



**DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT**



DEPARTMENTAL OPEN

PEACE OFFICER II

5DS23

State of California is an equal opportunity employer, 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

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.

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| EXAMINATION TYPE | This is an OPEN examination for the Department of Developmental Services, The examination is a TRAINING AND EXPERIENCE (T & E) and consists of a SUPPLEMENTAL APPLICATION (Included below). |
| WHO SHOULD APPLY? | In addition to meeting the minimum requirements of the classification (located on the Examination Bulletin), applicants must possess, or be eligible for, the Peace Officer Standards and Training (POST) Basic Certificate or Specialized Investigators' Basic Certificate. |
| WHERE TO APPLY | <p>MAIL EXAMINATION DOCUMENTS TO:</p> <p>DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS) 1600 9th Street, MS-Q Sacramento, CA 95814 Attention: PEGGIE MCQUILLAN</p> <p><u>Faxed or emailed applications will not be accepted.</u> Do not submit applications to the California Department of Human Resources or the State Personnel Board.</p> |
| POSITION LOCATION(S) | Department of Developmental Services which includes, Canyon Springs Community Facility, Fairview Developmental Center, Porterville Developmental Center and Sonoma Developmental Center |
| FINAL FILE DATE | Continuous Filing |
| SALARY RANGE | \$4,085 - \$5,316 per month |
| TESTING INFORMATION | <p>The examination is a Training and Experience weighted 100%</p> <p>The examination will consist solely of a <u>SUPPLEMENTAL APPLICATION</u>. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. Applications will be accepted on a continuous basis, cut-offs held every other month or as conditions warrant</p> <p>Veterans' preference will be granted in this examination.</p> |
| LIGIBLE LIST INFORMATION | A departmental open eligible list will be established and used to fill vacancies at DDS. Candidates may apply for the exam once within a 12-month period. The names of persons successful in this exam will be merged onto an eligible list in order of final score. |

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| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION | <p>All applicants must meet the education and/or experience requirements listed below under "MINIMUM QUALIFICATIONS" for the classification by the final file date of the examination. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application.</p> <p>Requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc.</p> |
| MINIMUM QUALIFICATIONS | <p>Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles at the time of appointment. AND</p> <p>Education: High school diploma or equivalent. AND</p> <p>Experience:</p> <p style="text-align: center;">PATTERN I:</p> <p>One year of experience in the California state service performing the duties equivalent to those of a Peace Officer I, Developmental Center.</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">PATTERN II:</p> <p>Two years of law enforcement experience, one year of which has been in a supervisory capacity. (Possession of an AA Degree in Police Science may be substituted for one year of the required experience.) AND</p> <ol style="list-style-type: none">1. Successful completion of the POST certified basic academy course within the last three years. <p style="text-align: center;">OR</p> <ol style="list-style-type: none">2. Successful completion of the POST basic academy course equivalency process within the last three years. <p style="text-align: center;">OR</p> <ol style="list-style-type: none">3. Eligible to complete the POST recertification process if more than three years has lapsed since employment as a California Peace Officer. <p style="text-align: center;">OR</p> <ol style="list-style-type: none">4. Certification as a Peace Officer by POST. <p>Current candidate enrollment in a POST certified basic course will be admitted into the examination but <u>must</u> successfully completed prior to appointment.</p> <p><u>Special Physical Requirements:</u> Must pass a physical examination. Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job.</p> <p><u>Special Personal Characteristics:</u> A sympathetic understanding of the problems of persons with developmental disabilities; tolerance; tact; emotional stability; ability to remain calm in emergency situations; willingness to perform law enforcement functions without the use of firearms; and willingness to work at night and to report for duty at any time when emergencies arise.</p> <p><u>Age Limitation:</u> Must be at least 18 years of age</p> |

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| <p>EXAMINATION SCOPE</p> | <p><u>Knowledge of:</u></p> <ol style="list-style-type: none"> 1. Principles and practices of law enforcement including procedures and laws relating to investigation; Search and seizure; Gathering and preserving evidence; Laws of arrest, and court testimony; 2. Patrol procedures and protection of property; 3. Procedures used in handling or controlling groups or individuals; 4. Principles of first aid; 5. Emergency procedures in cases of fire, bomb threat, riot, and civil disaster; 6. Effective public relations as applied to the operation and law enforcement functions; 7. The law enforcement code of ethics and the code of professional conduct and responsibility. 8. Elements and principles of training and supervision; 9. The role of the uniformed peace officer in the treatment and therapeutic environment of a developmental center; 10. Departmental rules and regulations as applied to the welfare, safety, and protection of clients; 11. Departmental rules and regulations regarding conduct and control of employees and visitors; Policies of the Department of Developmental Services regarding reportable incidents; 12. Procedures and techniques in handling client-related incidents; 13. The Department's Affirmative Action Program objectives; 14. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives | <p><u>Ability to:</u></p> <ol style="list-style-type: none"> 1. Learn and apply sound judgment in the enforcement of rules and regulations and applicable State laws necessary for the protection of persons and property; 2. Physically apprehend and control persons when necessary; 3. Remain calm; 4. Think and act quickly in an emergency; 5. Adopt an effective course of action in dealing with unusual situations; 6. Use patience, tact, and impartiality in handling disturbances and confrontations; 7. Communicate convincingly and effectively; 8. Work closely with medical and nursing staff to resolve client-related problems; 9. Deal effectively with clients, the public, and other law enforcement agencies; 10. Prepare clear and concise reports; 11. Plan, organize, and direct the work of others; 12. Interpret and apply developmental center policies and procedures; 13. Effectively contribute to the Department's Equal Employment Opportunity objectives. |
| <p>BACKGROUND INVESTIGATION</p> | <p>Competitors who are successful in this examination will be required to complete (prior to appointment) a background investigation document, which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form Std. 678, and the Criminal Record Supplemental Questionnaire (CRSQ) that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.</p> | |

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| <p>PEACE OFFICER STANDARDS</p> | <p>PEACE OFFICER STANDARDS:</p> <p><u>Citizenship Requirement:</u> Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.</p> <p><u>Felony Disqualification:</u> Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.</p> <p><u>Background Investigation:</u> Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a background investigation may be required to undergo an additional background investigation.</p> <p><u>Psychiatric Evaluation:</u> Persons appointed to a peace officer class shall undergo a psychiatric evaluation.</p> <p><u>Drug Testing Requirement:</u> Applicants for positions in these classes 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.)</p> |
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GENERAL INFORMATION

It is the **CANDIDATE'S RESPONSIBILITY** to contact the Department of Developmental Services' Testing Office four weeks after the final filing date if he/she has not received a progress notice. Applications are available at the California Department of Human Resources website: www.calhr.ca.gov. If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not guarantee a place on the eligible list. All candidates who pass will be ranked according to their scores.

THE STATE PERSONNEL BOARD 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 competitors will be notified.

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) service-wide 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 from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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 may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**FAIRVIEW
DEVELOPMENTAL CENTER**
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5246

**PORTERVILE
DEVELOPMENTAL CENTER**
26501 Avenue 140
Porterville, CA 93258
Public: (559) 782-2087
TDD: (559) 781-7822

**SONOMA
DEVELOPMENTAL CENTER**
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6692
TDD: (707) 938-6200

**CANYON SPRINGS
COMMUNITY FACILITY**
69-696 Ramon Rd.
Cathedral City, CA 92334
Public: (760) 770-6260
TDD: (760) 770-2590



PEACE OFFICER II EXAMINATION



SUPPLEMENTAL APPLICATION

The **PEACE OFFICER II (cc 1955)** examination is being administered as **Departmental, OPEN, Continuous file for the Department of Developmental Services. The eligible list will be used to fill vacancies at DDS, Developmental Centers.** This is a **Training and Experience (T&E) examination** and consist solely of a **Supplemental Application**. The Supplemental Application accounts for 100% of the examination.

The examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills and abilities to effectively perform the duties of the classification. The score a candidate receives is based upon an evaluation of the responses provided in the Supplemental Application. The examination utilizes a predetermined rating criteria and an established rating scale.

Applicants **MUST read and follow the directions in this examination packet, complete, print and submit the required documents for acceptance into the examination.**

WHO SHOULD APPLY?

In addition to meeting the **minimum requirements** of the classification (located on the examination Bulletin), applicants must possess, or be eligible for, the Peace Officer Standards and Training (POST) Basic Certificate or Specialized Investigators' Basic Certificate.

HOW TO APPLY?

1. Complete, Print and Submit:

- a. Supplemental Application (pages 3-6 ONLY) - located in this packet
- b. Standard State Application (STD. 678) – Located at [State Application](#)
- c. Criminal Records Supplemental Questionnaire (CRSQ) – Located at [CRSQ](#)
- d. A **copy** of your POST Certificate or verification of your completion of POST

2. Mail to:

Department of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Peggie McQuillan

Contact Information: After reading the entire **Examination Bulletin** and **Supplemental Application**, if you have questions contact Peggie McQuillan at 916-322-7790 or peggie.mcquillan@dds.ca.gov

**PEACE OFFICER II
EXAMINATION**

**SUPPLEMENTAL APPLICATION
INSTRUCTIONS**

Please read the instructions prior to proceeding to the “**Supplemental Application**” examination. This **Supplemental Application** consists of *three “SCALES”*, that will be used to rate the questions/statements. You will assign *one rating* from each scale and three ratings for every task question/statement.

Using the **THREE SCALES (A-C)** below, you will rate each job-related task statement/question as it applies to you. The scales include; two **Rating Scales (Scale A & B)** and one **Reference Code (Scale C)**. An entry **MUST** be made for ALL three scales, if any scale (A-C) is left blank you will not receive credit that task statement.

SCALE A - LEVEL of Experience or TYPE of Education/Training

Instructions: In **Scale A – (Rating 1-5)**, assign one rating for the **LEVEL or TYPE of Experience, Training and/or Education** you have had with a specific **job-related task** on the following pages. You may refer to, **on the job experience (paid, and/or volunteer) formal education and/or training courses**

Scale A: (Rating 1-5)

- 1 = NO work experience, formal education or POST training
- 2 = Possess POST Academy training and or POST certificate ONLY
- 3 = Possess formal education and on the job experience or training
- 4 = Possess POST Academy training and formal education ONLY
- 5 = Possess POST certificate or training, formal education and work supervisory experience

SCALE B – LENGTH of Time

Instructions: In **Scale B – (Rating 1-5)**, assign one rating for the **LENGTH of time** you have had **experience performing, received training and/or acquired formal education** in a specific **job-related task** on the following pages.

Scale B: (Rating 1-5)

- 1 = NO work experience/training/education
- 2 = 1 yr or less of work experience/training/education
- 3 = 1-3 yrs of experience/training/education
- 4 = 3 to 5 yrs of experience/training/education
- 5 = More than 5 years of experience/training/education

**PEACE OFFICER II
EXAMINATION**

SUPPLEMENTAL APPLICATION INSTRUCTIONS (cont.)

SCALE C – REFERENCE Code (A-I)

Instructions: In *Scale C (reference code A-I)*, List *reference verification* information of persons that can verify your experience, training and/or education from the **Ratings** in **Scale A and B** on the following pages. Each *Reference (code A-I)* should include a *previous/current Employer, Training Instructor and/or Teacher/Educational Instructor*. **DO NOT** list personal references (friends or family members).

Scale C: (Code A-I)

Code A

Reference Name: _____ Title: _____

Phone Number: _____ E-mail: _____

Dates (Employment/Training/Education): From: _____ To: _____

Code B

Reference Name: _____ Title: _____

Phone Number: _____ E-mail: _____

Dates (Employment/Training/Education): From: _____ To: _____

Code C

Reference Name: _____ Title: _____

Phone Number: _____ E-mail: _____

Dates (Employment/Training/Education): From: _____ To: _____

Code D

Reference Name: _____ Title: _____

Phone Number: _____ E-mail: _____

Dates (Employment/Training/Education): From: _____ To: _____

**PEACE OFFICER II
EXAMINATION**

SUPPLEMENTAL APPLICATION INSTRUCTIONS (cont.)

Scale C (Cont.): (Code A-I)

Code E

Reference Name: _____ Title: _____

Phone Number: _____ E-mail: _____

Dates (Employment/Training/Education): From: _____ To: _____

Code F

Reference Name: _____ Title: _____

Phone Number: _____ E-mail: _____

Dates (Employment/Training/Education): From: _____ To: _____

Code G

Reference Name: _____ Title: _____

Phone Number: _____ E-mail: _____

Dates (Employment/Training/Education): From: _____ To: _____

Code H

Reference Name: _____ Title: _____

Phone Number: _____ E-mail: _____

Dates (Employment/Training/Education): From: _____ To: _____

Code I

Reference Name: _____ Title: _____

Phone Number: _____ E-mail: _____

Dates (Employment/Training/Education): From: _____ To: _____

**PEACE OFFICER II
EXAMINATION**

SUPPLEMENTAL APPLICATION

| SCALES | SCALE A | SCALE B | SCALE A – (Rating 1-5) | SCALE B- (Rating 1-5) | SCALE C – (Code A-I) |
|---------------------------|---|--|-------------------------------|------------------------------|-----------------------------|
| | 1. NO work experience, formal education or POST training 2. Possess POST Academy training and or POST certificate ONLY 3. Possess formal education and on the job experience or training 4. Possess POST Academy training and formal education ONLY 5. Possess POST certificate or training, formal education and work supervisory experience | 1. NO work experience/training/education 2. 1 yr or less of work experience/training/education 3. 1-3 yrs of experience/training/education 4. 3 to 5 yrs of experience/training/education 5. More than 5 years of experience/training/education SCALE C Reference Codes A-I | | | |
| TASK STATEMENTS | | | | | |
| 1. | Experience/training/education in submitting accurate and timely reports, | | | | |
| 2. | Experience/training/education with independently prioritizing and organizing tasks to meet mandated deadlines. | | | | |
| 3. | Experience/training/education with completing a peace officers annual employee performance appraisal. | | | | |
| 4. | Experience/training/education in supervision techniques, staff motivation, and progressive discipline. | | | | |
| 5. | Experience/training/education in promoting equal opportunity in hiring, employee development and promotional opportunities. | | | | |
| 6. | Experience/training/education for maintaining a work environment, which is free of discrimination and harassment. | | | | |
| 7. | Experience/training/education with Legal rights of citizens, service of the legal process, Peace Officer Bill of Rights. | | | | |
| 8. | Experience/training/education with Rules of Evidence and Court procedures. | | | | |
| 9. | Experience/training/education in reviewing daily patrol logs and officer activities to ensure compliance with State law. | | | | |
| 10. | Experience/training/education in developing and maintaining staff schedules, time keeping ensuring appropriate staff coverage. | | | | |
| 11. | Experience/training/education in preparing monthly reports, assessment identifying trends and training needs. | | | | |
| 12. | Experience/training/education in reviewing reports submitted by subordinates, ensuring reports are; fact-based, complete and submitted in a timely manner. | | | | |
| 13. | Experience/training/education with incident reporting requirements and responsibilities. | | | | |
| 14. | Experience/training/education in planning and directing the work and training of subordinate peace officers to enforce State laws. | | | | |
| 15. | Experience/training/education in supervising subordinate peace officers in the investigation of incidents, crimes and unusual activities. | | | | |
| 16. | Experience/training/education for ensuring policies, procedures, rules and/or regulations are followed by subordinates | | | | |
| Personnel use only | | | | | |

PEACE OFFICER II EXAMINATION

This **concludes the PEACE OFFICER II examination** and the **end of the Supplemental Application**. Please complete the following personal information and select the **Developmental Center/Location** that you are willing to work (below).

If you are successful in this examination, your name will be placed on an eligible list to fill vacancies at DDS. **Return pages 3-6 ONLY to the address listed**

Personal Information

Candidate Name: _____

Phone Number: _____ (Home) and/or _____ (Work)

E-mail Address: _____

Social Security Number: _____

Developmental Centers/Locations

Check the DDS, **Developmental Center/Location** in which you are willing to work. You may choose multiple **Developmental Centers/Locations** that you are willing to work.

- (3308) Canyon Springs, Cathedral City
- (3004) Fairview Developmental Center, Costa Mesa
- (5403) Porterville Developmental Center, Porterville
- (4907) Sonoma Developmental Center, Eldridge
- (0000) All locations within California

I certify and understand that my original signature certifies that all statements made in this Supplemental Application is true to the best of my knowledge and contains no willful misrepresentation.

Signature

Date