



COMMONWEALTH OF MASSACHUSETTS
invites applications for:
2021 DOC Captain

SALARY: Biweekly

OPENING DATE: 12/30/20

CLOSING DATE: 05/04/21 11:59 PM

DESCRIPTION:

Departmental Promotional Examination for Department of Correction Captain

Examination Date: June 30, 2021

Application Open Date: April 13, 2021

Application Deadline: May 04, 2021

Examination Processing Fee: \$150

Eligibility: To be eligible for this examination you must be an employee in the Department of Correction with permanent civil service status in the title of Correction Officer III. You are also required to have been employed in the eligible title after certification from a civil service list, on a permanent or temporary civil service basis for 12 months preceding the examination date. A combination of temporary and permanent service can be applied towards meeting this twelve month requirement. You must have permanent civil service status in an eligible title as of the date of the examination in order to be eligible. Time spent pursuant to a temporary appointment in the title of DOC Captain will not interrupt the service period in your permanent position.

Eligible List: Individuals placed on the resulting eligible list shall be eligible for certification from such list for such period as the administrator shall determine, but in any event not to exceed two years, unless otherwise outlined in Massachusetts General Laws (MGL) Chapter 31 § 25.

Examination Weights: The examination weights are: 60% Written Examination; 40% Education & Experience

EXAMPLES OF ESSENTIAL DUTIES:

Duties: Under the general supervision of the Department of Correction (DOC) and specific direction of superiors, oversees and directs operations within the assigned DOC institution to ensure the proper and safe functioning of the institution. The duties include BASIC OPERATION AND ADMINISTRATIVE ACTIVITIES (Communication and Coordination; Record and Report Management; and Inmate Care and Safety/Custody), INSTITUTION CONTROL AND COMMAND (Accountability of Staff, Inmates, and Visitors; Incident Command; Case/Disorder Investigation; Shift Supervision; Assignment and Coordination of Personnel), POLICY AND PROGRAM MANAGEMENT (Program/Policy/Procedure Development and Implementation; Policy/Procedure Enforcement); PERSONNEL EVALUATION AND DEVELOPMENT (Evaluation of Personnel; Training; Professional Development), and performing related duties and tasks as required.

Examination Subjects: The written technical knowledge examination will be designed to test, where practical, the following knowledges that have been established as qualifications for the position include:

1. Knowledge of institution management, 2. Knowledge of perimeter security, 3. Knowledge of inmate management system, 4. Knowledge of inmate accountability, 5. Knowledge of inmate transportation, 6. Knowledge of inmate escape procedures, 7. Knowledge of disorder response and management, 8. Knowledge of employee/inmate safety and security, 9. Knowledge of special operations, 10. Knowledge of use of force protocols, 11. Knowledge of legal considerations, 12. Knowledge of shift and employee supervision, and 13. Knowledge of general administration and management.

Reading List: Available at [Reading Lists](#)

TYPICAL QUALIFICATIONS:

Application: All applications must be received by the application deadline, and accompanied by an examination fee of \$150. You will receive two confirmation emails when you have completed the process; one email confirming your application has been received and another 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 May 04, 2021, your application will not be accepted.

Education & Experience (E&E): All candidates must complete the 2021 DOC Captain Education

and Experience Claim application online. Instructions regarding this E&E Claim application will be emailed to candidates prior to the examination date and made available online. A confirmation email will be sent upon successful submission of an E&E Claim application.

All claims and supporting documentation must be received within 7 calendar days following the examination. Please read the instructions for submitting claims and supporting documentation carefully. Supporting documentation for your claim must be either attached to your E&E Claim or emailed to civilservice@mass.gov no later than July 7, 2021.

Please note that:

- E&E is an examination component, and therefore must be completed by the examinee.
- Failure to complete this component as instructed will result in a candidate not receiving any credit for E&E.
- Credit for E&E will be calculated for all candidates.

No phone calls or email inquiries regarding the content of this examination component will be accepted or responded to. Once you receive your examination mark, you will have 17 calendar days from the emailing of your mark to appeal in writing your E&E score.

Reasonable Accommodations: If you need special testing 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 examination site, and such letter must be scanned and attached to the application or emailed to civilservice@mass.gov. 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 examinations, and will not be used for any other purposes.

Statutory Preference Points: Veterans and disabled veterans will be awarded two points to their passing, overall (general average) 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 Human Resource Division (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 processing fee and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your email 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 deadline, 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](#)

Makeup Examination: With the exception of current military personnel as described above, no candidate has a right to a makeup 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 examination application by the application deadline, but are unable to appear for the examination on the examination date due to an emergency or unanticipated hardship, you may request a makeup examination by filing a written request with verifiable documentation to HRD no later than seven calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional examination processing fee upon approval of your request.

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

Updating Information: Candidates are responsible for maintaining accurate contact information. Failure to keep your records current may jeopardize opportunities for promotion. For information on how to update your information, click on [Update Your Account](#)

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).

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

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.

SUPPLEMENTAL INFORMATION:

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

For more information about this and other civil service examinations, see
<http://www.mass.gov/civilservice> or email the Civil Service Unit at civilservice@mass.gov

Inquiries may also be made to HRD during these 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 #210630DOCCPT
2021 DOC CAPTAIN
AJ

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