



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2022 Correction Officer III

SALARY: Not Displayed

OPENING DATE: 08/09/22

CLOSING DATE: 09/08/22 11:59 PM

DESCRIPTION:

Departmental Promotional Examination for Correction Officer III

Examination Date: October 22, 2022

Application Open Date: August 9, 2022

Application Deadline: August 30, 2022

Examination Processing Fee: \$150

Eligibility: To be eligible for this examination you must: (1) be an employee in the Department of Correction with permanent civil service status in the title of Correction Officer II by the date of the examination; and (2) have been employed in the eligible title after certification from a civil service list, on a permanent or temporary civil service basis for one year preceding the examination date. A combination of temporary and permanent service can be applied towards meeting this one year requirement. Time spent pursuant to a temporary appointment in the title of Correction Officer III 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 MGL Chapter 31 § 25.

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

EXAMPLES OF ESSENTIAL DUTIES:

Duties: 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. Under direct supervision of Administrative or other employees of higher grade, the duties of a Correction Officer III are to: Maintain custodial care and control of inmates by performing the following types of activities: escorting or transporting inmates under restraint, patrolling facilities, making periodic rounds, head counts and security checks of buildings, grounds and inmate quarters, etc; observe conduct and behavior of inmates, noting significant behavioral patterns; note and investigate suspicious inmate activity relative to contraband by searching individuals, vehicles, packages, mail and inmate quarters for weapons or other forbidden devices/objects, develop working relationships with inmates by referring individuals to appropriate supportive services (e.g., medical, psychiatric, vocational, etc.) as needed; prepare reports on such occurrences as fires, disturbances, accidents, security breaches, etc; prepare monthly evaluation reports on inmates; make entries into unit log of daily activities and review daily activity reports; perform related operational duties such as screening visitors, operating two-way radios, carrying and operating firearms, etc; provide on-the-job-training for staff and for evaluating performance of subordinates; check posts and conduct rounds; control the security of criminal records or other sensitive documents and the distribution and accounting of special equipment such as keys, weapons, radios, etc; recommend sanctions against inmates found in violation of rules and regulations; review and evaluate reports to determine if properly conducted; recommend placements and treatment programs for inmates; explain services and

regulations to other agencies; perform related work as required.

Examination Subjects: The written examination is designed to test, where practicable, the following knowledge, skills, and abilities that have been established as qualifications for the position. Ability to: gather information through examining records and documents and through observing and questioning individuals; read, understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards, guidelines, and instructions/post orders governing assigned unit activities; write concisely and accurately; work accurately with names, numbers, codes and/or symbols; analyze and determine the applicability of quantitative and qualitative data such as demographic breakdowns, meal counts, and activity counts. Knowledge of: the terminology used in correctional institution work in accordance with DOC policy; the standard methods and procedures used for the security of buildings and property and of disorder management; the procedures and techniques used in transporting prisoners in accordance with DOC policy; knowledge of the DOC use of force and forced movement policies, to include the types and uses of devices used in restraining prisoners; the safety practices and procedures followed in the use of firearms in the areas of storage, issuance, and carrying of department's weapons systems; the standard methods used in identifying and preserving evidence in accordance with DOC policy or procedure at a crime scene; policies, methods, and techniques of identifying and controlling contraband according to DOC policy; general report writing, knowledge of the principles and techniques of supervision; the principles and methods of correction institution management.

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

TYPICAL QUALIFICATIONS:

Application: All applications must be received by the application deadline and accompanied by an examination processing fee of \$150. 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 August 30, 2022, your application will not be accepted.

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

Education & Experience (E&E): All candidates must complete the 2022 Correction Officer III Promotional Examination E&E Claim application online. Instructions and a link to the E&E Claim will be emailed to candidates prior to the examination date. A confirmation email will be sent upon successful submission of an E&E Claim application.

All claims and supporting documentation must be received within seven calendar days following the examination. Supporting documentation must be scanned and attached to the application or emailed to civilservice@mass.gov no later than October 29, 2022.

Please note that:

- E&E is an examination component, and therefore must be completed by the candidate.
- 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.

Please be sure to read the instructions carefully. In order to ensure that no one receives any type of unfair advantage in the claim process, we are unable to provide individualized assistance to any candidate and so, 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.

Statutory Preference Points: Veterans and disabled veterans will be awarded two points to their passing, overall (general average) examination score. To claim veterans preference, claim veteran status in the application and attach your DD214 to the application or email it to civilservice@mass.gov. For more information on veteran status refer to the [Military Information](#) section on our website.

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 processing 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 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. Attach your request to the application or email it to civilservice@mass.gov. Requests filed after the application deadline (August 30, 2022) 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 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 processing fee upon approval of your request.

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 Civil Service at 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.

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, visit [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 www.mass.gov/civilservice or email the Civil Service Unit at civilservice@mass.gov.

The Civil Service Unit's hours of operation are Monday through Friday, 8:45am – 5:00pm, except holidays. 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 #221022COIII
2022 CORRECTION OFFICER III
KC

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civilservice@mass.gov
