



# CAPTAIN, ADULT INSTITUTION

Department of Corrections and Rehabilitation

Multi-Departmental Promotional Exam  
Examination Code: 3CE01  
Final Filing Date: March 8, 2024

**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.

**DIVERSITY, EQUITY AND INCLUSION**

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

**TESTING DEPARTMENTS**

California Department of Corrections and Rehabilitation (CDCR)  
California Prison Industry Authority (CALPIA)  
California Correctional Health Care Services (CCHCS)

**CLASSIFICATION DETAILS**

**Salary Range:**

\$10,800.00 – 12,359.00 per month

View the [classification specification](#) for the Captain, Adult Institution classification.

**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 employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

**NOTE:** Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

**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  
Talent Acquisition and Career Services  
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: Talent Acquisition and Career Services, 101N**

**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 Talent Acquisition and Career Services at (916) 322-2545.

**APPLICATION DEADLINES/REQUIREMENTS**

**March 8, 2024** 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 last day of the written test, **June 9, 2024**.

**TEST DATE**

The written test dates will be **June 3, 2024 – June 9, 2024**.

**MINIMUM QUALIFICATIONS**

**IMPORTANT: You must submit a copy of unofficial college transcripts/diploma along with your application to verify the necessary education and/or specific course work to meet the minimum qualifications.**

**Either 1**

**Experience:** One year of experience in the California Department of Corrections and Rehabilitation performing the duties of a Correctional Counselor 3.

**Or 2**

**Experience:** Two years of experience in the California Department of Corrections and Rehabilitation in custody work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Lieutenant or in classification and treatment work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Counselor 2 (Specialist), Correctional Counselor 2 (Supervisor), Parole Agent 2 (Specialist), or a Parole Agent 2 (Supervisor).

**Or 3**

**Experience:** Three years of administrative or supervisory experience with responsibility for planning, organizing, and directing a major phase of a correctional rehabilitation program.

(Graduate study in education, psychology, sociology, social work, public or business administration, or a closely related field may be substituted for not more than one year of the required experience on a year-for-year basis.)  
**and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on the basis of one year of experience for two years of education.)

**NOTE:** Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

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

Sympathetic and objective understanding of the problems of persons under restraint; demonstrated leadership ability; tact, emotional stability, and maturity; demonstrated integrity and ethical behavior; satisfactory record as a law-abiding citizen; good personal and social adjustment for correctional work; courage; alertness; compliance with Departmental uniform and grooming standards; and neat personal appearance.

SPECIAL PHYSICAL CHARACTERISTICS

Hearing not less than 15/15 acuity sufficient to perform the essential functions of the job; vision at 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in compliance with POST; have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates; sound physical condition; and manipulate and operate firearms, chemical agents, cell phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.

POSITION DESCRIPTION AND LOCATION(S)

The **Captain, Adult Institution**, plans, organizes, and directs a program and/or the work for the safe custody, classification, discipline, and care and treatment of inmates within a program unit of a correctional facility; or, to perform technical or supervisory duties as a management assistant to a headquarters administrator or CEA; or to direct investigative units in the institutions; to perform peace officer duties in accordance with laws, rules, and regulations; and to do other related work.

Position(s) exists in CDCR throughout California.

EXAMINATION INFORMATION

The written examination will be administered in an online format consisting of job-related multiple-choice questions.

**Candidates will be emailed:** CLASSMARKER Test Link

**Candidates will need the following:** A desktop/laptop/tablet/mobile device with access to the internet

**Compatible Web Browsers/Devices:** Internet Explorer, FireFox, Chrome, Safari, Edge, Opera, Desktop/Laptop/Tablet, iPhone, iPad, Android, and Chromebook.

It is anticipated the online written examination will be held **June 3, 2024 – June 9, 2024**.

More information regarding the examination will be sent to the email address provided on your application.

**PLEASE ENSURE THE CORRECT EMAIL ADDRESS IS INDICATED ON YOUR EXAMINATION APPLICATION (STD. 678). PLEASE MONITOR YOUR INBOX AND JUNK/SPAM FOLDER FOR EMAIL CORRESPONDENCE RELATED TO THIS EXAMINATION.**

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.**

**Note: The written test will consist of one component, Departmental Policies and Procedures. The Written Test Study Guide is available from the CDCR website at: [Captain, Adult Institution Study Guide](#) or in person at the street address listed above.**

Written Test -- Weighted 100.00%

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

Knowledge of:

1. Modern principles and practices of correctional administration and criminology.
2. Psychology of criminal behavior and methods of discipline, and the attitudes, problems, and behavior of persons under restraint.
3. Supervisory techniques and methods of maintaining discipline, both of staff personnel and inmates.
4. Principles and methods used in the custody, control, and adjustment of antisocial persons.
5. Interviewing techniques.
6. Literature in the fields of correctional administration and criminology.
7. Laws, rules, and regulations pertaining to criminal activities, governing State correctional institutions and purposes, activities, regulations, policies, and functions of the California Department of Corrections and Rehabilitation and the term-setting authorities.
8. State laws pertaining to criminal activities.
9. Care and use of firearms.
10. Job requirements and work performed by inmates of a correctional facility.
11. Principles and practices of business management and problems involved in the administration and supervision of correctional facilities and prison camps.
12. Sanitation, health, and safety standards and State laws pertaining thereto.

- 13. Principles and practices of personnel management, supervision, and training.
- 14. Principles of effective verbal and written communication and group dynamics.
- 15. Tactical operational and situational awareness.
- 16. Supervisory responsibilities under the Ralph C. Dills Act.
- 17. The Department's Equal Employment Opportunity Program objectives.
- 18. A manager's role in this Program and the processes available to meet Equal Employment Opportunity objectives.

**Ability to:**

- 1. Interpret and apply laws, rules, and regulations, Departmental policies and procedures.
- 2. Plan, assign, and direct the work of a large force of correctional personnel.
- 3. Plan, organize, and administer the custodial operation of a correctional facility.
- 4. Train staff.
- 5. Enforce rules and regulations with firmness, tact, and impartiality.
- 6. Promote socially acceptable attitudes and behavior among inmates.
- 7. Formulate programs for the safe custody, discipline, and welfare of inmates.
- 8. Interpret and apply provisions of law and rules.
- 9. Understand inmate case histories and interpret them to others.
- 10. Coordinate the custodial functions with the care and treatment program.
- 11. Establish, promote, and maintain confident and cooperative working relationships with staff.
- 12. Communicate effectively.
- 13. Understand and respond to verbal/written instructions.
- 14. Maintain records and prepare reports.
- 15. Analyze situations and take effective action.
- 16. Secure the respect and cooperation of prison officials and inmates.
- 17. Think and act quickly in emergencies.
- 18. Effectively contribute to the Department's Equal Employment Opportunity objectives.

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 Captain, Adult Institution is available on the CDCR website at: [CDCR Job Analysis](#).

**Note:** To ensure a fair and equitable opportunity for all competitors, CDCR does not authorize the gathering of informal study groups or the distribution of informal sample test questions to prepare for examinations. Additionally, pursuant to California Government Code Sections 19680 and 19681, candidates are not to obtain or discuss test questions and/or answers from current or prior examinations to prepare for upcoming examinations.

**ELIGIBLE LIST INFORMATION**

A multidepartmental promotional eligible list will be established to fill vacancies for all participating departments.

Successful candidates that gain list eligibility will only retain that eligibility until a new Captain, Adult Institution 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](#).

**VETERANS' PREFERENCE/CAREER CREDITS**

Veterans' Preference 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 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 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

**CAPTAIN, ADULT INSTITUTION**  
**BULLETIN RELEASE DATE: 02/16/24**

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.

**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 12<sup>th</sup> 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 Talent Acquisition and Career Services 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](#).

**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.

CAPTAIN, ADULT INSTITUTION  
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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
TALENT ACQUISITION AND CAREER SERVICES  
EXAMINATION SERVICES UNIT  
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