



**AGENCY PROMOTIONAL EXAMINATION**  
**DEPARTMENT OF CORRECTION**  
**CORRECTIONAL CAPTAIN**

**ANNUAL SALARY: \$71,722**      **SALARY GROUP: SC - CC**      **APPLICATION CLOSING DATE: OCTOBER 27, 2011**      **EXAM NO: 110490APSP**

**PURPOSE OF CLASS:** In the Department of Correction this class is accountable for supervising correctional staff engaged in custody, security, investigations/operations, inmate transportation and/or developing, coordinating and conducting training programs.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **OCTOBER 27, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF CORRECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING\*:

**GENERAL EXPERIENCE:** Five years of experience in correctional work responsible for custodial security or inmate treatment.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been at the level of Correctional Lieutenant.

**SUBSTITUTION ALLOWED:** College training in behavioral sciences, corrections, criminal justice or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of one year.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**PHYSICAL REQUIREMENTS:** (1) In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment. (2) A comprehensive medical examination, including a controlled substance screening, may be required of applicants.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to some danger of injury or assault by inmates.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** 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.

**THE EXAMINATION WILL BE COMPOSED OF:**      **PART**      **WEIGHT**  
**(Exam questions will cover KSA's listed above.)**      **WRITTEN**      **100%**

**THE WRITTEN TEST:** The written test will be administered on **THURSDAY, NOVEMBER 17, 2011**. Reserve the day as the exam may be scheduled in the morning or afternoon. Candidates will be notified by mail of the specific time and location of the test. There will be **no make-up** examinations except in very rare situations, where an applicant has a legitimate reason for not attending the regularly scheduled examination such as active military duty, serious illness or injury, death in the immediate family, accident the day of the exam, or an out-of-state vacation scheduled prior to the posting date of the examination. Documentation will be required (e.g., military orders, medical certification, police report, airline tickets) prior to the date of the exam, except in critical situations occurring the day of the exam. For those critical situations occurring the day of the exam, documentation will be required by close of business the first business day following the exam. DAS has final authority to approve or deny all make-up requests.

**APPLICATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by October 27, 2011. **A separate application form must be submitted for each exam you are applying for.**

**Note: Applicants who previously applied for examination #110260APSP do not need to reapply.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://www.das.ct.gov/employment>) or at the Department of Correction.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

October 11, 2011

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.