



## SPECIAL AGENT (PROMOTIONAL)

<b>EXAM CODE:</b>	9JUAM
<b>DEPARTMENT(S):</b>	DEPARTMENT OF JUSTICE
<b>EXAM TYPE:</b>	PROMOTIONAL –CONTINUOUS
<b>LOCATION(S):</b>	STATEWIDE
<b>CUT-OFF DATE:</b>	THURSDAY, MARCH 3, 2022
<b>SALARY INFORMATION:</b>	A: \$5,884 - \$7,214; B: \$6,705 - \$8,621; C: \$7,728- \$10,687 * <b><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></b>
<b>CLASS &amp; SCHEM CODE:</b>	8482 / VG25

### 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.

### WHO CAN APPLY

Persons who meet the minimum qualifications by the announced cut-off date on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice within three years of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Otherwise, employees must be:

- 1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR
- 2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR
- 3) Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.



## CONTINUOUS TESTING

The testing office will accept examination packets continuously throughout the year; however, the packets will only be processed during the current administration period. Generally, this examination is administered **biannually**, although this is subject to change based on testing needs. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for **6 months** from the established list date.

## 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 #10 on the "examination application." You will be notified in writing to determine what assistance can be provided.

## DEFINITION OF SALARY RANGES

**Range A.** This range shall apply to individuals who do not meet the criteria for payment at Range B or Range C.

**Range B.** This range shall apply to persons who have satisfactorily completed either: (1) the equivalent of 12 months of Special Agent, Department of Justice, Range A; or (2) three years of experience as a peace officer (in an investigative assignment performing civil, criminal, or narcotics law enforcement work (patrol experience may be substituted for the required experience on the basis of one year of patrol experience being equivalent to six months of investigative experience), and equivalent to completion of two years of college. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.) (Experience in State service applied toward this requirement must include at least one year performing the duties of a class with a level of responsibility not less than that of Special Agent, Department of Justice, Range A.); or (3) two years of experience as a peace officer (in an investigative six months of investigative experience), and equivalent to graduation from college. (Experience in State performing the duties of a class with level of responsibility not less than that of Special Agent, Department of Justice, Range A.)

**Range C.** This range shall apply to persons who have satisfactorily completed either: (1) the equivalent of 12 months of Special Agent, Department of Justice, Range B; or (2) four years of experience as a peace officer (in an investigative assignment performing civil, criminal, or narcotics law enforcement work, (patrol experience may be substituted for the required experience on the basis of one year of patrol experience being equivalent to six months of investigative experience), and equivalent to completion of two years of college. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.) (Experience in State service applied toward this requirement must include at least one year performing the duties of a class with a level of responsibility not less than that of Special Agent, Department of Justice, Range B.); or (3) three years of experience as a peace officer (in an investigative assignment performing civil, criminal or narcotics law six months of investigative experience), and equivalent to graduation from college. (Experience in State that of Special Agent, Department of Justice, Range B.)

## ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire **12 MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in this period.



## CUT-OFF DATE

**THURSDAY, MARCH 3, 2022**

Examination applications (form STD 678) must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the cut-off date located on this bulletin. Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing of an application. If using the United States Postal Service for delivery, there is no guarantee that your application will be postmarked and arrive by the cut-off date. If your application does not have a postmark and arrives after the cut-off date, your application will not be accepted into the examination and will be held for the next administration period. Therefore, to ensure timely delivery of your application, it is recommended that either electronic delivery, parcel service, or certified mail are used. Using one of these options will provide proof the application was sent prior to the cut-off date.

**APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL BE HELD AND PROCESSED IN THE NEXT ADMINISTRATION (PLEASE SEE THE “CONTINUOUS TESTING” SECTION FOR MORE INFORMATION).**

## MINIMUM QUALIFICATIONS

### EITHER I

One year of experience in the California state service performing duties in the class of Special Agent Trainee, DOJ. (Completion of six months of service as a Special Agent Trainee, DOJ, will admit applicants to the examination, but they must satisfactorily complete one year of experience in this class before they can be considered eligible for appointment.)

### OR II

**Experience:** Two years of experience as a peace officer\* in an investigative assignment performing civil, criminal, or narcotics law enforcement work. (Patrol experience may be substituted for the required investigative experience on the basis of one year of patrol experience being equivalent to six months of investigative experience.)

### AND

**Education:** Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

### OR III

**Experience:** One year of experience as a peace officer\* in an investigative assignment performing civil, criminal or narcotics law enforcement work. (Patrol experience may be substituted for the required investigative experience on the basis of one year of patrol experience being equivalent to six months of investigative experience.)

### AND

**Education:** Equivalent to graduation from college.

**\*AS DEFINED IN SECTIONS 830.1, 830.2, AND 830.3 OF THE CALIFORNIA PENAL CODE OR EQUIVALENT FEDERAL AND OUT-OF-STATE LAW ENFORCEMENT.**



## DEFINITION OF TERMS

**"Performing the duties of . . ."** – the applicant must have been appointed to and working in the classification for the specified amount of time.

**"Duties of a class with a level of responsibility equivalent to..."** – the applicant must have experience of the type and length of time in a classification at the same (or a higher) level of responsibility as the classification specified.

**"Equivalent to completion of two years of college"** – completion of 60 semester units or 90 quarter units.

**"Equivalent to graduation from college"** – possession of a bachelor's degree from an accredited or approved four-year academic institution.

## POSITION DESCRIPTION

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.

## ADDITIONAL REQUIREMENTS

### TRAINING REQUIREMENTS:

Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

### FIREARMS REQUIREMENT:

Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to these classes.

## 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.



## 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 NARRATIVE - 100%

The Training and Experience Narrative consists of job-related questions for which candidates must submit typed responses. A panel of subject matter experts will evaluate competitors' responses to each question using pre-determined scoring criteria. The questions are provided at the end of this examination bulletin and responses must be submitted along with each candidate's application package.

## KNOWLEDGE, SKILLS, & ABILITIES

The Training and Experience Narrative will measure the following:

### KNOWLEDGE OF

1. The types, elements, and severity of a variety of crimes.
2. Federal, state, county and city regulations regarding lawful investigations.
3. DOJ administrative policies and procedures.
4. Warrant execution, including timeframes, points of contact, and limitations.
5. A suspect's Miranda Rights.
6. General or specialized court proceedings.
7. Statewide law enforcement and demographic databases.
8. Officer safety policies and procedures.
9. Information security policies and procedures.
10. Non-verbal communication (i.e. Body language, facial cues, etc.).
11. Defensive tactical responses involving lethal and non-lethal weapons.
12. Interrogation and interview techniques.
13. Weapon safety policies and procedures.

### ABILITY TO

1. Adapt to changes in policies, procedures, high stress situations, etc.
2. Remain unrecognized while staying close enough to observe the activities of the subject.
3. Communicate effectively verbally and in writing.
4. Read and understand job relevant materials and documents.
5. Work cooperatively with a variety of individuals from a range of backgrounds.
6. Follow directions from supervisors and management and administrative procedures to ensure accurate work completion.
7. Use a variety of weaponry (e.g. Firearms, chemical sprays, Tasers, batons, etc.)
8. Actively listen to employees, witnesses, victims, and/or suspects to obtain information.
9. Remain calm and make reasonable decisions in emergency or high stress situations.
10. Lift and carry 50 lbs. and drag and pull 165 lbs.
11. Sit, stand, crouch, crawl or walk for long periods of time in a variety of environments.
12. Maintain awareness of one's surroundings.
13. Maintain administrative documentation (e.g. Timesheets, leave requests, travel claims, etc.)

### SKILL IN

1. Effectively interviewing witnesses, suspects, etc.
2. Observing and interpreting non-verbal communication (e.g. Body language, facial cues, etc.).
3. Working effectively as a part of a team.
4. Evaluating financial data to detect fraudulent activity.
5. Identifying persons involved in criminal activity.
6. Maintaining effective communication with team members, team leaders and supervisors during operations, and allied agency contacts.
7. Maintaining an organized workspace.
8. Using and troubleshooting specialized equipment.
9. Developing interview questions specific to a wide variety of cases or situations.
10. Obtaining relevant case information from law enforcement and demographic databases.
11. Maintaining communication with specialized experts during the processing of evidence.



12. Clearly recording observations and/or statements from witnesses, suspects, complainants.
13. Maintaining records of known associates and informants.
14. Using basic office programs.
15. Assessing employee strengths and development needs.
16. Accurately determining the appropriate level of physical force needed based upon the situation.
17. Calming frustrated, angry, and/or emotionally disturbed individuals.
18. Assessing potential threats (e.g. Suspicious objects, pattern recognition, attack indicators, etc.).
19. Effective time management.
20. Maintaining professional relationships with internal and external agencies and industries.
21. Filtering irrelevant information.
22. Performing basic medical response techniques (e.g. First aid, CPR, triage, etc.).
23. Scheduling trainings for support staff.
24. Effectively writing various documents during an investigation.
25. Attention to detail.
26. Various forms of surveillance.

## ADDITIONAL EXAMINATIONS

### BACKGROUND INFORMATION:

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 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.

### POLYGRAPH EXAMINATION:

The candidate may be required to take a polygraph examination.

### PSYCHOLOGICAL SCREENING EXAMINATION:

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

### 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.



## SPECIAL CHARACTERISTICS

### PERSONAL CHARACTERISTICS:

No illegal involvement in controlled substances as an adult; willingness to work through-out the State and at unusual hours; work under stress and adverse conditions; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving, stationary and aerial surveillances; willingness to utilize a variety of weaponry, including shotguns, machine guns, tear gas and distraction devices; willingness to pursue violent repeat offenders and effect their arrest; willingness to operate a police vehicle under emergency circumstances; willingness to deal with toxic materials and chemicals; willingness to handle gruesome crime scenes involving persons of all ages; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid California driver's license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

### 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; and weight proportionate to height.

### ADDITIONAL CHARACTERISTICS:

Possession of the appropriate certificates as evidence of increased competency at each level is desirable. Also desirable is evidence of completed course work in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

## VETERANS' PREFERENCE

Veterans' preference **does not** apply for this examination

## CAREER CREDITS

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

## APPEAL INFORMATION

Candidates may file an appeal with the State Personnel Board (SPB) within 30 days of the postmarked date of any decision notice (e.g., Minimum Qualifications denial, exam results). Examination appeals are required to meet one of the following grounds to be accepted by the State Personnel Board; (1) fraud; (2) discrimination; (3) erroneous interpretation or application of minimum qualifications (MQs); or (4) a significant irregularity in the examination process. Appeals can be filed online at the website above or mailed to Appeals Division, State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814-4806. Please refer to SPB's website for more information this process at <https://www.spb.ca.gov/appeals/appeals.aspx>



## FILING INSTRUCTIONS

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

- [Standard State Employment Application \(Form STD 678\)](#)
- [Signed Affirmation Page](#)
- [Training and Experience Narrative Responses](#)
- [Conditions of Employment \(Form 631\)](#)
- [Criminal Record Supplemental Questionnaire](#)
- Official school transcripts (if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the cut-off date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*

### MAILING ADDRESS:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: SPECIAL AGENT (PROMO) EXAMINATION  
P.O. BOX 944255  
SACRAMENTO, CA 94244-2550

### FILE-IN-PERSON:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: SPECIAL AGENT (PROMO) EXAMINATION  
1300 "I" STREET, FIRST FLOOR LOBBY  
SACRAMENTO, CA 95814

### EMAIL SUBMISSION:

SUBJECT LINE: SPECIAL AGENT (PROMO) EXAMINATION  
EMAIL ADDRESS: [TSU@DOJ.CA.GOV](mailto:TSU@DOJ.CA.GOV)

### DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

## 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](mailto: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](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://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 12<sup>th</sup> 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.



**Special Agent (Promotional)**  
**Training and Experience Narrative**

GENERAL INSTRUCTIONS

This Training and Experience Narrative is the sole component of the Special Agent (Promotional) examination. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination; failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

- This Training and Experience Narrative consists of 3 questions.
- You must type your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that, regardless of the writing software program you choose to use, your response to each question may only consist of 1 sheet of paper, single spaced, in 12-point Times New Roman font, with a 1-inch margin on the top and bottom of the page, and a 1-inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Narrative is 3 pages, 1 page per question. **Responses that do not meet this criteria may result in disqualification from this exam.**
- You **must** write the question number you are responding to in the top left corner of each page. You may hand write this number, however, it must be clearly legible.
- You **must** write the last 4 digits of your social security number on the top right corner of each page of your responses. You may hand write this number, however, it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the panel to properly evaluate your qualifications. Omitted information cannot be considered and will not be assumed.
- The exam submitted should solely be your work. Candidates are not to receive any coaching or assistance and supervisors should not review, edit, or make suggestions.

If you meet the minimum qualifications and are successful in this Training and Experience Narrative exam, you will obtain a position on the eligible list for the Special Agent classification.



**Affirmation Page**

All applicants **must complete and return the entire** packet, including the signed Standard Application (STD 678), Training and Experience Narrative, Affirmation page, and Conditions of Employment form by the cut-off date stated on this bulletin in order to be considered in this examination process.

The completed application package must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
Testing & Selection Unit  
Attn: Special Agent (Promo) Examination  
PO Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing & Selection Unit  
Attn: Special Agent (Promo) Examination  
1300 I Street, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95814

**Email Submission:**

Subject Line: Special Agent (Promo) Examination  
Email Address: [TSU@DOJ.CA.GOV](mailto:TSU@DOJ.CA.GOV)

I hereby certify that the information provided on this Training and Experience Narrative is true and correct to the best of my knowledge and contains no 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: \_\_\_\_\_



**Special Agent (Promotional)**  
**Training and Experience Narrative**

**Question #1**

As a Special Agent, you will be required to conduct investigations and enforcement activities for the Department of Justice. Please describe why you want to be a Special Agent and how your training and/or experience will enable you to be successful in the position.

**Question #2**

As a Special Agent, you may encounter stressful and potentially dangerous situations. Imagine you and your team are executing a residential search warrant with the occupants owning registered firearms. You find, upon entering the residence, one subject is verbally uncooperative and not complying with your command. He is yelling at you to get out and appears to be taking a fighting stance and clutching his fists. What factors would you consider and what steps would you take to control the subject and successfully execute the search warrant?

**Question #3**

Special Agents are, at times, required to conduct investigations and build cases with a minimal amount of information. Imagine you receive a tip on possible felony criminal activity committed by a subject only known by his first and last name. What steps would you take to build the investigation from beginning to end?



**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**

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Applicants Name (last) (First) (M.I.)

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Mailing Address (Number) (Street) E-mail Address Work Telephone Number

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(City) (County) (State) (Zip Code) Home Telephone Number

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**Exam Title(s) for which you are applying:**

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**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**

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Explanations

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**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.*

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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](http://www.spb.ca.gov).