

## Exam Blueprint – Public Safety Information Officer

Below is the exam blueprint based off the job task analysis, SME, and IFPO psychometric process to verify reliability, validity, and fairness. The tables below identify the proportion of questions from each domain and passing score that will appear on the assessment. The assessment will include the application of concepts, knowledge and comprehension, definitions, synthesis, evaluation, development of conclusions, ideas and recommendations for action based on hypothetical situations.

Domain	Percentage of Items on Test	% of exam questions	Number of Questions (115)
Introduction to PIO	5	5	6
Grammar fundamentals	35	35	39
Journalistic writing	13	13	15
Public information essentials	17	17	20
Working with media	13	13	15
Legal, First Amendment issues	17	17	20
		Passing %: 80	Passing Score: 80

### Introduction to PIO

Domain Task	Percentage
1. Understand public responsibility	
2. Recognize role of public information officer	
3. Recognize role of the press	
4. Recognize need for writing skills	

### Grammar, Punctuation Skills

Domain	Percentage
1. Understand types of sentence errors	
2. Analyze difference between passive active voices	
3. Evaluate difference between possessive and plural	
4. Recognize how the colon is used	
5. Evaluate if quotations are used correctly	
6. Recognize how the exclamation mark is used	
7. Analyze use of hyphen	
8. Recognize compound modifiers, compound nouns	
9. Analyze correct use of punctuation in quotations	
10. Analyze use of dependent, independent clauses	
11. Understand the function of a comma	
12. Recognize differences between singular, plural verbs	
13. Analyze agreement between subjects and verbs	
14. Analyze agreement between nouns and pronouns	
15. Recognize words spelled incorrectly	

### Journalistic Writing

Domain	Percentage
1. Understand differences among styles	
2. Understand proper capitalization format	
3. Recognize whether numbers have been formatted properly	
4. Recognize need for writing concisely	
5. Know the inverted pyramid writing format	
6. Analyze information to include in a lead paragraph	
7. Recognize the news values reporters use for stories	

### Public Information Officer Responsibilities

Domain	Percentage
1. Know the necessary components of a PIO office	
2. Analyze the PIO role in an administrative hierarchy	

3.	Understand the role social media play in PIO functions
4.	Recognize the importance of the press release to PIO role
5.	Understand the press release format
6.	Evaluate the information needed for writing a press
7.	Evaluate the sources for pitching story ideas
8.	Recognize the journalistic style used in press releases
Working with the Media	
Domain	Percentage
1.	Evaluate the information the public needs
2.	Apply AP style to press release writing
3.	Compare and contrast roles of PIO and reporters
4.	Recognize role of reporter
5.	Understand how to prepare for interviews
6.	Understand the terminology of journalists
7.	Recognize the danger in saying “no comment”
8.	Understand when to acknowledge errors
9.	Understand differences in “off the record” and “not for attribution”
Legal, First Amendment Issues	
Domain	Percentage
1.	Recognize the various codes of ethics for PIO
2.	Understand that gratuities are unethical
3.	Evaluate the dangers inherent in abusing power
4.	Understand the powers granted in the First Amendment
5.	Recognize the types of speech not protected by the First Amendment
6.	Understand how “strict scrutiny” applies to First Amendment issues
7.	Recognize the types of public forums
8.	Analyze the differences in military free speech issues
9.	Evaluate the rights granted to the public for government records
10.	Understand that the press can publish legally obtained records

### Sample Questions

1. Select the correct sentence.
  - a. The suspect jumped through a window and he ran away before being noticed.
  - b. The suspect jumped through a window, and he ran away before being noticed.**
  - c. The suspect jumped through a window, and ran away before being noticed.
  - d. The suspect jumped through a window; and he ran away before being noticed.
2. The most fundamental task of the PIO is \_\_\_\_\_.
  - a. the interview
  - b. contacting reporters
  - c. the press release**
  - d. editing
3. The best time to say “no comment” to the media is \_\_\_\_\_.
  - a. when the information is unknown
  - b. when the information is embarrassing
  - c. when a question is not relevant to the situation
  - d. never**
4. The term used for information that provides perspective for a reporter but is not meant for publication or attribution is \_\_\_\_\_.
  - a. on the record
  - b. off the record

c. not for attribution

**d. deep background**

5. Which of the following are protected types of speech, according to the U.S. Supreme Court?

a. “fighting words”

b. obscenity

c. libel

d. All are protected types of speech.

**e. None is a protected type of speech.**