

Departmental Promotional Examination for Department of Correction Captain

Examination Date: February 17, 2024

Application Open Date: TBD

Application Deadline: TBD

Examination Processing Fee: \$150

This examination is being administered by the Human Resources Division (HRD) to establish an eligible list from which to fill Captain vacancies in the Massachusetts Department of Correction (DOC). Candidates must take and pass this examination in order to be placed on the eligible list.

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 III 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 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 TBD

Examples of Essential Duties

Duties: Under the general supervision of the 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:

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 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 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 **TBD**, 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.*

Situational Judgement Test (SJT): **TBD**

Education & Experience (E&E): All candidates must complete the 2024 Department of Correction 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. Supporting documentation for your claim must be either attached to your E&E Claim or emailed to civilservice@mass.gov no later than February 24, 2024.

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.

Please be sure to read the instructions carefully. 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 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.

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 by **TBD**. 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.

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

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).

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