

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Correctional Captain**

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCG=5304>

**District Office(s)**

**Please follow the specific application filing instructions at the bottom of this page!**

**Open To:** DOC Employees Only

**Location:** District One – Suffield  
District Two – Cheshire

**Hours:** 40 hours per week; 1<sup>st</sup> shift, Monday-Friday

**Salary:** \$73,157.00 - \$96,657.00 (Annually)

**Closing Date:** May 28, 2014

**Minimum Qualifications:**

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws; considerable knowledge of policies and procedures utilized in correctional facilities; considerable knowledge of modern correctional methods and practices; considerable knowledge of standard security measures and appropriate methods of inmate discipline; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to accurately evaluate situations and make effective administrative and supervisory decisions; ability to utilize computer software; supervisory ability.

**Eligibility Requirement:**

To apply for the position of Correctional Captain, candidates must have applied for and passed the Correctional Captain exam and be on the current certification list promulgated by the Department of Administrative Services. DOC employees currently who have previously attained permanent status in the class may also apply.

**Preferred Experience:**

Candidates with the following experience, skills, and abilities will be given preference:

- Considerable knowledge of Administrative Directive 9.5 (Code of Penal Discipline)
- Considerable knowledge of and/or experience with the Disciplinary Hearing Process
- Experience conducting facility security audits
- Experience with the Disciplinary and Security Risk Groups Administrative Remedies process, including appeals
- Experience collaborating with outside law enforcement agencies and community based programs
- Considerable knowledge of facility emergency procedures
- Considerable knowledge of Administrative Directive 6.5 (Use of Force).
- Considerable knowledge of Post Planning and Staffing Allocations
- Extensive experience conducting Administrative Investigations and Initial Inquiries
- Having investigative training by the Security Division or District Office.
- Experience as a Facility Investigator or certification as an Investigator by the Security Division.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, promotion and merit employment rules. Employees should be aware that performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:** Interested Department of Correction employees who meet the above requirements should submit a cover letter explaining how you meet the Preferred Experience include what position and location you are applying for, a detailed resume, your two (2) most recent performance evaluations and your time and attendance for the 12 month period from May 1, 2013 to May 1, 2014. Please submit your information to:

**Patty Meskers, HR Specialist  
Department of Correction  
24 Wolcott Hill Road  
Wethersfield, CT 06109  
Fax: (860) 692-7615**