

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
OFFICE OF PEACE OFFICER SELECTION  
QUALIFICATIONS ASSESSMENT FOR  
CORRECTIONAL OFFICER**

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This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for CORRECTIONAL OFFICER, with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. It is required that you personally complete this examination accurately and without assistance. Candidates who pass the Written Test and the Qualifications Assessment are placed on the employment list. Candidates who are selected for appointment are given a conditional offer of employment, contingent upon successful completion of the remaining selection components.

**You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.**

**NOTE:**

- Make and keep a photocopy of the completed Qualifications Assessment for your records.
- Please initial each page at the bottom right corner beginning on page 2.
- Your complete Qualifications Assessment must include your original signature on the last page.

## GENERAL INSTRUCTIONS

### Read instructions carefully

**Do not attach any additional documents** to this Qualifications Assessment or send any forms/documents in advance.

This process is the second examination component for CORRECTIONAL OFFICER. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a lower score.

1. Additional instructions are provided on the following pages.
2. If successful, Candidates who pass the Written Test and the Qualifications Assessment are placed on the employment list. Candidates who are selected for appointment are given a conditional offer of employment, contingent upon successful completion of the remaining selection components. Your name will be placed on merged lists for the classification listed above.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

You must ensure you have addressed each of the following areas:

- General Instructions (page 2)
- Eligibility (page 3)
- Job Requirements (pages 4 - 6)
- Desirable Qualifications (page 7)
- Correctional Officer Work Experience (pages 8 - 11)
- Correctional Officer Knowledge Assessment (pages 12 - 13)
- Affirmation (page 14)

### **YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, background investigation process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the employment list
- Loss of State employment
- Loss of rights to compete in any future State examinations

**ELIGIBILITY INFORMATION**

**AVAILABLE POSITIONS ARE LOCATED  
THROUGHOUT THE STATE OF CALIFORNIA**

After obtaining list eligibility, please notify the California Department of Corrections and Rehabilitation (CDCR) promptly of any address changes or availability for employment at the following address:

California Department of Corrections and Rehabilitation  
Division of Human Resources  
Office of Peace Officer Selection  
P.O. Box 942883  
Sacramento, CA 94283-0001  
Attn: Peace Officer Appointments Section

**JOB REQUIREMENTS**

The following are CORRECTIONAL OFFICER job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

1. Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle) applicable to specific work assignments.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Willingness to comply with annual tuberculosis screening requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Willingness to abide by and adhere to the institutional dress code.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Willingness to comply with departmental training requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Willingness to report dangerous situations/contraband to supervisors and/or custody staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Willingness to independently supervise a work crew of inmates/parolees.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Willingness to work in a State correctional facility at various custody/security levels.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Willingness to visit a State correctional facility on occasion as part of your assigned duties.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Willingness to work in various mental health settings and programs within a State correctional facility.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Willingness to work with inmates/parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Willingness to work with inmates/parolees, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Willingness to work around peace officers armed with chemical agents and/or weapons.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Willingness to work with potentially hostile and/or aggressive inmates.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Willingness to provide emergency medical care to inmates (e.g., CPR, first aid).	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Willingness to participate in departmental legal activities (e.g., serve as an expert witness or material witness, serve as a defendant).	<input type="checkbox"/> Yes <input type="checkbox"/> No

16. Willingness to participate in audit processes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public.	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Willingness to report unethical and/or illegal behavior on the part of departmental staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Willingness to treat inmates/parolees in a professional, ethical, and tactful manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Willingness to train and supervise staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Willingness to accept constructive criticism and respond appropriately.	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Willingness to respond to changes in the work unit in a positive, professional manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Willingness to promote positive, collaborative, professional working relations among co-workers both within and outside of the work unit.	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Willingness to interact with individuals (e.g., members of the public, contractor staff, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Willingness to participate in team meetings, committees, special projects as required and/or assigned by your supervisor/manager.	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Willingness to have and maintain sufficient strength, agility, and endurance to perform during stressful situations encountered on the job.	<input type="checkbox"/> Yes <input type="checkbox"/> No
27. Willingness to have and maintain a valid California driver's license appropriate to the type of vehicle your work duties require you to drive.	<input type="checkbox"/> Yes <input type="checkbox"/> No
28. Willingness to work at remote sites and locations alone or with very little interaction with others.	<input type="checkbox"/> Yes <input type="checkbox"/> No
29. Willingness to work in various weather conditions (both in direct and indirect sunlight, outdoors in high/low temperatures) for hours at a time on a near-continuous basis throughout the work week.	<input type="checkbox"/> Yes <input type="checkbox"/> No
30. Willingness to ascend to heights of approximately 30 to 100 feet and/or work at heights up to approximately 30 to 100 feet (using appropriate safety gear).	<input type="checkbox"/> Yes <input type="checkbox"/> No
31. Willingness to bend, climb stairs, push, pull, twist, and run, various distances.	<input type="checkbox"/> Yes <input type="checkbox"/> No
32. Willingness to carry equipment and materials weighing a minimum of 50 pounds at remote areas with limited access.	<input type="checkbox"/> Yes <input type="checkbox"/> No

33. Willingness to work required overtime that may consist of more than a full shift.	<input type="checkbox"/> Yes <input type="checkbox"/> No
34. Willingness to work on-call hours as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
35. Willingness to work rotating shifts (e.g., day shift, swing shift, night shift) to provide 24-hour-per-day staff coverage of work area.	<input type="checkbox"/> Yes <input type="checkbox"/> No
36. Willingness to work weekend shifts (e.g., Saturday, Sunday, and/or Holidays) in emergency situations, on an as-needed basis, and/or on a regular rotating basis.	<input type="checkbox"/> Yes <input type="checkbox"/> No
37. Willingness to travel to work sites away from assigned work location, which could require extended hours of work and/or overnight or multiple-day trips.	<input type="checkbox"/> Yes <input type="checkbox"/> No
38. Willingness to travel extensively throughout the state for short/long periods of time.	<input type="checkbox"/> Yes <input type="checkbox"/> No
39. Willingness to have and maintain a valid first aid and/or CPR certificate.	<input type="checkbox"/> Yes <input type="checkbox"/> No
40. Willingness to participate in on-going training specific to your work assignment.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**DESIRABLE QUALIFICATIONS**

Please indicate if you have any of the following certifications, training or experience by marking the appropriate box(es).

1. Current/Prior Correctional experience.	
2. Peace Officer Status e.g., Federal, City, County, other States, Mental Health.	
3. Military Police/Military Correctional Officer experience.	
4. Current Peace Officer Standards and Training (POST) Certification.	
5. Penal Code 832 Certification.	
6. First Responder e.g., Firefighter, Paramedic, Nursing.	
7. Social Worker e.g., Adult/Child Protective Services, Jail, School, Correctional Setting.	
8. Counselor e.g., Mental Health, School, Juvenile Detention, Correctional Setting.	
9. Possession of a Bachelors Degree in the following areas: Criminal Justice, Social Work, Psychology, Criminal Administration.	
10. Possession of an Associate Arts Degree in the following areas: Criminal Justice, Social Work, Psychology, Criminal Administration, Forensic Science from an accredited school.	
11. Investigator experience (non-Peace Officer).	

**SECTION I  
WORK EXPERIENCE – CORRECTIONAL OFFICER**

<p><b>Note to Applicant:</b> For items #1 - #65, Indicate the level of experience you have performing this task. Consider all experience including education, volunteer work, and in a professional setting. Only mark <u>ONE</u> Level of Experience for each item.</p>		Level of Experience			
		Performed task in a custody setting.	Performed task independently without assistance	Performed task with direction/assistance	Have NOT performed this task
1.	Verify identification documents.				
2.	Review court documents.				
3.	Complete forms by following written/oral directions.				
4.	Record disposition of material.				
5.	Photograph items for documentation purposes.				
6.	Fingerprint individuals.				
7.	Issue supplies following specific guidelines.				
8.	Assign proper placement of individuals.				
9.	Verify someone's identification by reviewing an identification card.				
10.	Escort persons.				
11.	Search mail to identify and seize contraband or other unauthorized material.				
12.	Apply various restraint devices within a professional/work setting.				
13.	Transport persons in a vehicle within a professional/work setting.				
14.	Maintain daily essential documents.				
15.	Record movement of persons in a daily log.				
16.	Record personnel entering and exiting in a work setting.				
17.	Provide written and oral instructions/directions to persons in a work setting.				
18.	Identify changes in behavioral patterns of individuals.				
19.	Perform inspections for contraband/illegal substances/unauthorized material.				
20.	Operate a video camera.				

**SECTION I  
WORK EXPERIENCE – CORRECTIONAL OFFICER**

		Level of Experience			
		Performed task in a custody setting.	Performed task independently without assistance	Performed task with direction/assistance	Have NOT performed this task
<b>Note to Applicant:</b> For items #1 - #65, Indicate the level of experience you have performing this task. Consider all experience including education, volunteer work, and in a professional setting. Only mark <u>ONE</u> Level of Experience for each item.					
21.	Recognize mental health behavioral characteristics.				
22.	Perform equipment inventory.				
23.	Prepare correspondences and reports.				
24.	Visually monitor persons in a group setting.				
25.	Supervise persons in a group setting.				
26.	Identify indicators of gang affiliation.				
27.	Respond to emergencies.				
28.	Account for individuals during an emergency.				
29.	Operate manual/electronic gates.				
30.	Perform visual perimeter security check.				
31.	Perform clothed and unclothed body search within the scope of your duty.				
32.	Investigate criminal or suspicious activities.				
33.	Perform security check of transportation vehicles.				
34.	Process evidence.				
35.	Maintain confidentiality of sensitive information.				
36.	Respond to written requests.				
37.	Supervise meals in dining facilities.				
38.	Escort individuals in a secure area.				
39.	Prepare individuals for work detail and appointments.				
40.	Direct individuals in various work assignments.				

**SECTION I  
WORK EXPERIENCE – CORRECTIONAL OFFICER**

<p><b>Note to Applicant:</b> For items #1 - #65, Indicate the level of experience you have performing this task. Consider all experience including education, volunteer work, and in a professional setting. Only mark <u>ONE</u> Level of Experience for each item.</p>		Level of Experience			
		Performed task in a custody setting.	Performed task independently without assistance	Performed task with direction/assistance	Have NOT performed this task
41.	Physically subdue a resistive suspect in a professional/work setting.				
42.	Effectively communicate using various methods.				
43.	Perform physical count of individuals to ensure accountability and prevent escape.				
44.	Generate a repair order.				
45.	Physically remove non-compliant person from a confined area.				
46.	Disarm a suspect with a weapon.				
47.	Testify in court.				
48.	Provide orientation to individuals regarding rules and procedures.				
49.	Pursue suspect to make an arrest.				
50.	Received training in self defense.				
51.	Train individuals in the safe use of tools and equipment.				
52.	Search for missing/escaped individuals.				
53.	Perform medical aid to those in need of medical attention.				
54.	Conduct an arrest.				
55.	Attend and participate in on the job training programs, classes, and seminars.				
56.	Operate fire suppression equipment.				
57.	Perform emergency evacuations.				
58.	Follow written directions.				
59.	Discipline individuals regarding rule violations.				
60.	Defuse crisis situations in a work setting.				

**SECTION I  
WORK EXPERIENCE – CORRECTIONAL OFFICER**

		Level of Experience			
		Performed task in a custody setting.	Performed task independently without assistance	Performed task with direction/assistance	Have NOT performed this task
61.	Facilitate training in a professional/work setting.				
62.	Identify sexual misconduct.				
63.	Preserve a crime scene.				
64.	Recommend changes in policies, procedures, or rules in a professional/work setting.				
65.	Operate a computer to communicate.				

**SECTION II**  
**KNOWLEDGE ASSESSMENT – CORRECTIONAL OFFICER**

For items #66 - #89, please rate your level of knowledge by indicating the box that best describes your level of knowledge in each of the following areas. Only mark <u>ONE</u> Level of Knowledge for each item.		Level of Knowledge			
		Extensive Knowledge	Moderate Knowledge	Basic Knowledge	Limited Knowledge
<b>Definition of Levels:</b>					
<b>Extensive Knowledge:</b> I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations, and I have instructed others on specific aspects of this knowledge.					
<b>Moderate Knowledge:</b> I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully, and I have applied it to an actual job.					
<b>Basic Knowledge:</b> I possess some knowledge, but may require additional instruction to apply this knowledge effectively.					
<b>Limited Knowledge:</b> I possess little or no education or training relevant to this knowledge.					
66.	Purposes and methods of discipline as applied to persons in custody.				
67.	Correctional Officer's duties to perform essential functions.				
68.	Grammar, spelling, and the correct usage of English in written and oral communication.				
69.	Proper use and care of firearms/weapons to safely operate equipment.				
70.	Arithmetic to perform inventory and counts.				
71.	Computer operation to perform searches and update records.				
72.	Effective listening techniques to gather information.				
73.	Non-verbal communication to assess situations and respond appropriately.				
74.	Crisis intervention techniques to prevent injury and preserve safety.				
75.	Conflict management techniques to defuse threats.				
76.	Negotiating techniques to accomplish a positive outcome.				
77.	Gangs to prevent criminal behavior.				
78.	Inventory control for accountability.				
79.	Supervision to direct others.				

**SECTION II**  
**KNOWLEDGE ASSESSMENT – CORRECTIONAL OFFICER**

For items #66 - #89, please rate your level of knowledge by indicating the box that best describes your level of knowledge in each of the following areas. Only mark <u>ONE</u> Level of Knowledge for each item.		Level of Knowledge			
		<u>Extensive Knowledge</u>	<u>Moderate Knowledge</u>	<u>Basic Knowledge</u>	<u>Limited Knowledge</u>
<p><b><u>Definition of Levels:</u></b></p> <p><b><u>Extensive Knowledge:</u></b> I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations, and I have instructed others on specific aspects of this knowledge.</p> <p><b><u>Moderate Knowledge:</u></b> I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully, and I have applied it to an actual job.</p> <p><b><u>Basic Knowledge:</u></b> I possess some knowledge, but may require additional instruction to apply this knowledge effectively.</p> <p><b><u>Limited Knowledge:</u></b> I possess little or no education or training relevant to this knowledge.</p>					
80.	Interviewing to gather information.				
81.	Radio communication to relay information.				
82.	Signs and symptoms of alcohol and drug abuse to prevent injury and preserve safety.				
83.	Restraints to subdue others.				
84.	Behavioral characteristics of a violent offender to prevent injury and preserve safety.				
85.	Performing searches to locate items and persons.				
86.	Securing a crime scene to preserve evidence.				
87.	Self defense to preserve safety.				
88.	Evacuation procedures to prevent injury and preserve safety.				
89.	Fire extinguishing equipment to prevent the spread of fire.				

**SECTION III**  
**AFFIRMATION – CORRECTIONAL OFFICER**

**THIS AFFIRMATION MUST BE COMPLETED**

**Government Code Section 18935:**

“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination, or in securing his or her eligibility.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME (PRINTED):** \_\_\_\_\_

**CANDIDATE ID NUMBER:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR  
CORRECTIONAL OFFICER**