - b. In court or deposition setting, a witness will always have the opportunity to tell the whole story of the incident as he/she knows it to be
  - c. A witness should always remember that what he/she says is important, but it is only important if presented properly
  - d. Both a and b
- \_\_\_\_\_ 11. Occasionally, the opposing attorney may ask questions of the witness that call for incomplete answers or answers that are out of context. In these cases, the witness should do the following:
- a. It may be necessary for the witness to ask the attorney to repeat the question in a way that he/she will understand
  - b. If a witness is well-prepared, he/she may not be able to effectively answer the questions he/she is asked
  - c. If an attorney poses a question which is actually several questions, a witness may choose the easiest one to answer and answer it
  - d. None of the above
- \_\_\_\_\_ 12. If a security officer has never testified in court before, it would be beneficial for him/her to do the following beforehand:
- a. As a spectator in a courtroom, observe the witnesses and how they perform so that he/she might identify the things that they do well and the things that they do not do well on the witness stand
  - b. Sit in on a trial as a spectator to observe how court proceedings are handled so he/she will know what to expect
  - c. Get to know the roles of the various participants within the courtroom
  - d. All the above