

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY  
Correction Officer**

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

**Open To:** Current Exam List Candidates

**Location:** Statewide

**Hours:** 36.25 Rotating Shifts

**Salary:** \$39,666.00 (Annually) Cadet – First 10 Weeks  
\$44,073.00 (Annually) Promoted to Correction Officer

**Closing Date:** **October 1, 2014**

**Eligibility Requirements:**

*Applicants must have taken and passed the current State of CT examination for Correction Officer given in August 2014 (examination #141110).*

**Minimum Qualifications:**

Correction Officer Applicant **MUST** meet the following eligibility requirements:

- Be at least 21 years of age by August 5, 2014.
- Possess a High School Diploma or G.E.D (General Educational Development) certification by August 5, 2014.
- Be in general good health, free from any disease or injury, which would impair health or usefulness and retain sufficient strength, stamina, agility and visual and auditory acuity to perform all the duties of the position.
- Have a good educational and/or work record.
- Excellent moral character.
- Be free from any felony convictions. Please review Dept. of Corrections Administrative Directive 2.3 (Employee Selection, Transfer and Promotion) which is located on the DOC website [www.ct.gov/doc](http://www.ct.gov/doc). Click on Directives and Policies, select Chapter 2, select 2.3, Section 6 Recruitment & Selection.

**General Experience:**

The following are other requirements for the position of Correction Officer:

(1) Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle Operator's license. (2) At the time of appointment, candidates will be required to participate in a formal training course in correctional work to develop the knowledge of correctional custody procedures necessary to function effectively. (3) Incumbents may be exposed to significant stress of confinement within a dangerous and volatile prison population; may be exposed to considerable danger or injury from assaultive/abusive inmates; may be exposed to disagreeable conditions. (4) Incumbents in this class must be willing to work day, evening, night and weekend shifts and are on call for emergencies 24 hours a day.

**Preferred Experience:**

- A demonstrated desire to pursue a career in this field.
- Related education in the fields of Law Enforcement, Criminal Justice, Justice Administration, Psychology, Sociology or the Human Services.
- Preparation for the position through related work experience such as in the security field, social services or through military experience. Specifically, experience working in a stressful environment.
- A proven track record of dependability through a stable and consistent work history with few or no gaps in between employers. (At least 3 years of stable employment.)
- Ability to follow instructions and communicate effectively which would be demonstrated through a candidate's ability to organize and submit all necessary documents and requested information in a timely manner.
- A good Correction Officer should be flexible, have common sense, superior communication skills (oral and written), be observant, physically fit and lastly be firm, fair and consistent.

**Special Requirements:**

- Applicants selected for employment will be scheduled for and must pass a pre-employment physical, which includes a drug screening.
- Applicants will be required to attend 10 weeks of training which will include classroom, physical, and on the job training.
- All employees hired after May 1, 2002 will not be allowed to smoke on agency property.

**Correction Officer Training Academy:**

While at the Training Center, Trainees will participate in one hour of physical training daily. The physical training will consist of running, push-ups, sit-ups and other cardio-vascular exercises. **Trainees must meet proficiency requirements for intensive self defense tactics and will be subject to chemical agent exposure. Successful completion of the training program shall include passing core curricula tests and complying with the rules of the Department and/or Maloney Center for Training and Staff Development.**

**Note:**

The filling of Correction Officer positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:**

**Applicants must follow directions and submit the requested documents; failure to do so may eliminate you from the process. Due to the competitive nature of this position it is quite possible to successfully complete all the recruitment steps and not be interviewed or hired.**

- Qualified candidates who passed the current state of Connecticut examination for Correction Officer given in August 2014 and meet the above requirements should submit the following:
  - Department of Correction Supplemental Application (Revised 8/2014)
  - DOC Release of Information Waiver (form attached to application)
  - COLLECT Background Report
  - Self Screening Form
  - Cover Letter
  - Copy of your High School Diploma, G.E.D. Certification, or College Diploma
  - Copy of your college transcripts, if applicable
  - Copy of your Military DD-214 (Member 4 copy), if applicable
  - Performance Evaluations (Last two years; State Employees Only)
  - Copy of passing score for the August 2014 Correction Officer examination (printed from DAS Law Enforcement Website)

All forms are available under the employment section of the Department of Correction web site or link to:  
<http://www.ct.gov/doc/cwp/view.asp?a=1496&Q=265278>

Submit by **mail only** all completed documents to:

**Correction Officer Position  
Department of Correction  
Recruitment Office  
24 Wolcott Hill Road  
Wethersfield, CT 06109**

**All documents must be submitted in one package and must be post marked by October 1, 2014**

**NOTE: Applications submitted by e-mail or facsimile will not be considered.  
Due to the high number of applicants no phone calls will be accepted.**

**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, persons with disabilities and military veterans.