



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2016 Correction Officer I

SALARY: \$0.00 /BiWeekly

OPENING DATE: 01/11/16

CLOSING DATE: 02/19/16 11:59 PM

DESCRIPTION:

Written Examination Date: March 19, 2016

Application Deadline: February 5, 2016*

Examination Fee: \$100

Written Examination Locations: Various sites across the state

***There is an additional \$50 fee for applications received after February 5, 2016.
Applications will NOT be accepted after February 19, 2016.**

This examination is being held to add names to the eligible list from which to fill vacancies in this classification in the Massachusetts Department of Correction. Candidates who pass this exam will be added to the current list.

Candidates must take and pass this examination in order to be placed on the eligible list.

Note: Although the online application system allows candidates to elect to receive notification by email or regular mail, please be advised that Human Resource Division utilizes only email for all notices to candidates.

EXAMPLES OF ESSENTIAL DUTIES:

Duties: Under direct supervision of Correction Officers or other employees of higher grade: Maintains custodial care and control of inmates by escorting or transporting them under restraint, patrolling facilities, making periodic rounds, head counts and security checks of buildings, grounds and inmate quarters, monitoring inmates' movements and whereabouts, and guarding and directing inmates during work assignments to maintain order and security in a correctional institution; observes conduct and behavior of inmates; develops working relationships with inmates by referring individuals to appropriate supportive services; prepares monthly evaluation reports; performs related operational duties and performs related work as required.

Working Conditions: Correction Officers may work in a correctional facility, alone in an isolated area; may work varied shifts, weekends, holidays, or nights and are subject to a standby (on call) work status; may be subjected to verbal and physical abuse from others; may be required to interact with people who are under physical and/or emotional stress; stand and walk for prolonged periods of time; are subject to injury from firearms; may work under exposure to adverse weather conditions; may travel for job-related purposes; and may be required to furnish private transportation for reimbursable job-related travel.

Written Examination: The written examination will be designed to test, where practicable, the following abilities which have been established as qualifications for the position: ability to gather information through examining records and documents and through observing and questioning individuals; ability to read, understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards, guidelines, and instructions/post orders governing assigned unit activities; ability to write concisely and accurately to extract facts, express thoughts clearly, and develop ideas in logical order for incident, disciplinary, climate, and other general report writing; ability to work accurately with names, numbers, codes and/or symbols, in order to communicate via two-way radios and issue keys and equipment via chit system; ability to analyze and determine the applicability of quantitative and qualitative data such as demographic breakdowns, meal counts, and activity counts, in order to draw conclusions, identify trends or problems, and make appropriate recommendations; ability to maintain accurate records in Inmate Management System (IMS), record books, and logs to track inmates, supplies, and movement of equipment, vehicles, and inmates to ensure accountability and security. A [Preparation and Practice Booklet](#) is available.

**TYPICAL QUALIFICATIONS:
ENTRANCE REQUIREMENTS:**

Age: This examination is open to persons who have reached the age of nineteen as of the date of the examination; however you must be 21 years of age in order to be appointed.

(Massachusetts General Laws, Chapter 125, Section 4). Candidates must provide proof of birth date to satisfy this requirement prior to consideration for appointment.

Credit for Employment/Experience: Pursuant to the provisions of MGL Ch. 31, § 22, individuals may apply to receive credit for employment or experience in the position title of Correction Officer I. If you believe you are eligible for this credit, you must claim this credit by completing the applicable section of the application. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the examination title as the result of service as Correction Officer I, including dates of service and number of hours worked per week. The supporting documentation must be on original letterhead with an original signature from the appointing authority where the employment or experience occurred. Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the written examination, and cannot be added to a failing written examination score. Claims must be submitted during the application period;

supporting documentation must be scanned and attached to your application or sent to civilservice@state.ma.us. Documentation must be submitted within 7 calendar days of the written examination.

Certification Requirements: Candidates must have graduated from high school or must possess an equivalency certificate issued by the Massachusetts Department of Education; or must have served at least three years in the armed forces of the United States and the last discharge or release from service must have been under honorable conditions.

Application: All applications must be received by the application deadline, and accompanied by an examination fee. You will receive two confirmation emails when you have completed the process: one email confirming your application has been received, and one email confirming your payment has been received. Your application is not complete until you have received both confirmation emails. If you have not submitted payment of the examination processing fee on or before February 19, 2016, your application will not be accepted.

Once your application is successfully submitted, you will see a “click to pay” button. Click on “**click to pay**” to pay for the examination.

Testing Accommodations for People with Disabilities: If you need special accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site, and such letter must be scanned and attached to this application. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

Candidates can submit a claim for the following preferences prior to the examination date, during the application period. Preferences are only available to individuals who receive a passing score on the examination, and cannot be applied to a failing examination score.

Veterans’ Preference: Click on this link for further information- [Veteran’s Preference Eligibility](#).

Disabled Veteran Status: Click on this link for further information- [Disabled Veteran’s Preference Eligibility](#).

During the HRD review process or during the life of the applicable eligible list(s), candidates must make original supporting documentation available should the issue of authenticity arise with any submitted document copies.

Current Military Personnel: All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and examination fee during the application period

and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after the application period (January 11, 2016 through February 19, 2016) must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

No Make-up Examination: With the exception of current military personnel, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this BEFORE applying for the examination. If you file an exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional processing fee upon approval of your request.

Notice to Appear: Notices to Appear including time and location of exam will be emailed to candidates after the close of the application period, and prior to the examination date.

Identification at the Examination Site: At the examination site, candidates must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

Updating Information: Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update my Information](#).

Refunds: There will be NO REFUND of the examination processing fee unless the examination is cancelled by HRD.

Fee Waiver: The examination fee may be waived for candidates receiving certain state or federal public assistance, or unemployment insurance. Fee Waiver Forms are available at the Applicant Forms section of our website ([Fee Waiver Form](#)). This Form should be completed and supporting documentation must be scanned and attached to this application All Fee Waiver forms must be submitted on or before February 5, 2016.

Salary: Inquiry concerning salary should be directed to the appointing authority at the time of the employment interview.

Private School or Service: HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible

for their advertising claims.

OTHER REQUIREMENTS AFTER PASSING THE WRITTEN EXAMINATION AND PRIOR TO AN APPOINTMENT:

Firearms Permit: A candidate may need to obtain a valid firearms permit to perform the essential duties of a Corrections Officer in Massachusetts.

Driver's License: A candidate may need a valid Massachusetts motor vehicle operator's license before appointment.

Job Interview: An appointing authority may conduct an oral interview prior to appointment.

Medical Exam: Candidates must pass a medical examination, psychological evaluation, and drug screening before appointment.

Training – Candidates must be able to complete satisfactorily the Department of Correction's training program for Correction Officers during their nine-month probationary period (Massachusetts General Laws, Chapter 125, Section 9, as amended by Chapter 468, Acts of 1979).

Smoking Prohibition: In accordance with M.G.L. Chapter 41, Section 101A, candidates hired from the Correction Officer I eligible list resulting from this examination are prohibited from smoking tobacco products at the time of and after appointment.

Prior Convictions/Incarcerations – No person who has been convicted of a felony, convicted of a misdemeanor, or has been confined in any jail or house of correction for said conviction shall be appointed to the position of Correction Officer. (Massachusetts General Laws, Chapter 125, Section 9). Furthermore, candidates cannot have felony convictions, to include any actions defined in 5 U.S.C. 301; U.S.C. 509,510; 42 U.S.C. 15601-15609. The Massachusetts Department of Correction shall not hire anyone who may have direct contact with offenders, who has engaged in sexual abuse in a prison or other institution as defined in 42 U.S.C. 1997; or has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse, or has been civilly or administratively adjudicated to have engaged in the activity described in the above paragraph. The agency shall consider any incidents of sexual harassment in determining whether to hire anyone who may have contact with offenders or residents.

SUPPLEMENTAL INFORMATION:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information about this and other civil service examinations, see www.mass.gov/civilservice or email the Civil Service Unit at civilservice@state.ma.us.

Once your application is successfully submitted, you will see a “click to pay” button at the bottom left of the screen. Click on “**click to pay**” to pay for the examination.

Inquiries may be made to HRD during normal business hours at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.mass.gov/civilservice>

Position #160319CO1
2016 CORRECTION OFFICER I
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One Ashburton Place
Room 301
Boston, MA 02108

civilservice@state.ma.us

2016 Correction Officer I Supplemental Questionnaire

- * 1. Will you be as of age 19 or older on March 19, 2016?
- Yes No
- * 2. Correction Officer I Claim for Employment/Experience Credit: Credit will be given only for experience in the position title for which the examination is conducted. In other words, since you are taking the examination for Correction Officer I, you can claim any experience you have had performing work ONLY as a Correction Officer I. While HRD may hold military make-up exam session(s) after March 21, 2015, HRD will not grant credit for experience accumulated after March 21, 2015. CALCULATING EMPLOYMENT/EXPERIENCE CREDIT: You will receive 0.2 points for each month of creditable employment/experience as a Correction Officer I. One month equals 172 work hours or 16 or more work days. Part-time work employment/experience will be prorated on the basis of a 40-hour workweek. Your Employment/Experience Credit is weighted at 10%. If you do not qualify for Employment/Experience Credit, your overall score will be based on your examination score alone. VERIFYING EMPLOYMENT/EXPERIENCE CLAIMS: 2016 Correction Officer I Employment and Experience documentation must be provided in the form of a dated letter, signed by the appointing authority or your employer (past or present), identifying the position title, type of job responsibilities, dates of experience, whether the experience was full or part-time and other pertinent information concerning your experience. If the experience was less than full-time, the verification must include the actual time worked, e.g., number of hours per week or the specific number of tours worked within a defined time period. Letters of verification must be on original, official letterhead or stationery, with an original signature. Employment and Experience documentation must be scanned and attached to your application or emailed to civilservice@state.ma.us within 7 calendar days of the written examination. EMPLOYMENT/EXPERIENCE CLAIM APPEALS: Employment/Experience Claims will only be calculated for individuals who achieve a passing
- Yes, I am eligible for Employment Experience Credit, and will provide supporting documentation as instructed above
- No, I am not eligible to claim Employment Experience Credit
- * Required Question