



SECURITY OFFICER I, DEPARTMENT OF JUSTICE

EXAM CODE:	8JU53
DEPARTMENT(S):	DEPARTMENT OF JUSTICE
EXAM TYPE:	OPEN – FILE IN PERSON
LOCATION(S):	SPOT-SACRAMENTO
BULLETIN RELEASE DATE:	WEDNESDAY, JANUARY 9, 2019
FILE IN PERSON DATE/TIME:	THURSDAY, JANUARY 24, 2019
FILE IN PERSON LOCATION:	1300 I STREET, SACRAMENTO CA 95814
SALARY INFORMATION:	\$3,585 - \$4,567*
	<i>*The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.</i>
CLASS & SCHEM CODE:	1960 / VC72

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

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.

It is the 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.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the file in person date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.



FILE IN PERSON INFORMATION

Applications must have an original signature. Applications without original signature will not be accepted at the time of filing, or will be rejected from the examination. Identification must be shown by the applicant at the time of filing. Anyone other than the applicant cannot file in his/her place.

APPLICATIONS MUST BE FILED IN PERSON ON THE DATE, TIME AND PLACE LISTED BELOW BY THE APPLICANT, ONLY. NO MAILED APPLICATIONS WILL BE ACCEPTED. FILE-IN-PERSON DATE, TIME, AND LOCATION ARE:

THURSDAY, JANUARY 24, 2019
8:30 A.M. – 4:30 P.M.
CALIFORNIA DEPARTMENT OF JUSTICE
1300 I STREET, 1ST FLOOR—SIDEBAR CAFÉ
SACRAMENTO, CA 95814

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of high school.

AND

Experience: One year of experience in one or a combination of the following:

1. As a building guard, watchperson, or a police officer; or
2. In any branch of the armed services performing security-related duties.

DEFINITION OF TERMS

“Equivalent to completion of high school” can be demonstrated only by one of the following:

1. Passing the California High School Proficiency Test.
2. Passing the General Education Development Test (GED) indicating high school graduation level.
3. Possession of a degree (Associate of Arts or higher) from an accredited college.

POSITION DESCRIPTION

Security Officers, Department of Justice, maintain order and security at Department of Justice facilities; prevent admittance to the premises by unauthorized persons; where necessary, detain and/or arrest unauthorized persons; take necessary measures to ensure employee and visitor safety; patrol facilities and adjoining grounds, investigating and resolving unauthorized movement, breaches of security, or unsafe conditions; work with appropriate law enforcement authorities to resolve security problems; appear in court as required; write reports; as necessary, work with departmental management, State Police and local law enforcement on security related matters; administer first aid and/or CPR to injured persons; examine credentials and badges of employees, allied agency personnel, service persons and visitors; record arrival and departure of visitors; issue identification badges and maintain issuance logs; provide referral information to employees, visitors and the general public; where appropriate, enforce facility vehicle parking regulations; administer departmental lost and found programs; use and maintain assigned equipment such as tear gas, body-armor and firearms.



EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%

The Training and Experience Evaluation consists of pre-determined, job-related questions designed to assess an applicant's education, training, and experience with performing relevant job duties, as well as the possession of required knowledge, skills, and abilities. The Training and Experience Evaluation will be scored by a testing expert, using objective, point-based scoring criteria. Exam submissions must solely be the candidate's work product. Candidates are not to receive any coaching or assistance and supervisors are not to review, edit or make suggestions.

KNOWLEDGE, SKILLS, & ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, the Training and Experience Questionnaire will measure the following competency areas:

- **Protective Services**
- **Enforcement**
- **Administrative & Clerical abilities**

ADDITIONAL EXAMINATIONS

BACKGROUND INFORMATION:

Pursuant to Government Code 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 Department of Justice background investigation may be required to undergo an additional background investigation. Information collected for the background investigation after the examination will require you to divulge arrest and/or conviction information on the background investigation documents at the time of employment, but is not required of you at this time. The information you furnish will be used to help determine your suitability for employment with the Department of Justice. Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

Any applicant for a State civil service examination for a peace officer class who discloses, or whose background investigation reveals, use of a drug for which possession would constitute a felony offense under the Uniform Controlled Substances Act (Health and Safety Code, division 10, beginning at 11000) subsequent to his or her eighteenth birthday and prior to his or her twenty third birthday, shall be disqualified from the examination in which he or she is competing until 5 years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until 5 years have elapsed from the date of the disclosed or revealed use.

If any such disclosed or revealed use occurred on or after the applicant's twenty-third birthday, he or she shall be disqualified from the examination in which he or she is competing until 10 years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until 10 years have elapsed from the date of the disclosed or revealed use. The disqualification period shall begin on the date that the drug was used, and not on the date that the drug use was disclosed or revealed.

MEDICAL EXAMINATION:

Pass/Fail – Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity, and color vision tests.



POLYGRAPH EXAMINATION:

Pass/Fail - This test will consist of a written examination and an interview by a psychologist.

SPECIAL CHARACTERISTICS

PERSONAL CHARACTERISTICS:

No illegal involvement in controlled substances as an adult; keenness of observation; good memory for names, faces, places, and incidents; willingness to work at night and/or overtime; report for duty at any time emergencies may arise; firmness and tact; alertness; and neat personal appearance.

PHYSICAL CHARACTERISTICS:

Good health, sound physical condition, freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in this class; effective use of both hands; strength, endurance, and agility; normal hearing; vision sufficient to perform the essential functions of the class; weight proportionate to height.

ADDITIONAL CHARACTERISTICS:

Honesty, integrity, strong work ethic; conventional: follow accepted procedures and customs; decisive: make decisions promptly and firmly; personally accountable: accepts responsibility for the consequences of one's actions or inactions; background in law enforcement, security guard and/or military; utilize a variety of weaponry. Polite: Treats other people with respect and possesses good manners. Service-oriented: Committed to providing high levels of service in a polite, courteous, and cooperative manner.

DISQUALIFIERS

FELONY CONVICTION DISQUALIFICATION:

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.

FIREARMS CONVICTION DISQUALIFICATION:

Incumbents in this class conduct civil, criminal, or narcotic investigation and enforcement activities for the Department of Justice. Incumbents are assigned to a team and may work independently or as a lead-person coordinating the work of other law enforcement personnel. Incumbents may be assigned to provide training and technical assistance to law enforcement personnel.

VETERANS' PREFERENCE

Veterans' preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans preference is not granted once a person achieves permanent civil service status.



CAREER CREDITS

Career credits **do not** apply for this examination.

FILING INSTRUCTIONS

To apply for this examination, please complete and submit the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)
- [Criminal Record Supplemental Questionnaire](#)
- [General Instructions/Affirmation Page](#)
- [Training and Experience Questionnaire](#)

FILE IN-PERSON INFORMATION:

DATE: THURSDAY, JANUARY 24, 2019
TIME: 8:30 A.M. – 4:30 P.M.
LOCATION: CALIFORNIA DEPARTMENT OF JUSTICE
1300 I STREET, 1ST FLOOR—SIDEBAR CAFÉ
SACRAMENTO, CA 95814

APPLICATIONS MUST BE FILED IN PERSON ON THE DATE, TIME AND PLACE LISTED BELOW BY THE APPLICANT, ONLY. NO MAILED APPLICATIONS WILL BE ACCEPTED. FILE-IN-PERSON DATE, TIME, AND LOCATION ARE LISTED ABOVE.

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: 916-210-6021
FAX NUMBER: 916-445-1218
EMAIL ADDRESS: TSU@DOJ.CA.GOV



GENERAL INFORMATION

The Department of Justice 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 candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-210-6021, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

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 list 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 the ability to work cooperatively with others; and a state of health consistent with the performance of 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-210-6021

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



DEPARTMENT OF JUSTICE
SECURITY OFFICER I
DEPARTMENTAL OPEN
SPOT - SACRAMENTO

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.

Note: The location of offices may vary depending on the hiring Department.

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

- ___ (D) Permanent - full time only.
- ___ (R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
- ___ (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

Not all Examinations require this Criminal Record Supplemental Questionnaire. Please review the Examination Bulletin to determine if the questionnaire is required before completing.

PRINT OR TYPE – PLEASE SEE INSTRUCTIONS ON THE NEXT PAGE

Applicants Name (last)		(First)	(M.I.)
Mailing Address (Number)	(Street)	E-mail Address	Work Telephone Number
(City)	(County)	(State)	(Zip Code)
			Home Telephone Number

Exam Title(s) for which you are applying:

Answer the following Questions:

1. Have you ever been convicted by any court of a misdemeanor crime of domestic violence? ☐ YES ☐ NO
2. Have you ever been convicted by any court of a felony? ☐ YES ☐ NO

Explanations

CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING – if not signed, your application may be rejected.

I certify under penalty of perjury that the information I have entitled on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize all agencies to release any information they may have concerning the information provided on this supplemental application to the State of California.

Applicant's Signature

Date Signed

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

INSTRUCTIONS

Read the following instructions carefully before completing this Criminal Record Supplemental Questionnaire. If the Examination Bulletin requires this Criminal Record Supplemental Questionnaire to be submitted with your application, you must complete all sections and answer the required questions completely and accurately.

Applicant Identification Number (Easy ID) – Enter the required tracking information on the Criminal Record Supplemental Questionnaire: the first three letters of your last name at birth, the month and day of your birth and the last four digits of your Social Security Number.

Easy ID – The Easy ID represents a compilation of the data collected from the Applicant Identification Number section. Please provide the Easy ID established from your Online Employment Center (OEC) profile you created to complete your application. If you are unable to determine your Easy ID, please leave it blank.

Exam for which you are applying – Fill in the title(s) of the examination for which you are applying as it is listed on the examination bulletin.

Questions 1 & 2 – Answer these questions only if required on the Examination Bulletin.

Explanations – Use this section to explain the details of any response that requires additional information. Be thorough and attach additional sheet(s) if needed.

Signature – Your signature and the date signed is required. If the Criminal Record Supplemental Questionnaire is not signed, it may be rejected.

NOTE: Your completed Criminal Record Supplemental Questionnaire and other examination-related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Criminal Record Supplemental Questionnaire and other confidential information **will not be returned**; therefore, we recommend that you keep a copy for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at **www.spb.ca.gov**.



California Department of Justice

Security Officer I

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Security Officer I. The results of this examination will determine your placement on the hiring eligible list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Security Officer I position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of 3 sections:

- Protective Services
- Enforcement
- Administrative & Clerical

The T&E Questionnaire is the sole component of the Security Officer I examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Department of Justice
Testing and Selection Unit
(916) 210-6021
TSU@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire in addition to their Standard State Application on the File In-Person date (01/24/19) to be considered for this examination process.

The completed Training and Experience Questionnaire and Standard State Application must be returned at the following address and on the File In-Person date.

FILE IN-PERSON INFORMATION:

DATE: THURSDAY, JANUARY 24TH, 2019
TIME: 8:00 A.M. – 4:30 P.M.
LOCATION: CALIFORNIA DEPARTMENT OF JUSTICE
1300 I STREET, 1ST FLOOR—SIDEBAR CAFÉ
SACRAMENTO, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

Job Requirements

As peace officers defined in section 830.4 **(b)** of the California Penal Code, Security Officers are screened in accordance with peace officer selection standards set forth in California Government Code section 1031 and as authorized by California Penal Code section 13510.

The following items are screening requirements for candidates of the Security Officer I classification during the hiring process. Please indicate your willingness to participating in these screening processes by selecting the appropriate box. Please note that candidates who are not willing to complete the screening process will not be able to move forward in the hiring process. Please note that your responses to the job requirement questions below will in no way affect your examination score.

1. As part of the screening process, are you willing to undergo an extensive background investigation including criminal, financial, and previous employment history, along with polygraph testing?
☐ Yes
☐ No
2. As part of the screening process, are you willing to disclose details about your drug use and participate in a drug screening test?
☐ Yes
☐ No
3. As part of the screening process, are you willing to undergo a medical examination?
☐ Yes
☐ No
4. As part of the screening process, are you willing to undergo a psychological examination?
☐ Yes
☐ No
5. Are you willing to work unusual hours (e.g., rotating shifts, overtime, be on call 24-7)?
☐ Yes
☐ No
6. Are you legally eligible to utilize a firearm and other weaponry (including chemical agents) in order to perform hazardous duties and ensure personal safety?
☐ Yes
☐ No

Section I: PROTECTIVE SERVICES

Security Officer I's are expected to maintain order and security at Department of Justice facilities by patrolling the premises, investigating unsafe conditions, and preventing admittance of unauthorized persons.

For each of the tasks below, indicate a) how much experience you have performing the task and b) at what level you have performed the task. Select only one (1) response for each question.

1.) Diffuse situations involving angry, frustrated, and/or hostile individuals.

1a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ Less than 6 months of experience
- ☐ At least 6 months but fewer than 1 year of experience
- ☐ At least 1 year but fewer than 2 years of experience
- ☐ At least 2 years but fewer than 3 years of experience
- ☐ At least 3 years but fewer than 4 years of experience
- ☐ More than 4 years of experience

1b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)

- ☐ I have very little experience performing this task but I would be willing to learn.
- ☐ I have not performed this task but I have training and would be able to do it.
- ☐ I have performed this task under supervision.
- ☐ I have performed this task frequently and in accordance with established protocol.
- ☐ This is an area of expertise for me and I could train others in how to perform this task.

2.) Maintain and control facilities and property, allowing entry only for authorized vehicles and personnel (e.g., patrol vehicles, employees, allied agency personnel, service personnel, and authorized visitors).

2a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ Less than 6 months of experience
- ☐ At least 6 months but fewer than 1 year of experience
- ☐ At least 1 year but fewer than 2 years of experience
- ☐ At least 2 years but fewer than 3 years of experience
- ☐ At least 3 years but fewer than 4 years of experience
- ☐ More than 4 years of experience

2b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)

- ☐ I have very little experience performing this task but I would be willing to learn.
- ☐ I have not performed this task but I have training and would be able to do it.
- ☐ I have performed this task under supervision.
- ☐ I have performed this task frequently and in accordance with established protocol.
- ☐ This is an area of expertise for me and I could train others in how to perform this task.

3.) Assess unusual and/or suspicious people, vehicles, objects, sounds, and/or hazardous odors on and around the premises to prevent harm to property, visitors, employees, and/or civilians.

3a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ Less than 6 months of experience
- ☐ At least 6 months but fewer than 1 year of experience
- ☐ At least 1 year but fewer than 2 years of experience
- ☐ At least 2 years but fewer than 3 years of experience
- ☐ At least 3 years but fewer than 4 years of experience
- ☐ More than 4 years of experience

3b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)

- ☐ I have very little experience performing this task but I would be willing to learn.
- ☐ I have not performed this task but I have training and would be able to do it.
- ☐ I have performed this task under supervision.
- ☐ I have performed this task frequently and in accordance with established protocol.
- ☐ This is an area of expertise for me and I could train others in how to perform this task.

4.) Respond to emergency situations and/or critical incidents in or around the facility and property (e.g., medical, altercations, trespassing).

4a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ Less than 6 months of experience
- ☐ At least 6 months but fewer than 1 year of experience
- ☐ At least 1 year but fewer than 2 years of experience
- ☐ At least 2 years but fewer than 3 years of experience
- ☐ At least 3 years but fewer than 4 years of experience
- ☐ More than 4 years of experience

4b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)

- ☐ I have very little experience performing this task but I would be willing to learn.
- ☐ I have not performed this task but I have training and would be able to do it.
- ☐ I have performed this task under supervision.
- ☐ I have performed this task frequently and in accordance with established protocol.
- ☐ This is an area of expertise for me and I could train others in how to perform this task.

5.) Patrol the interior and exterior premises of buildings and grounds (e.g., parking lots, building floors, stairways) to ensure the safety of employees, visitors, and the security of property.

5a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ Less than 6 months of experience
- ☐ At least 6 months but fewer than 1 year of experience
- ☐ At least 1 year but fewer than 2 years of experience
- ☐ At least 2 years but fewer than 3 years of experience
- ☐ At least 3 years but fewer than 4 years of experience
- ☐ More than 4 years of experience

5b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)

- ☐ I have very little experience performing this task but I would be willing to learn.
- ☐ I have not performed this task but I have training and would be able to do it.
- ☐ I have performed this task under supervision.
- ☐ I have performed this task frequently and in accordance with established protocol.
- ☐ This is an area of expertise for me and I could train others in how to perform this task.

Section II: ENFORCEMENT

Security Officer I's are to tactfully enforce established federal and state laws, city ordinances, and Departmental policies to ensure the compliance and safety of all employees, visitors, and civilians.

For each of the tasks below, indicate a) how much experience you have performing the task and b) at what level you have performed the task. Select only one (1) response for each question.

6.) Issue citations or warnings to violators of established laws, policies, and/or city ordinances.

6a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ Less than 6 months of experience
- ☐ At least 6 months but fewer than 1 year of experience
- ☐ At least 1 year but fewer than 2 years of experience
- ☐ At least 2 years but fewer than 3 years of experience
- ☐ At least 3 years but fewer than 4 years of experience
- ☐ More than 4 years of experience

6b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)

- ☐ I have very little experience performing this task but I would be willing to learn.
- ☐ I have not performed this task but I have training and would be able to do it.
- ☐ I have performed this task under supervision.
- ☐ I have performed this task frequently and in accordance with established protocol.
- ☐ This is an area of expertise for me and I could train others in how to perform this task.

7.) Reference laws, ordinances, and/or policies to effectively preserve the peace and enforce compliance.

7a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ Less than 6 months of experience
- ☐ At least 6 months but fewer than 1 year of experience
- ☐ At least 1 year but fewer than 2 years of experience
- ☐ At least 2 years but fewer than 3 years of experience
- ☐ At least 3 years but fewer than 4 years of experience
- ☐ More than 4 years of experience

7b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)

- ☐ I have very little experience performing this task but I would be willing to learn.
- ☐ I have not performed this task but I have training and would be able to do it.
- ☐ I have performed this task under supervision.
- ☐ I have performed this task frequently and in accordance with established protocol.
- ☐ This is an area of expertise for me and I could train others in how to perform this task.

8.) Detain, question, release and/or cite individuals when situations arise.

8a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ Less than 6 months of experience
- ☐ At least 6 months but fewer than 1 year of experience
- ☐ At least 1 year but fewer than 2 years of experience
- ☐ At least 2 years but fewer than 3 years of experience
- ☐ At least 3 years but fewer than 4 years of experience
- ☐ More than 4 years of experience

8b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)

- ☐ I have very little experience performing this task but I would be willing to learn.
- ☐ I have not performed this task but I have training and would be able to do it.
- ☐ I have performed this task under supervision.
- ☐ I have performed this task frequently and in accordance with established protocol.
- ☐ This is an area of expertise for me and I could train others in how to perform this task.

Section III: ADMINISTRATIVE AND CLERICAL

Security Officer I's are expected to complete various administrative functions, process and log visitors and activities through established procedures, and effectively communicate through a variety of mediums to a wide range of audiences.

For each of the tasks below, indicate a) how much experience you have performing the task and b) at what level you have performed the task. Select only one (1) response for each question.

9.) Process visitors through established check-in and check-out procedures prior to granting facility access and egress.

9a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ Less than 6 months of experience
- ☐ At least 6 months but fewer than 1 year of experience
- ☐ At least 1 year but fewer than 2 years of experience
- ☐ At least 2 years but fewer than 3 years of experience
- ☐ At least 3 years but fewer than 4 years of experience
- ☐ More than 4 years of experience

9b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)

- ☐ I have very little experience performing this task but I would be willing to learn.
- ☐ I have not performed this task but I have training and would be able to do it.
- ☐ I have performed this task under supervision.
- ☐ I have performed this task frequently and in accordance with established protocol.
- ☐ This is an area of expertise for me and I could train others in how to perform this task.

10.) Compose a variety of routine written reports (e.g., daily activities, crime reports, incident reports, accident reports).

10a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ Less than 6 months of experience
- ☐ At least 6 months but fewer than 1 year of experience
- ☐ At least 1 year but fewer than 2 years of experience
- ☐ At least 2 years but fewer than 3 years of experience
- ☐ At least 3 years but fewer than 4 years of experience
- ☐ More than 4 years of experience

10b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)

- ☐ I have very little experience performing this task but I would be willing to learn.
- ☐ I have not performed this task but I have training and would be able to do it.
- ☐ I have performed this task under supervision.
- ☐ I have performed this task frequently and in accordance with established protocol.
- ☐ This is an area of expertise for me and I could train others in how to perform this task.

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on page 3.**