



Commonwealth of Massachusetts 2024 Correction Officer I

SALARY	\$0.00 Biweekly	LOCATION	Statewide, MA
JOB TYPE	Not Applicable	JOB NUMBER	240120COI
DEPARTMENT	Dept. of Correction	OPENING DATE	10/20/2023
CLOSING DATE	1/9/2024 11:59 PM Eastern		

2024 Correction Officer I

This examination is being administered by the Human Resources Division (HRD) to create an eligible list from which to fill Correction Officer I vacancies in the Massachusetts Department of Correction (DOC).

Written Examination Date: January 20, 2024

Application Period Begins: October 20, 2023

Application Deadline: December 12, 2023*

Examination Fee: \$75

*There is an additional \$50 late fee for applications received after this date. Applications will not be accepted after December 19, 2023.

Written Examination Locations: Various sites across the Commonwealth

Examination Information

Application: All applications and examination processing fees must be received by December 19, 2023. 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 December 19, 2023, 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.

Fee Waiver: The examination processing fee may be waived for candidates receiving or who have received certain state or federal public assistance, or unemployment insurance during any portion of the twelve months leading up to the

examination date, January 20, 2024. Fee Waiver Forms are available on our website ([Fee Waiver Form](#)). This form should be completed and supporting documentation must be scanned and attached to the application. All fee waiver forms must be submitted on or before December 12, 2023.

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 submit an application and examination processing fee and request a makeup examination in writing, with a copy of your military orders attached on or before December 19, 2023. 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 November 28, 2023, 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. For more information, visit Military Information.

Makeup Examination: With the exception of current military personnel, 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.

Reasonable Accommodations: 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 or emailed to civilservice@mass.gov by December 12, 2023. 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 the time and location of the examination 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 government issued photo identification with signature (e.g., driver's license, passport, military ID).

Examination Requirements:

Example of Essential Duties for a Correction Officer: 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; ability to read, understand, explain and apply the laws, rules, regulations; ability to write concisely and accurately to extract facts; ability to analyze and determine the applicability of quantitative and qualitative data; ability to maintain accurate records in Inmate Management System (IMS). The Correction Officer I Preparation Guide is available on the HRD website at [Examination Preparation Guides](#).

Age Requirement: Pursuant to the provisions of Massachusetts General Law (MGL) [Ch. 31, § 22](#), this examination is open to persons who have reached the age of 19 as of the date of the examination; however you must be 21 years of age in order to be appointed. Candidates must provide proof of birth date to satisfy this requirement prior to consideration for appointment.

Education Requirement: 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.

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. 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 a Correction Officer I, including dates of service and, if part time, total number of hours worked. The supporting documentation must be on original letterhead with an original signature from the hiring authority where the employment or experience occurred. Credit for employment or experience is applicable only to individuals who achieve a passing score on the examination, and cannot be added to a failing examination score. Claims must be submitted during the application period; supporting documentation must be scanned and attached to the application or sent to civilservice@mass.gov. Supporting documentation must be submitted no later than January 27, 2024. Note: Resumes will not be accepted as sufficient supporting documentation.

Preference Claims for Correction Officer:

Candidates can submit a claim for the following preferences.

- **Preference For The Children Of Correction Officers:** The son or daughter of a Correction Officer employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of [Chapter 402 of the Acts of 1985](#). If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.
- **Veteran's Preference:** Visit the [Veteran's Preference](#) page on our website for more information.
- **Disabled Veteran Status:** Visit the [Disabled Veteran's Preference](#) page on our website for more information.

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

- **Firearms Permit and Special State Police Commission:** Certification as a Correction Officer requires that the candidate be able to satisfy and maintain the eligibility requirements for obtaining a license to carry a firearm pursuant to [MGL, Ch. 140 § 131](#).
- **Driver's License:** A current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state is required.
- **Job Interview:** DOC will conduct an oral interview prior to appointment.

- **Medical Examination:** Candidates must pass a medical examination, psychological evaluation, and drug screening before appointment.
- **Training** – Candidates must be able to complete satisfactorily the DOC training program for Correction Officers during their nine month probationary period (MGL, Ch. 125 § 9, as amended by Chapter 468, Acts of 1979).
- **Smoking Prohibition** – Pursuant to Chapter 697, Acts of 1987, persons appointed as a result of this examination will be prohibited from smoking tobacco products after their appointment. Violators are subject to termination of employment.
- **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. (MGL, Ch. 125 § 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 DOC 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.
- **Physical Abilities** – For more information, refer to the Department of Correction.

It is your responsibility to review the Certification Order of Lists on our website. Upon request, candidates must provide original supporting documentation to verify any copies submitted and claims made.

Updating Information: Candidates are responsible for maintaining accurate contact information. Failure to keep your records current may jeopardize opportunities for employment. For information on how to update your information, visit the Update Your Account.

Refunds: There will be no refunds 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.

Salary: Inquiries concerning salary should be directed to the DOC at the time of consideration.

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

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

Inquiries may also be made to HRD, Monday through Friday, 8:45am – 5:00pm, at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

Agency

Commonwealth of Massachusetts

Address

100 Cambridge Street
6th Floor
Boston, Massachusetts, 02114

Website<http://www.mass.gov/civilservice>**2024 Correction Officer I Supplemental Questionnaire*****QUESTION 1**

Will you be 19 years of age or older on January 20, 2024?

- ☐ Yes
- ☐ No

QUESTION 2

The son or daughter of a Police Officer employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985. Selecting the "Yes" response below will enter your claim for this preference; please note that supporting documentation is required to verify all claims. Select the "No" response below if you do not qualify for this preference.

- ☐ Yes
- ☐ No

QUESTION 3

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 January 20, 2024. HRD will not grant credit for experience accumulated after January 20, 2024. **CALCULATING EMPLOYMENT/EXPERIENCE CREDIT:** You will receive 0.02 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 added to your final mark. **VERIFYING EMPLOYMENT/EXPERIENCE CLAIMS:** 2024 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. 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@mass.gov within 7 calendar days of the written examination (January 27, 2024). **EMPLOYMENT/EXPERIENCE CLAIM APPEALS:** Employment/Experience Claims will only be calculated for individuals who achieve a passing score.

- ☐ 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