



CORRECTIONAL OFFICER

THE POSITION

A Correctional Officer (CO) is an entry-level peace officer with the California Department of Corrections (CDC). COs are responsible for protecting the public, staff and inmates in a correctional institution environment. As peace officers, they are expected to enforce State and Federal laws while providing service to the public by confining and supervising convicted felons. Institutions operate 24 hours a day, 365 days per year. Visit our website at www.corr.ca.gov for more information about CO and the CDC.

SPECIAL PERSONAL CHARACTERISTICS

Emotional maturity and stability; objective understanding of persons in custody; satisfactory record as a law-abiding citizen; sobriety; leadership ability; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise. Must have integrity, dependability, good judgment, and the ability to work cooperatively with others. Must be physically and mentally able to perform the essential functions of the position.

MINIMUM REQUIREMENTS

- **CITIZENSHIP REQUIREMENTS:** Must be a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship prior to completion of the background investigation.
- **FELONY DISQUALIFICATION:** Persons convicted of a felony are not eligible to participate in this examination (see *GENERAL INFORMATION* for more details).
- **EDUCATION:** Equivalent to completion of the twelfth grade.
Demonstrated by: (1) possession of a high school diploma issued by a U.S. institution; (2) passing the California High School Proficiency test; (3) passing the General Education Development (GED) test meeting California high school graduation standards; or (4) possession of a college degree (Associate of Arts or higher) from an accredited college or university.

NOTE: ALL APPLICANTS MUST MEET THE MINIMUM QUALIFICATIONS PRIOR TO COMPLETION OF THE BACKGROUND INVESTIGATION.

ADDITIONAL QUALIFICATIONS REQUIRED TO BE EMPLOYED AS A CORRECTIONAL OFFICER

- At least 21 years of age at the time of appointment
- Hearing sufficient to perform the essential functions of the job; visual acuity no worse than 20/60 in each eye and correctable to 20/20 in each eye; and the ability to pass an acceptable color vision test
- Good physical health; strength, endurance and agility; sound mental and emotional condition; and freedom from any physical or mental condition that would interfere with the full performance of the duties of a CO
- History of law abiding behavior
- Legally eligible to own, possess and have custody/control of any firearm or other weapon authorized by the Department of Corrections

SALARY* After completion of the Basic Correctional Officer Academy

*as of 7/1/03

\$2857-\$4885 per month

The rate paid beyond \$2857 is dependent upon time-in-grade, completion of the apprenticeship program and job performance. Detailed salary information will be provided after application or can be obtained at www.corr.ca.gov.

An additional \$175 per month will be paid to persons accepting positions at the Correctional Training Facility, Salinas Valley State Prison, and California State Prison, San Quentin. An additional \$2,400 will be paid to persons accepting positions at Avenal, Calipatria, Centinela, Chuckawalla Valley, and Ironwood State Prisons 30 days after the completion of every 12 consecutive qualifying pay periods, depending on the availability of funds.

HOW TO APPLY

Submit a Correctional Officer examination application (CO App) (SSB 01A) Form to:

**DEPARTMENT OF CORRECTIONS
SELECTION SUPPORT SECTION
ATTENTION: CO EXAM
2201 BROADWAY
SACRAMENTO, CA 95818-2572**

Do not send applications to the State Personnel Board. Standard State of California Examination Application (STD 678) forms will not be accepted.

CO APP (SSB 01A) FORMS will be accepted on a **CONTINUOUS BASIS**, and examinations will be conducted based upon the needs of the department.

The CO App forms can be obtained at the following locations: Employment Development Department Offices; Department of Corrections' Testing Centers and Institutions; or the Department of Corrections' Central Personnel Office. CO App forms may also be obtained by electronically requesting a form using the electronic mail address: recruit@ssb.corr.ca.gov or by contacting our toll-free job line at 1-866-CDC-JOBS. Individuals interested in applying for CO can also apply on-line at www.corr.ca.gov. Most public libraries have computers available for accessing the internet.

THE SELECTION PROCESS

Candidates must be successful in each of the examination and selection components listed to be eligible for a CO appointment. Photo identification is required for admittance into the examination. Failure to complete any of the required forms or failure to appear for the scheduled components will result in elimination from the examination. All information submitted for consideration at every phase of the selection process must be accurate, complete and truthful and will be subject to verification. Any inaccuracy and/or omission may be considered intentional and may be cause for elimination from the examination and/or subsequent certification list.

EXAMINATION COMPONENTS**1) SCORING CATEGORY WORKSHEET (SCW) (WEIGHTED 100%)**

All candidates complete the SCW as part of the application. Candidates will be scored based on the following structured rating factors: work habits/history, education/self-improvement efforts, and law-abiding behavior. The SCW will determine whether the candidate meets the announced minimum qualifications for the examination. The SCW will also evaluate the candidate's qualifications as they relate to the critical class requirements, including the special personal characteristics. This is a competitive examination; therefore, overall qualifications will be rated as compared to the qualifications of the other candidates.

2) WRITTEN TEST (PASS/FAIL)

The written test is designed to evaluate candidates' skills in the areas of grammar, spelling, punctuation, reading comprehension, and basic mathematics.

Written Test Waiver - Candidates who have taken and passed the Department's written test for Correctional Officer since September 1996 will **NOT** be required to retake the written test for this examination cycle.

Candidates who pass the SCW and written test will be placed on the eligible list. Candidates who are selected for appointment will be given a conditional offer of employment, contingent upon successful completion of the remaining selection components.

Placement on the Eligibility List**ADDITIONAL SELECTION COMPONENTS**

Candidates are encouraged to visit CDC's website at www.corr.ca.gov for more detailed information regarding these selection components.

1) VISION SCREENING (PASS/FAIL)

A vision screening is conducted to determine the candidate's distant and color vision. To be successful in the vision test, the candidate's visual acuity must be no worse than 20/60 in each eye and correctable to 20/20 in each eye. Color vision must be adequate to successfully perform the job as measured by the Ishihara or Farnsworth tests. Candidates who do not pass the vision screening, and/or do not provide a doctor's verification that the vision standards are met, will be eliminated from the examination. Candidates have six months from the date of the written test or participation in their first selection component to meet the vision requirements. Soft contact lenses and corrective surgery information is available on CDC's website.

2) PHYSICAL ABILITIES TEST (PAT) (PASS/FAIL)

The Physical Abilities Test consists of two parts:

- The Risk Assessment determines if it is safe for you to take the PAT. It consists of a screening of your current health status; a reading of your resting blood pressure (must be 148/90 or lower); a reading of your resting heart rate (must be below 105 beats per minute); and, a cardiac risk assessment that includes: age, height and weight, percentage of body fat, blood pressure, family history, smoking history, and level of physical activity. *If you fail the Risk Assessment, you will be required to provide a Physician's approval to participate in the PAT.*
- Five physically demanding performance tests to evaluate your overall fitness to perform required job duties.
 - Test 1) **PEDOL** – Three-minute bicycle ergometer test with tension applied according to body weight. Blood pressure, heart rate and ECG will be monitored throughout the test. This test can be compared to a maximal stress test for individuals in below average condition.
 - Test 2) **TRUNK STRENGTH** – Requires the candidate to exert a maximal force against a cable tensiometer. Flexion: abdominal muscles (89 lbs.). Extension: Back extensor muscles (109 lbs.).
 - Test 3) **GRIP STRENGTH** – A hand grip dynamometer test designed to measure the candidate's grip strength (34 kg).
 - Test 4) **DYNAMIC ARM** – Utilizing the hands and arms, sitting on the floor behind the bike, the candidate must pedal a bicycle ergometer with 2.5 kps of resistance. The candidate must complete 45 revolutions in one minute.
 - Test 5) **DYNAMIC LEG** – The candidate must pedal at a rapid pace for one minute with 3.0 kps or resistance and complete 70 revolutions.

You will be given **three attempts** to pass the PAT within a six-month period. A passing score on the PAT is valid for one year and must be current at the time of appointment. More detailed information is available on CDC's website.

3) BACKGROUND INVESTIGATION (PASS/FAIL)

The background investigation is conducted to determine if the candidate is of good moral character and suitable to assume the duties and responsibilities of a CO. Candidates are required to complete a *Personal History Statement* and provide other required documents. All documents will be collected and reviewed by a Background Investigator to ensure that the minimum qualifications are met and that the candidate is suitable for peace officer employment. The employment history, military experience, educational background, history as a law abiding citizen (including contacts with law enforcement personnel, detentions, arrests, convictions, etc.), motor vehicle operation records, and other aspects of each candidate's history will also be reviewed and verified.

4) PEACE OFFICER PSYCHOLOGICAL EVALUATION (POPE) (PASS/FAIL)

The POPE includes two written tests and an interview with a psychologist to determine that the candidate is free of any emotional or mental limitations, which could restrict, him/her from safely performing the essential functions of the position. The POPE is taken in two sessions: the written tests are taken first and then the interview is scheduled at a later date. An approved POPE is valid for one year and must be current at the time of appointment. Candidates not cleared by the POPE cannot reapply for this position for 12 months from the date of disqualification.

5) PREEMPLOYMENT MEDICAL EXAMINATION (PEM) (PASS/FAIL)

The PEM includes, but is not limited to: a urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests, if necessary. Any limitation, which restricts a person from safely performing the essential functions of the position, may constitute basis for elimination from the certification list. An approved PEM is valid for one year and must be current at the time of appointment.

6) ASSIGNMENT PROCESS

Applicants who receive conditional job offers and who have successfully completed all selection components will be assigned to institutions based on departmental needs.

7) BASIC CORRECTIONAL OFFICER ACADEMY (BCOA)

Candidates receiving and accepting assignments as COs must complete a 16-week, comprehensive training program at the BCOA located in Galt, a suburb of Sacramento. Candidates are encouraged to refresh/develop their analytical, writing and memory retention skills; maintain their physical fitness; and take a weapons course, prior to reporting to the BCOA. Upon successful completion of the BCOA, COs report directly to their assigned institution. Failure to pass the BCOA will result in rejection from the CO classification.

GENERAL INFORMATION

EXAMINATION LOCATIONS: The examination will be scheduled at either the Department of Corrections' Testing Centers or at off-site locations. Candidates needing special testing arrangements due to a disability must mark the appropriate box on the CO App (SSB 01A) Form.

SELECTION AND STANDARDS BRANCH TESTING CENTER LOCATIONS

Northern Testing Center
2201 Broadway
Sacramento, CA 95818-2572
(916) 227-2110

Central Testing Center
2510 S. East Avenue, Suite 350
Fresno, CA 93706
(559) 445-6141

Southern Testing Center
9055 Haven Avenue, Suite 104
Rancho Cucamonga, CA 91730
(909) 944-6697

VETERANS PREFERENCE CREDITS will be granted on the OPEN employment list established from this examination. Veteran status is verified by the State Personnel Board (SPB). To obtain veterans preference, submit an Application for Veterans Preference for California State Civil Service Examinations form, SPB-1093 (6/00), directly to the SPB. The SPB 1093 (6/00) forms are available from the SPB (the form may be accessed on-line at www.spb.ca.gov) and the Department of Veterans Affairs. Additionally, candidates may pick up an SPB 1093 (6/00) form when they appear for the written test. Once veterans preference eligibility is verified, individuals will receive a letter from the SPB. Each candidate is required to mail this letter to the Selection Center where he/she took the written test. Candidates must submit this letter within six months of their written test date to obtain Veterans preference credits. Veterans preference credits are added as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Employees who have gained permanent State civil service status are not eligible to receive veterans preference credits. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service, are not eligible to receive veterans preference credits.

CAREER CREDITS will not be given in this examination.

TESTING PERIOD: Applicants may only take the written test once during a testing period. The testing periods for this exam are January 1 through June 30 and July 1 through December 31.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of the score received in the examination. List eligibility expires two years after it is established.

THE DEPARTMENT OF CORRECTIONS reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

FELONY DISQUALIFICATION: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) Has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expungeable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

TDD is a telecommunications device used by the hearing impaired and may be reached by calling TDD at (800) 735-2929 or voice phone at (800) 735-2922.

DRUG FREE WORKPLACE: It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of drugs is inconsistent with the law of the State, the rules governing State civil service, and the special trust placed in public servants.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER: The Department of Corrections offers equal opportunity to ALL regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

DEPARTMENT OF CORRECTIONS ❖❖❖ INSTITUTION ADDRESSES

Avenal State Prison #1 Kings Way P.O. Box 8 Avenal, CA 93204 (559) 386-0587	California Correctional Center 711-045 Center Road P.O. Box 790 Susanville, CA 96130 (530) 257-2181	California Correctional Institution 24900 Highway 202 (93561) P.O. Box 1031 Tehachapi, CA 93581-1031 (661) 822-4402	California Institution for Men 14901 South Central Ave. P.O. Box 128 Chino, CA 91710 (909) 597-1821
California Institution for Women 16756 Chino-Corona Rd. P.O. Box 6000 Corona, CA 92818 (909) 597-1771	California Medical Facility 1600 California Drive P.O. Box 2000 Vacaville, CA 95696 (707) 448-6841	California Men's Colony Highway 1 P.O. Box 8101 San Luis Obispo, CA 93409 (805) 547-7900	California Rehabilitation Center 5th Street and Western P.O. Box 1841 Norco, CA 92860 (909) 737-2683
California State Prison, Corcoran 4001 King Avenue P.O. Box 8800 Corcoran, CA 93212-8309 (559) 992-8800	California State Prison, Los Angeles County 44750 - 60th Street, West Lancaster, CA 93536-7620 (661) 729-2000	California State Prison, Sacramento Prison Road P.O. Box 290002 Represa, CA 95671 (916) 985-8610	California State Prison, San Quentin San Quentin, CA 94964 (415) 454-1460
California State Prison, Solano 2100 Peabody Road P.O. Box 4000 Vacaville, CA 95696-4000 (707) 451-0182	California Substance Abuse Treatment Facility & State Prison 900 Quebec Ave./P.O. Box 7100 Corcoran, CA 93212 (559) 992-7100	Calipatria State Prison 7018 Blair Road P.O. Box 5001 Calipatria, CA 92233 (760) 348-7000	Centinela State Prison 2302 Brown Road P.O. Box 731 Imperial, CA 92251-0731 (760) 337-7900
Central California Women's Facility 23370 Road 22 P.O. Box 1501 Chowchilla, CA 93610-1501 (559) 665-5531	Chuckawalla Valley State Prison 19025 Wileys Well Rd. P.O. Box 2289 Blythe, CA 92255 (760) 922-5300	Correctional Training Facility Highway 101N P.O. Box 686 Soledad, CA 93960 (831) 678-3951	Deuel Vocational Institution 23500 Kasson Road P.O. Box 400 Tracy, CA 95376 (209) 835-4141
Folsom State Prison 300 Prison Road P.O. Box 71 Represa, CA 95671 (916) 985-2561	High Desert State Prison 475-750 Rice Canyon Rd. P.O. Box 750 Susanville, CA 96127 (530) 251-5100	Ironwood State Prison 19005 Wileys Well Rd. P.O. Box 2229 Blythe, CA 92226 (760) 921-3000	Mule Creek State Prison, Lone 4001 Highway 104 P.O. Box 409099 Lone, CA 95640 (209) 274-4911
North Kern State Prison 2737 West Cecil Ave. P.O. Box 567 Delano, CA 93216-0567 (661) 721-2345	Northern California Women's Facility 715 E. Arch Road P.O. Box 213006 Stockton, CA 95213-9006 (209) 943-1600	Pelican Bay State Prison 5905 Lake Earl Drive P.O. Box 7000 Crescent City, CA 95531-7000 (707) 465-1000	Pleasant Valley State Prison 24863 West Jayne Avenue P.O. Box 8500 Coalinga, CA 93210 (559) 935-4900
Richard J. Donovan Correctional Facility at Rock Mountain 480 Alta Road San Diego, CA 92179 (619) 661-6500	Salinas Valley State Prison 31625 Highway 101 P.O. Box 1020 Soledad, CA 93960-1020 (831) 678-5500	Sierra Conservation Center 5100 O'Byrnes Ferry Road P.O. Box 497 Jamestown, CA 95327 (209) 984-5291	Valley State Prison for Women 21633 Avenue 24 P.O. Box 99 Chowchilla, CA 93610-0099 (559) 665-6100
Wasco State Prison-Reception Center 701 Scofield Ave. P.O. Box 8800 Wasco, CA 93280-8800 (661) 758-8400			