

CORRECTIONAL SERGEANT



PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE MULTI-DEPARTMENTAL FOR:
Department of Corrections (excluding Prison Industry Authority)
Department of Mental Health

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**
Applicants must have a permanent civil service appointment with one of the departments listed OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY **ONLY CORRECTIONAL SERGEANT SCANNABLE APPLICATIONS WILL BE ACCEPTED FOR THIS EXAMINATION.**

**Submit the scannable application in a 10" x 13" envelope to the following addresses:
Do not duplicate, staple, tear or fold the application**

By mail with: Department of Corrections Personnel Examining Section P.O. Box 942883-0001 Sacramento, CA 94283-0001	or	In person with: Department of Corrections Personnel Examining Section 1515 S Street, Room 522N Sacramento, CA 95814
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Correctional Sergeant scannable applications are available at the Department of Corrections' Institutional Personnel Offices or Central Office Personnel Examining Section.

DO NOT SUBMIT A RESUME, ANY OTHER APPLICATION FORM OR ATTACH ANY OTHER DOCUMENTS TO THE CORRECTIONAL SERGEANT SCANNABLE APPLICATION.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Personnel Examining Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **December 9, 2004** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.
All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE The written test date will be **March 19, 2005**.

SALARY RANGE(S) As of October 4, 2004:
\$4,738 - \$5,754

MINIMUM QUALIFICATIONS **Either I**
One year of experience in the California state service performing the duties of a Correctional Program Supervisor I.
Or II
Two years of experience in the California State service performing duties comparable to those of a Correctional Officer, Group Supervisor or Youth Counselor.
Permanent/Intermittent Hours: 3,840 hours is equivalent to two years of full-time experience.

NOTE: Overtime cannot be used to meet the minimum qualifications.

Special Personal Characteristics: Emotional stability and maturity; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work at night and report for duty at any time emergencies arise; normal hearing; sound physical condition; strength; endurance; and agility.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**EXAMINATION
PLAN**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Principles and practices of correctional administration and rehabilitation and methods of discipline as applied to persons under restraint.
2. Principles and practices of personnel supervision and training.
3. First Aid
4. Use and care of firearms
5. The Department's Equal Employment Opportunity Program objectives.
6. A supervisor's role in promoting equal opportunity in hiring, development and promotion of employees and for maintaining a work environment that is free of discrimination and harassment.

B. Ability to:

1. Supervise the work of others.
2. Control, direct, and instruct inmates individually and in groups.
3. Interpret and enforce institutional rules and regulations with firmness, tact, and impartiality.
4. Promote socially acceptable attitudes and behavior of inmates or parolees and to rate their conduct and productivity accurately and impartially.
5. Think and act quickly in emergencies.
6. Analyze situations accurately and adopt an effective course of action.
7. Keep records and prepare reports.
8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST
INFORMATION**

A multi-departmental promotional eligible list will be established to fill vacancies for the Department of Corrections. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A Correctional Sergeant supervises Correctional Officers in an assigned major work area or on an assigned watch, or may be in charge of the custodial functions in limited but difficult and responsible areas of activities. These include the armory, yard, dining room, kitchen, visiting room, mail room, housing units, storeroom, receiving and release unit or control room. In some assignments, the Correctional Sergeant is not required to supervise Correctional Officers.

Positions exist at various institutions statewide and at Headquarters in Sacramento with the Department of Corrections.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate oval on the "scannable application." You will be contacted to make specific arrangements.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points and career credits are not granted in promotional examinations.

**SPECIAL
REQUIREMENTS**

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the scannable application, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the scannable application which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the scannable application.

**SPECIAL
REQUIREMENTS
CONTINUED**

Age Limitation -- minimum age for appointment: 21 years.

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenics) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, 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 removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections' Personnel Examining Section at (916) 322-2694 three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate's responsibility to contact the Department of Corrections' Personnel Examining Section at (916) 322-2694 five days prior to the written test date if he/she has not received his/her notice.

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The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service 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.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS