



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

**ANNUAL \$59,002
SALARY: \$77,954**

**SALARY
GROUP: SC LT**

**APPLICATION CLOSING
DATE: JULY 20, 2012**

**EXAM
NO: 121160APDJ**

PURPOSE OF CLASS: In the Department of Correction this class is accountable for either supervising correctional staff engaged in custodial work or for performing specialized assignments.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **JULY 20, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF CORRECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING

GENERAL EXPERIENCE: Four years of experience in correctional work. (Correctional work is interpreted as work primarily involving the custody and/or treatment of inmates.)

SUBSTITUTION ALLOWED: College training in corrections, behavioral sciences or criminal justice 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. **(A transcript must be submitted with the application form to receive credit for the educational substitution.)**

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, a Commercial Driver's License, or both.

PHYSICAL REQUIREMENTS: (1) Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. (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 a considerable danger of injury or assault by inmates.

THE EXAMINATION WILL BE COMPOSED OF:

**PART
WRITTEN (multiple choice & essay)**

**WEIGHT
100%**

THE WRITTEN TEST WILL BE ADMINISTERED ON SATURDAY, SEPTEMBER 15, 2012. Candidates will be notified by mail of the specific time and location. 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 to the applicant, 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.

THE EXAMINATION WILL COVER THE FOLLOWING AREAS: Knowledge of correctional methods and practices (security and control methods); knowledge of correctional investigation procedures and techniques; ability to manage incidents and emergency situations; judgment and problem solving ability; supervisory ability (using effective supervisory techniques, assigning and coordinating work of subordinates; evaluating, training, and disciplining subordinates; etc.); knowledge of professional standards and discipline procedures; interpersonal skills; written communication skills.

BASIC STUDY MATERIALS: The basic study materials for this examination are the following selected directives from the Administrative Directives Manual: 1.1, 1.5, 1.10, 1.13, 2.1, 2.2, 2.5, 2.6, 2.11, 2.13, 2.15, 2.17, 2.21, 2.22, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10, 6.12, 6.14, 7.1, 7.2, 7.3, 7.5, 7.8, 8.14, 9.3, 9.4, 9.5, 9.6, 9.9, 9.10, & 10.6 (The directives are available on the DOC web site. A copy of the directives will also be available in the wardens' offices.) **Please note:** The exam will include questions designed to test candidates' knowledge of the directives listed above as well as other questions designed to test general knowledges, skills and abilities that are important in successfully performing the duties of the job of Correctional Lieutenant. **A Study Guide will be available (after July 12, 2012) on the DAS website (http://das.ct.gov/employment) to assist applicants in preparing for the exam.**

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. **(A transcript must be submitted with the application form to receive credit for the educational substitution.)** **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 July 20, 2012.** **A separate application form must be submitted for each exam you are applying for.**

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

Note: Applicants on active military duty should contact 860-713-5221 to discuss the possibility of special testing accommodations. Special testing accommodations for active military personnel should be requested during the application filing period if possible. If not possible, special testing accommodations must be requested within 4 weeks of return from active military service. Copies of military orders will be required for all requests.

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.