

Correction Officer IV- Captain

Experience and Education (E&E) Scoring Guide

This guide will serve as a reference for you to understand the point allocation for answers to each question on the E&E component of the 2024 Correction Officer IV Promotional Exam administered on December 7, 2024.

Please note that the information contained in this E&E scoring guide is applicable to only the Correction Officer IV Exam administered on December 7, 2024 (which includes the Technical Knowledge Test and Situational Judgment Test). This guide should not be relied upon for any other exam administered on December 7, 2024, or any future exam administered by HRD. HRD reserves the right to change the point allocation or E&E categories for any future exam. All questions were scored based upon experience and education as of the exam date: December 7, 2024

Category and Maximum Allowable Points

The following chart displays the E&E categories and the maximum points available for each category. The available points for each category are capped at that amount. As you review the point allocation for answers to each question, you may notice that the sum of the points you can earn for a category may exceed the maximum points available for that category. Please note that you may not be given more than the maximum available points for a category.

| Category | Section | Maximum Points Available |
|----------------|--------------------------|--------------------------|
| Job Experience | Time In Department | 75 |
| | Specialty Experience | |
| | Time Outside Department | |
| | Outside Supervisory Time | |
| Education | Academic Schooling | 25 |

As you review the points allocated to each potential response, you will see that they are not distributed equally across the years of experience. This is because similar to the previous E&E, the new E&E gives a greater weight to more recent experience. Experience or education that is more relevant or important to the position is given a higher point value. Point values for experience are displayed to 2 decimal places.

Questions and Allocated Points

Q1: 2024 Correction Captain Eligibility: If you have been approved as eligible to take this exam, select YES. If you have not been approved, please exit this application immediately and contact your employing department.

Q2: Asked whether the candidate understood the instructions for the Experience portion of the claim.

Q3- Q11 Job Experience

Q3: Current Department Experience: Indicate how many year(s) you have served in the rank of Correction Officer in your current department. Do not include time served after your first rank promotion.

| Current Department Experience: Correction Officer I | |
|--|-------|
| No Experience | 0 |
| 1 year | 1.45 |
| 2 years | 2.86 |
| 3 years | 4.23 |
| 4 years | 5.57 |
| 5 years | 6.87 |
| 6 years | 8.14 |
| 7 years | 9.37 |
| 8 years | 10.57 |
| 9 years | 11.73 |
| 10 years | 12.85 |
| 11 years | 13.94 |
| 12 years | 14.99 |
| 13 years | 16.01 |
| 14 years | 16.99 |
| 15 years | 17.94 |
| 16 years | 18.85 |
| 17 years | 19.72 |
| 18 years | 20.56 |
| 19 years | 21.36 |
| 20 years | 22.13 |
| 21 years | 22.86 |
| 22 years | 23.56 |
| 23 years | 24.22 |
| 24 years | 24.84 |
| 25 years | 25.43 |
| 26 years | 25.98 |
| 27 years | 26.50 |
| 28 years | 26.98 |
| 29 years | 27.43 |

| | |
|----------|-------|
| 30 years | 27.84 |
| 31 years | 28.22 |
| 32 years | 28.55 |
| 33 years | 28.86 |
| 34 years | 29.13 |
| 35 years | 29.36 |
| 36 years | 29.55 |
| 37 years | 29.71 |
| 38 years | 29.84 |
| 39 years | 29.93 |
| 40 years | 29.98 |

Q4: Current Department Experience: Indicate how many year(s) you have served in the rank of Correction Officer II in your current department.

| | |
|---|-------|
| Current Department Experience: Correction Officer II | |
| No Experience | 0 |
| 1 year | 2.54 |
| 2 years | 4.99 |
| 3 years | 7.37 |
| 4 years | 9.66 |
| 5 years | 11.86 |
| 6 years | 13.99 |
| 7 years | 16.02 |
| 8 years | 17.98 |
| 9 years | 19.85 |
| 10 years | 21.64 |
| 11 years | 23.35 |
| 12 years | 24.97 |
| 13 years | 26.51 |
| 14 years | 27.97 |
| 15 years | 29.34 |
| 16 years | 30.63 |
| 17 years | 31.84 |
| 18 years | 32.97 |
| 19 years | 34.01 |
| 20 years | 34.96 |

| | |
|----------|-------|
| 21 years | 35.84 |
| 22 years | 36.63 |
| 23 years | 37.34 |
| 24 years | 37.96 |
| 25 years | 38.50 |
| 26 years | 38.96 |
| 27 years | 39.33 |
| 28 years | 39.63 |
| 29 years | 39.83 |
| 30 years | 39.96 |

Q5: Current Department Experience: Indicate how many year(s) you have served in the rank of Correction Officer III in your current department.

| | |
|--|-------|
| Current Department Experience: Correction Officer III | |
| No Experience | 0 |
| 1 year | 3.17 |
| 2 years | 6.24 |
| 3 years | 9.21 |
| 4 years | 12.07 |
| 5 years | 14.83 |
| 6 years | 17.48 |
| 7 years | 20.03 |
| 8 years | 22.48 |
| 9 years | 24.82 |
| 10 years | 27.06 |
| 11 years | 29.19 |
| 12 years | 31.22 |
| 13 years | 33.14 |
| 14 years | 34.96 |
| 15 years | 36.68 |
| 16 years | 38.29 |
| 17 years | 39.80 |
| 18 years | 41.21 |
| 19 years | 42.51 |
| 20 years | 43.70 |
| 21 years | 44.80 |

| | |
|----------|-------|
| 22 years | 45.79 |
| 23 years | 46.67 |
| 24 years | 47.45 |
| 25 years | 48.13 |
| 26 years | 48.70 |
| 27 years | 49.17 |
| 28 years | 49.53 |
| 29 years | 49.79 |
| 30 years | 49.95 |

Q6: Current Department Experience: Indicate the amount of experience you have as a provisional and/or temporary after certification Correction Captain in your current department.

| Current Department Experience: Temporary/provisional time | |
|--|-------|
| No experience | 0 |
| 1 month up to 2 months | 3.07 |
| 3 months up to 4 months | 4.55 |
| 5 months up to 6 months | 6.04 |
| 7 months up to 8 months | 7.06 |
| 9 months up to 10 months | 8.08 |
| 11 months up to 12 months | 9.11 |
| 13 months up to 18 months | 10.54 |
| 19 months up to 24 months | 11.97 |
| 25 months up to 30 months | 13.35 |
| 31 months up to 36 months | 14.72 |
| 37 months up to 42 months | 16.05 |
| 43 months up to 48 months | 17.38 |
| 49 months up to 54 months | 18.65 |
| 55 months up to 60 months | 19.93 |
| 61 months or more | 21.15 |

Q7: Specialty Unit Experience: If you have served in any of the following specialty units, indicate which unit(s) you served in. If you have not served in any specialty units, please select no experience.

Q8: Specialty Unit Experience: Indicate how much time you have served the specialty unit(s) previously selected. Please submit full documentation to verify time served. If you have served in multiple specialty units, please add the time together and select the total time worked below.

| | |
|--|----|
| Outside Department Experience: Specialty Unit | |
| No experience | 0 |
| 6 months up to 11 months | 1 |
| 12 months up to 17 months | 2 |
| 18 months up to 23 months | 3 |
| 24 months up to 29 months | 4 |
| 30 months up to 35 months | 5 |
| 36 months up to 41 months | 6 |
| 42 months up to 47 months | 7 |
| 48 months up to 53 months | 8 |
| 54 months up to 59 months | 9 |
| 60 months up to 65 months | 10 |
| 66 months up to 71 months | 11 |
| 72 months up to 77 months | 12 |
| 78 months up to 83 months | 13 |
| 84 months up to 89 months | 14 |
| 90 months up to 95 months | 15 |
| 96 months up to 101 months | 16 |
| 102 months up to 107 months | 17 |
| 108 months up to 113 months | 18 |
| 114 months up to 119 months | 19 |
| 120 months or more | 20 |

Q9: Specialty Unit Experience - Training Academy: If you have served in the Training Academy specialty unit, indicate the number of courses you have taught in the Department of Correction recruit training academy. HRD does not credit teaching in-service workshops or classes. Do not count the same course more than once if you have instructed it on more than one occasion.

| | |
|---|---|
| Specialty Unit Experience – Training Academy | |
| No experience | 0 |
| 1 course taught | 1 |
| 2 courses taught | 2 |
| 3 courses taught | 3 |
| 4 courses taught | 4 |
| 5 or more courses taught | 5 |

Q10: Outside Experience: Indicate how many year(s) you have served in a Corrections setting outside of Massachusetts Department of Corrections (e.g., out of state prison/correction facility, county jail, etc.).

| | |
|---|-------|
| Outside Experience: Corrections setting outside of Massachusetts Department of Corrections | |
| No Experience | 0 |
| 1 year | 0.95 |
| 2 years | 1.87 |
| 3 years | 2.76 |
| 4 years | 3.62 |
| 5 years | 4.45 |
| 6 years | 5.24 |
| 7 years | 6.01 |
| 8 years | 6.74 |
| 9 years | 7.45 |
| 10 years | 8.12 |
| 11 years | 8.76 |
| 12 years | 9.37 |
| 13 years | 9.94 |
| 14 years | 10.49 |
| 15 years | 11.00 |
| 16 years | 11.49 |
| 17 years | 11.94 |
| 18 years | 12.36 |
| 19 years | 12.75 |
| 20 years | 13.11 |
| 21 years | 13.44 |
| 22 years | 13.74 |
| 23 years | 14.00 |
| 24 years | 14.24 |
| 25 years | 14.44 |
| 26 years | 14.61 |
| 27 years | 14.75 |
| 28 years | 14.86 |
| 29 years | 14.94 |
| 30 years | 14.98 |

Q11: Outside Experience: Indicate how many year(s) of supervisory experience you have outside of the Department of Corrections. This includes military, maritime service and private companies.

| | |
|---|------|
| Outside Experience: supervisory experience you have outside of the Department of Corrections | |
| No Experience | 0 |
| 1 year | 0.63 |
| 2 years | 1.25 |
| 3 years | 1.84 |
| 4 years | 2.41 |
| 5 years | 2.97 |
| 6 years | 3.50 |
| 7 years | 4.01 |
| 8 years | 4.50 |
| 9 years | 4.96 |
| 10 years | 5.41 |
| 11 years | 5.84 |
| 12 years | 6.24 |
| 13 years | 6.63 |
| 14 years | 6.99 |
| 15 years | 7.34 |
| 16 years | 7.66 |
| 17 years | 7.96 |
| 18 years | 8.24 |
| 19 years | 8.50 |
| 20 years | 8.74 |
| 21 years | 8.96 |
| 22 years | 9.16 |
| 23 years | 9.33 |
| 24 years | 9.49 |
| 25 years | 9.63 |
| 26 years | 9.74 |
| 27 years | 9.83 |
| 28 years | 9.91 |
| 29 years | 9.96 |
| 30 years | 9.99 |

Q12: Education: As of December 7, 2024, if you have a related and/or unrelated conferred degree(s) from a regionally accredited college or university, choose the highest-ranked degree you have obtained.

| Education | |
|-------------------------------------|----|
| Related Master's or higher Degree | 25 |
| Related Bachelor's Degree | 21 |
| Related Associate's Degree | 17 |
| Unrelated Master's or higher Degree | 13 |
| Unrelated Bachelor's Degree | 9 |
| Unrelated Associate's Degree | 5 |
| No degree | 0 |

Scoring methodology:

You will receive an E&E score notice that will indicate the total points you earned in each category. In addition, the score notice will list any categories that you claimed but were not credited due to a lack of supporting documentation or errors in calculation. The final E&E score that will appear on your score notice will be derived through a standardization and weighting process. In addition, the E&E exam component as a whole is weighted relative to the Technical Knowledge Test and Situational Judgement Test exam components. You cannot add up the points based on the information in this guide to obtain the score that will represent 20% of your total overall score on the 2024 Correction Officer IV exam.

A candidate who failed to submit an E&E application by the deadline of December 14, 2024, will receive a score of "Incomplete". A candidate who failed to submit any supporting documentation to their E&E application will receive a score of "Incomplete".