OPEN STATEWIDE
EXAMINATIONS
CORRECTIONAL OFFICER
YOUTH CORRECTIONAL OFFICER
YOUTH CORRECTIONAL COUNSELOR

THE POSITIONS

A **Correctional Officer** (CO) is an entry-level peace officer with the California Department of Corrections and Rehabilitation (CDCR). 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.

A **Youth Correctional Officer** (YCO) under supervision in a Juvenile Justice Division (formerly the Department of Youth Authority) facility, (institution, camp, drug treatment center, Departmental Transportation Unit or special community program) is responsible and accountable for the security, custody, and supervision of youthful offenders in their daily living and activity programs. Positions are located at each of the Juvenile Justice Division facilities statewide.

A **Youth Correctional Counselor** (YCC), under supervision in a Juvenile Justice Division facility, institution, camp, drug treatment center or special community program) is responsible and accountable for the counseling, supervision and custody of an assigned group of youthful offenders in their daily living and activity programs. Positions are located at each of the Juvenile Justice Division facilities statewide.

Visit our website at www.cdcr.ca.gov for more information about CO, YCO, YCC and the CDCR.

SPECIAL PERSONAL CHARACTERISTICS

Correctional Officer: 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.

Youth Correctional Officer and Youth Correctional Counselor: Emotional maturity and stability; demonstrated leadership ability; empathetic and objective understanding of the problems of youthful offenders in custody; honesty; integrity; tact; patience; high moral standards; neat personal appearance, keenness of observation, continuing satisfactory record as a law abiding citizen; willingness to work impartially with and accept the various racial, ethnic, and cultural differences of the youthful offenders in custody; punctuality and willingness to work various shifts, including weekends and holidays and to report for duty at any time emergencies arise; sound physical, mental and emotional condition; strength, endurance, and agility necessary to meet the demands of the job; visual acuity sufficient to meet the demands of the job (for specific vision requirements see "Special Physical Characteristics"; and hearing sufficient to meet the demands of the job.

MINIMUM REQUIREMENTS

CORRECTIONAL OFFICER & YOUTH CORRECTIONAL OFFICER

- **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.

YOUTH CORRECTIONAL COUNSELOR

- **PATTERN I: Experience:** One year of experience in California State service performing the duties of a peace officer and maintaining the security, custody, and supervision of adult youthful offenders in a correctional facility. **OR**
- **PATTERN II: Education:** Equivalent to graduation from a four year college or university. (Registration as a senior in an accredited college or university will admit applicants to the examination, but applicants must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. {To meet this requirement, applicants must be graduating within 2 months of the written test date.}) **OR**
- **PATTERN III: Education:** Equivalent to completion of two years (60 semester units) of college. **AND**
- **PATTERN III: Experience:** Two years of experience working with youth in one or a combination of the following (two years is equivalent to 4,160 hours):

1. Youth Correctional Agency	4. Juvenile Bureau of Law Enforcement
2. Parole or Probation Department	5. Education or Recreation Agency
3. Family, Children or Youth Guidance Center	6. Mental Health Facility

MINIMUM REQUIREMENTS (CON'T)

- **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).

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

ADDITIONAL QUALIFICATIONS REQUIRED TO BE EMPLOYED AS A CO, YCO OR YCC

- 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, YCO or YCC
- History of law abiding behavior
- Legally eligible to own, possess and have custody/control of any firearm or other weapon authorized by the California Department of Corrections and Rehabilitation

SALARIES* After completion of the Basic Academy

Correctional Officer
$3311 - $5661 per month

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.

Youth Correctional Officer
$3311 - $5661 per month

Youth Correctional Counselor
$3634 - $6213 per month

Salary rates paid beyond $3311 (CO & YCO) or $3634 (YCC) 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 www.cdcr.ca.gov.

HOW TO APPLY

To apply for Correctional Officer, Youth Correctional Officer and/or Youth Correctional Counselor submit a Examination Application (Form OPOS 01A) to:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
SELECTION SUPPORT SECTION
ATTENTION: Entry Level Peace Officer 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.

Examination Applications (Form OPOS 01A) will be accepted on a **CONTINUOUS BASIS,** and examinations will be conducted based upon the needs of the department.

Application Form OPOS 01A can be obtained at the following locations: Employment Development Department Offices; California Department of Corrections and Rehabilitations' Testing Centers and Institutions; or the California Department of Corrections and Rehabilitations' Central Personnel Office. Application forms may also be obtained by electronically requesting a form using the electronic mail address: recruit@cdcr.ca.gov or by contacting our toll-free job line at 1-866-232-JOBS. Individuals interested in applying for CO, YCO or YCC can also apply on-line at www.cdcr.ca.gov. Most public libraries have computers available for accessing the internet.

THE SELECTION PROCESS

Candidates must be successful in each of the examinations and selection components listed to be eligible for a CO, YCO, or YCC 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.

THE SELECTION PROCESS (con't)

2) WRITTEN TEST (PASS/FAIL)

The **CO** and **YCO** written tests are designed to evaluate candidates' skills in the areas of grammar, spelling, punctuation, reading comprehension, and basic mathematics. In order to be considered for all three classifications, candidates would need to take all three tests which is specific to each classification; a) **CO** b) **YCO** and c) **YCC**.

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

Written Test Waiver - Candidates who have taken and passed the Department's written test for CO since September 1996 will NOT be required to retake the written test for this examination cycle. Candidates who have passed the written test for YCO and YCC since October 2004 will NOT be required to retake it for this examination cycle.

3)

Placement on the Eligibility List

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.

ADDITIONAL SELECTION COMPONENTS

Candidates are encouraged to visit CDCR's website at www.cdcr.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 CDCR's website.

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

The Physical Abilities Test for **CO, YCO and YCC** applicants consists of two parts:

1. The Risk Assessment determines if it is safe for you to take the PAT. It consists of a screening of your current health status 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.*
2. 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 CDCR's website.

3) INITIAL INVESTIGATIVE INTERVIEW (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, YCO or YCC. 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.

Additional Selection Components (con't)

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) and Basic Correctional Juvenile Academy (BCJA)

Candidates receiving and accepting assignments as COs, YCOs and YCCs must complete a 16-week, comprehensive training program at either BCOA (COs) or BCJA (YCOs & YCCs) 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 or BCJA. Upon successful completion of the BCOA or BCJA, COs, YCOs and YCCs report directly to their assigned institution/facility. Failure to pass the BCOA or BCJA will result in rejection from the CO, YCO or YCC classification.

**YCOs and YCCs do not participate in weapons training.

GENERAL INFORMATION

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

OFFICE OF PEACE OFFICER SELECTION TESTING CENTER LOCATIONS

Northern Testing Center	Central Testing Center	Southern Testing Center
2201 Broadway	2510 S. East Avenue, Suite 350	9055 Haven Avenue, Suite 104
Sacramento, CA 95818-2572	Fresno, CA 93706	Rancho Cucamonga, CA 91730
(916) 227-2110	**(559) 445-6141**	**(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 December 31. Filing periods may be closed based upon applicant response.

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 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 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 California Department of Corrections and Rehabilitation offers equal opportunity to ALL regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION ❖❖❖ 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

Kern Valley State Prison
3000 West Cecil Avenue
P.O. Box 6000
Delano, CA 93216
(661) 721-6300

Mule Creek State Prison, Ione
4001 Highway 104
P.O. Box 409099
Ione, CA 95640
(209) 274-4911

North Kern State Prison
2737 West Cecil Ave.
P.O. Box 567
Delano, CA 93216-0567
(661) 721-2345

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

Juvenile Justice Division Facilities (formerly the California Youth Authority)

DeWitt Nelson Youth Correctional
Facility
7650 South Newcastle Road
P O Box 213003
Stockton, CA 95213-9003
(209) 944-6191

N. A. Chaderjian Youth Correctional
Facility
7650 South Newcastle Road
P O Box 213014
Stockton, CA 95213-9014
(209) 944-6400

Preston Youth Correctional Facility
201 Waterman Road
Ione, CA 95640
(209) 274-8000

O. H. Close Youth Correctional Facility
7650 South Newcastle Road
P O Box 213001
Stockton, CA 95213-9001
(209) 944-6391

Pine Grove Youth Conservation Camp
13630 Aqueduct-Volcano Road
P. O. Box 1040
Pine Grove, CA 95665
(209) 296-7581

El Paso de Robles Youth Correctional
Facility
4545 Airport Road
Paso Robles, CA 93447-7008
(805) 238-4040

Southern Youth Correctional
Reception Center and Clinic
13200 South Bloomfield Road
Norwalk, CA 90650
(526) 868-9979

Heman G. Stark Youth Correctional
Facility
15180 Euclid Avenue
Chino, CA 91710
(909) 606-5000

Ventura Youth Correctional Facility
3100 Wright Road
Camarillo, CA 93010
(805) 4857951