CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

CORRECTIONAL OFFICER

OPEN STATEWIDE EXAMINATION

Final Filing Date: Continuous

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs.

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

THE POSITION

A **Correctional Officer** (CO) is an entry-level peace officer responsible for protecting the public, staff, and incarcerated individual while enforcing State and Federal laws, rules and regulations. In a correctional environment, correctional peace officers are expected to model ethical behavior that facilitates and promotes the Department's rehabilitative programs. A CO provides a service that can substantially impact the success of the various treatment programs an offender may participate in. COs are required to maintain safety and security efforts to prevent escapes; respond to emergencies; supervise incarcerated individuals; utilize de-escalation/communication techniques; assume an armed post and/or patrol grounds. COs are required to conduct these duties with the understanding that safety and security duties facilitate and support the Department's rehabilitative efforts and contribute to the public safety of the state. COs are required to transport incarcerated individual(s); conduct criminal and administrative investigations; maintain equipment and firearms qualifications. COs are required to document any incidents per policy and procedures and perform additional duties as required. Positions are located throughout the State of California and institutions operate 24 hours a day, 365 days per year.

Visit our Department website at www.joincdcr.com for more information.

MINIMUM REQUIREMENTS

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.

IMPORTANT: Accreditation shall be from an accrediting association recognized by the Secretary of the United States Department of Education. NOTE: Any accreditation or approval required by this subdivision shall be from a state or local government educational agency using state or local government approved accreditation, licensing, registration, or other approval standards, a regional accrediting association, an accrediting association recognized by the Secretary of the United States Department of Education, an accrediting association holding full membership in the National Council for Private School Accreditation (NCPSA), an organization holding full membership in AdvancED or Cognia, an organization holding full membership in the Council for American Private Education (CAPE), or an accrediting association recognized by the National Federation of Nonpublic School State Accrediting Associations (NFNSSAA).

Citizenship Requirements: Be a citizen of the U.S. or legal permanent resident**.**

Drug Testing Requirements: Applicants for positions in this class are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "Sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

Additional Requirements:

- At least 20 years of age at time of application and 21 years of age at the time of appointment.
- History of law-abiding behavior.
- Legally eligible to own, possess and have custody/control of any firearm or other weapon authorized by the CDCR.
- Driver License - Possession of a valid Class C driver license issued by the California Department of Motor Vehicles is required. Applicants who do not possess a license will be admitted to the examination, but must secure the license prior to appointment.

FELONY DISQUALIFICATION

Per Government Code Section 1029, any person convicted of a felony is 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 expungable 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 11357 or 11366. The Background Investigation Unit will complete an analysis of any felony convictions during the background investigation. If you are unsure if you meet any of the aforementioned criteria, please apply and the background unit will make the determination through the completion of the background investigation.

ADDITIONAL CONDITIONS

On March 29, 2023, CDCR issued an updated memo for vaccination and booster requirements. Effective April 3, 2023, California Department of Public Health will no longer require COVID-19 vaccination and booster for staff. The current COVID-19 vaccine mandate (primary series) for staff working in the Skilled Nursing Facilities of Central California Women's Facility (CCWF), remain in place pursuant to federal guidance and staff are required to show evidence of full vaccination for COVID-19, absent an approved reasonable medical or religious accommodation precluding them from vaccination.

Masks must be worn at all institutions in accordance with local requirements, the California Department of Public Health (CDPH) requirements, and directive, issued by CDCR.

DISTINGUISHING CHARACTERISTICS

Emotional maturity and stability; sympathetic and objective understanding of persons in custody; 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 day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.

The Correctional Officer class is an entry level and training class. Persons selected as Correctional Officers undergo a formal training program at the California Department of Corrections' Training Academy and apprenticeship program pursuant to the standards developed by the Commission on Correctional Peace Officer Standards and Training (CPOST) per Penal Code sections 13600 and 13601.

In carrying out the primary duty of public protection, the Correctional Officer class is expected to demonstrate high ethical standards consistent with other state peace officer classifications and perform in such a way that facilitates and promotes the Department's rehabilitative programs, policies, and public safety efforts. The Correctional Officer class performs duties that vary among institutions and among designated posts within an institution due to varying security levels of incarcerated individuals, design of correctional facilities, geographical location, watch assignment, and the number of incarcerated individuals. Assignments for this class include duty in towers, housing units, reception centers, kitchens, outside crew supervision, search and escort, control booths, yard, gun posts, and transportation.

SPECIAL PHYSICAL CHARACTERISTICS

Good physical health; sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the duties of a Correctional Officer; strength, endurance and agility; hearing sufficient to perform the essential functions of the job; a visual acuity of 20/20 or better in each eye, an uncorrected visual acuity of 20/60 or better in each eye, ability to pass a color vision test comparable to the Farnsworth D-15 without the use of an X-Chrome lens or other colored filters, and a peripheral field of view of at least 120 degrees of horizontal extent and 100 degrees of vertical extent with no evidence of scotomas (nonseeing areas) within the full visual field of each eye.

SALARIES

Salary During Basic Academy:	**$24.36 per hour**
Correctional Officer (After Academy):	**$5,194 – $8,675 per month**

The rate of $24.36 is for cadets who have never worked in state service, or state employees who make less than $24.36.

Salary rates paid beyond $5,194 are 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 the California Department of Corrections and Rehabilitation website.

PAY INCENTIVES

Location Incentive Bonus: Cadets who accept/choose to work at one of the institutions listed below will be eligible to receive a $5,000 location incentive bonus, provided the cadet meets all of the following criteria:

1) The institution they accept/choose is fifty (50) or more miles away from their current home address;
2) They are required to move their home address closer to their new institution; and
3) They are required to provide substantiation of their address change and move within one hundred twenty (120) days of reporting to the institution.

For more information visit MOU BU 6. Eligible institutions include California Health Care Facility, California Medical Facility, California State Prison-Corcoran, California State Prison-Los Angeles County, California State Prison-Sacramento, Correctional Training Facility, High Desert State Prison, Kern Valley State Prison, Pelican Bay State Prison, Richard J. Donovan Correctional Facility, Salinas Valley State Prison, San Quentin Rehabilitation Center, and Substance Abuse Treatment Facility and State Prison-Corcoran.

Retention Differential: BU6 employees who work at institutions listed below will be eligible to start accruing up to a $10,000 retention differential, payable in two (2) payments during the term of the MOU. For more information visit MOU BU 6. Eligible institutions include California State Prison-Sacramento, Richard J. Donovan Correctional Facility, and Salinas Valley State Prison.

Recruitment and Retention Incentives: BU6 employees at the institutions listed below for twelve (12) consecutive qualifying pay periods, shall be eligible for a recruitment and retention incentive of $2,600. For more information, visit MOU BU 6. Eligible institutions include Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, Centinela State Prison, Pelican Bay State Prison, and High Desert State Prison.

Housing Stipend: BU6 employees listed at the institutions below are eligible for $200 per month housing stipend. For more information, visit MOU BU 6. Eligible institutions include Correctional Training Facility, Salinas Valley State Prison, and San Quentin Rehabilitation Center.

HOW TO APPLY

To participate in this examination, you must submit your application via the Internet at www.joincdcr.com. Under “Peace Officer Careers," click on the “Apply Now” button. If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. Applications submitted by mail or in person will NOT be accepted. Applicants will complete their application online and respond to questions regarding their ability to meet the minimum qualifications.

PLEASE NOTE: YOU CAN ONLY HAVE ONE ACTIVE APPLICATION IN PROCESS AT A TIME. SHOULD YOU SUBMIT ANOTHER APPLICATION, IT WILL NOT BE PROCESSED AND YOU WILL BE NOTIFIED.

THE SELECTION PROCESS

Candidates must be successful in each of the selection components listed to be eligible for a CO appointment. **Valid photo identification (valid driver license or DMV identification card, civil service ID, military ID or passport) is required for admittance into each component.** Failure to complete any of the required forms or failure to appear on time for the scheduled components may result in elimination from the selection process. 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 appointment process.

This examination will consist of a Written Test weighted 100%. Candidates must achieve a score of 70 or greater to pass the Written Test.

WRITTEN TEST (WEIGHTED 100%)

The Written Test consists of multiple choice and/or true or false questions designed to measure cognitive ability, situational judgment, reading comprehension, and problem solving/decision making skills.

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

A. Knowledge of:
   1. Correct grammar and spelling.
   2. Basic arithmetic.

B. Ability to:
   1. Remember names and faces.
   2. Read and interpret written material accurately and rapidly.
   3. Communicate effectively.
   4. Prepare accurate and objective written reports using good grammar, composition and correct spelling.
   5. Reason logically and communicate effectively.

6. Make simple arithmetic computations.
7. Correctly follow oral/written directions.
8. Make appropriate use of disciplinary options.
9. Analyze situations accurately and adopt an effective course of action.

CANDIDATES MUST ALSO BE SUCCESSFUL IN THE FOLLOWING COMPONENTS:

PHYSICAL FITNESS TEST (PASS/FAIL)
The Physical Fitness Test (PFT) evaluates a candidate's strength, endurance, and agility to satisfactorily perform the essential duties and functions of a CO. Candidates who are unsuccessful at their initial PFT attempt will be offered a second attempt within a defined timeframe, provided adequate list eligibility remains.

BACKGROUND INVESTIGATION (PASS/FAIL)
As a minimum requirement, a thorough background investigation must be conducted prior to a candidate's appointment or trainin g as a Correctional Officer. Relevant information concerning a candidate's integrity, past behavior, unlawful activities, job performance and other topics are explored during the investigation. Information obtained during the background investigation is relevant because a candidate's conduct reflects their character, credibility and moral values. Background investigations typically take about 90 days to complete, however, a complex background investigation, or a background investigation with complex issues, may exceed 90 days.

VISION SCREENING (PASS/FAIL)
This test checks a candidate's visual acuity. The candidate must also pass an acceptable color vision test administered by the Department. If the candidate does not demonstrate 20/20 vision in each eye, a written certification is required from an optometrist or ophthalmologist indicating that vision is correctable to 20/20 in each eye. Candidates who are worse than the uncorrected visual acuity standard of 20/60 in each eye must qualify and provide verification of correction with approved types of contact lenses. More detailed information regarding vision requirements may be found on the Vision Requirements Fact sheet located on our website.

Note: 1) If your vision is NOT 20/20 or better in each eye, or 2) if you use any type of corrective lenses, you need to print out the Peace Officer Vision Verification Form (OPOS 201) and have it filled out by your eye doctor. The form is available on our website and you are encouraged to bring the completed form with you on your scheduled vision test date.

PEACE OFFICER PSYCHOLOGICAL EVALUATION (POPE) (PASS/FAIL)
This evaluation consists of a series of True/False questions candidates answer to best describe themselves. This information is used in conjunction with other sources of data, to include at least one interview (via Telehealth or In-Person) with a qualified, licensed psychologist.

PRE-EMPLOYMENT MEDICAL EXAMINATION (PEM) (PASS/FAIL)
This is a comprehensive physical examination conducted by medical doctors under contract with the CDCR to evaluate a candidate's overall physical health, including hearing test and Respiratory FIT mask test and a urinalysis drug screening to determine medical suitability to perform the essential functions of the job.

PLEASE NOTE THAT IF YOU ARE UNABLE TO APPEAR TO ONE OF YOUR SELECTION COMPONENTS, YOU MUST CONTACT YOUR ASSIGNED SELECTION CENTER TO RESCHEDULE NO LATER THAN THE DAY OF YOUR APPOINTMENT.

PLACEMENT ON THE ELIGIBILITY LIST

Candidates who pass the Written Test are placed on the eligibility list. Candidates who clear the background investigation are given a conditional offer of employment, contingent upon successful completion of the remaining selection components. Candidates are encouraged to visit CDCR's website for more detailed information regarding these selection components.

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. Candidates may be given the option to select multiple institution location preferences; however, institution assignment location is not guaranteed. NOTE: If you are contacted for an assignment and you are unwilling to accept the assignment, you will be charged a waiver. After three such waivers, your name may be permanently removed from the employment list.

BASIC CORRECTIONAL OFFICER ACADEMY (BCOA)

- Candidates receiving and accepting assignments as COs must complete a 13-week, comprehensive training program at the BCOA located in Galt, California.
- Candidates are encouraged to refresh/develop their analytical, writing, and memory retention skills and maintain good physical fitness.
- Failure to pass the BCOA will result in rejection during probation from the CO classification.
- Upon successful completion of the BCOA, COs report directly to their assigned institution/facility.

VETERANS' PREFERENCE

California law allows granting 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 placed in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CDCR Military and Veteran Applicants webpage. Additional information can also be found at the California Department of Veterans Affairs website.

DISQUALIFICATION

Candidates who are unsuccessful at the Written Examination or Physical Fitness Test will be disqualified from the selection process and are eligible to reapply 30 days from the date of disqualification. Candidates who are disqualified during the Background Investigation, Pre-employment Medical Examination, or Peace Officer Psychological Examination are eligible to reapply 6 months from the date of disqualification.

ELIGIBLE LIST INFORMATION

Names of successful competitors are placed on the employment list in order of Written Test score. List eligibility expires **24 months** after the date the candidate is successful in the written examination.

The California Department of Corrections and Rehabilitation 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 are changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

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.

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