FIRE CAPTAIN, CORRECTIONAL INSTITUTION (CI)

Department of Corrections and Rehabilitation

Departmental Open Examination
Examination Code: 0CE06
Final Filing Date: March 20, 2020

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

CLASSIFICATION DETAILS

Salary Range: $5,167.00 – $7,782.00 per month

View the classification specification for the Fire Captain, CI classification.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

HOW TO APPLY

All applicants must complete and submit an Examination Application (STD. 678) and Criminal Record Supplemental Questionnaire.

By mail to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

Or in person at:
Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 211S

For all peace officer examinations, a Criminal Record Supplemental Questionnaire must be submitted with an Examination Application (STD. 678).

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

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. If an application is received after the final filing date with a late or missing postmark, the application is considered late. It is the applicant’s responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

Criminal Record Supplemental Questionnaires are available at CDCR’s internet website at CDCR Career Opportunities or in person at the street address listed above.

NOTE: Only applications with an original signature will be accepted.
SPECIAL TESTING ARRANGEMENTS
If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS
March 20, 2020 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 minimum qualifications for this examination by the written test date.

TEST DATE
The written test date will be June 6, 2020.

MINIMUM QUALIFICATIONS

Either 1
Experience: Two years of part-time experience performing the duties of an Institution Firefighter (Part Time) in a correctional facility of the California Department of Corrections and Rehabilitation.

Or 2
Experience: One year of experience in structural firefighting.

Education: Equivalent to completion of the twelfth grade.

NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 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.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

SPECIAL PERSONAL CHARACTERISTICS
Emotional maturity and stability; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; courage; willingness to work at night and to report for duty whenever emergencies arise; hearing adequacy within speech frequencies (uncorrected); normal use of both hands and both feet; physical strength and agility; and weight in proportion to height.”

ADDITIONAL DESIRABLE QUALIFICATIONS
Experience in supervising others; knowledge of correctional institution operations and philosophy; and completion of college level work in fire science.

POSITION DESCRIPTION AND LOCATION(S)
A Fire Captain, CI, under supervision of the Correctional Institution Fire Chief, performs fire prevention and suppression activities in a State correctional institution; promotes acceptable attitudes and behavior of inmates under supervision; and does other related work.

Positions exist statewide in CDRC.

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%

Note: The written test will consist of three components, including Modern Firefighting Methods, Tools, and Equipment, Fire Prevention and Safety, and First Aid/Emergency Care. The Written Test Study Guide is available from the CDRC website at: Fire Captain, CI Study Guide or in person at the street address listed above.

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

Knowledge of:
1. Use and upkeep of motorized fire-fighting equipment, modern fire-fighting methods, tools, and equipment.
2. Methods used in protecting property against fire.
3. First aid.
4. Rules and regulations pertaining to fire prevention and fire safety in a State correctional institution.
Ability to:
1. Control, direct, and instruct inmates individually and in groups.
2. Train others in fire prevention, fire suppression, and rescue work.
3. Interpret and enforce institution rules and regulations with firmness, tact, and impartiality.
4. Evaluate the conduct and production of inmates accurately and impartially.
5. Analyze situations and take effective action.
6. Investigate fires to determine causes.
7. Prepare cost and damage estimates.
8. Review construction plans for conformance with safety principles.
9. Keep records and prepare reports.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Fire Captain, CI is available on the CDCR website at: [CDCR Job Analysis](https://www.cdc.ca.gov/careers jobIdAnalysis.html).

### ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR.

Successful candidates that gain list eligibility will only retain that eligibility until a new Fire Captain, CI examination is given. Additionally, eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit [CalCareer Website](https://www.careerbuilder.com).

### VETERANS’ PREFERENCE/CAREER CREDITS

Veterans’ Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans’ Preference. Career credits will not be granted in this examination.

### 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 and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

**Felony Disqualification:** 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 is not eligible to compete for, or be appointed to, positions in the class.

In completing the Criminal Record Supplemental Questionnaire, 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 11361.5, which pertains to various marijuana offenses; or
4. The conviction was under Health and Safety Code Section 11557 or its successor 11361.5, which pertains to various marijuana offenses; or
5. 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 Examination Application (STD. 678) and the Criminal Record Supplemental Questionnaire 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 Examination Application and the Criminal Record Supplemental Questionnaire.

**Age Limitation - minimum age for appointment:** 21 years. (Applicants must state their birth date on the Examination Application.)

**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. An applicant’s experimental use of marijuana or other drugs may not be a disqualifying factor. Illegal drug activity will be evaluated to determine suitability for employment as a peace officer, based on how recent, how frequent and the specific circumstances. The drug screening test will be waived for CDCR’s 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State 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.

GENERAL INFORMATION

It is the candidate’s responsibility to contact CDCR’s Office of Workforce Planning at (916) 322-2545 five days prior to the written test date if he/she has not received his/her notice.

Applications are available at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your CalCareer Account.

Veterans’ Preference: California law allows the granting of Veterans’ Preference in any Open examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans’ Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.

Directions to apply for Veterans’ Preference are available at the CalHR’s website by clicking on the following link: CalCareer Veterans. Additional information can also be found at the California Department of Veterans Affairs at CalVet Veterans.

The Department of Corrections and Rehabilitation 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 revision will be in accordance with civil service laws and rules and all applicants 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, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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, investigation may be made of employment records and personal history.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
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