

**COMMONWEALTH OF MASSACHUSETTS**

invites applications for:

**2018 Correction Officer
III****SALARY:** \$0.00 /BiWeekly**OPENING DATE:** 03/05/18**CLOSING DATE:** 04/10/18 11:59 PM**DESCRIPTION:**

Departmental Promotional Examination for Correction Officer III

EXAMINATION DATE: May 19, 2018**DEADLINE TO APPLY:** April 10, 2018**APPLICATION 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 II. 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 twelve 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 Correction Officer III will not interrupt the service period in your permanent position.

WEIGHTS: Applicants must get a passing mark on each of the weighted components in order to receive an overall (general average) examination score. The examination weights are: 60% written examination; 40% Education & Experience.

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

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 Correction Officers or other employees of higher grade, the duties of a Correction Officer II 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, Perform related work as required.

EXAMINATION SUBJECTS: The written examination will be designed to test, where practicable, the following knowledge, abilities and skills that have been established as qualifications for the position: Ability to gather information through examining records and documents and through observing and questioning individuals, Ability to read, understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards, guidelines, and instructions/post orders governing assigned unit activities, Ability to write concisely and accurately, Ability to work accurately with names, numbers, codes and/or symbols, Ability to 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, Knowledge of the standard methods and procedures used for the security of buildings and property, Knowledge of the standard methods and techniques of disorder management, Knowledge of 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, Knowledge of the safety practices and procedures followed in the use of firearms in the areas of storage, issuance, and carrying of Department's weapons systems, Knowledge of the standard methods used in identifying and preserving evidence in accordance with DOC policy or procedure at a crime scene, Knowledge of policies, methods, and techniques of identifying and controlling contraband according to DOC policy

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 fee on or before April 10, 2018, your application will not be accepted.

EDUCATION & EXPERIENCE (E&E): All applicants must complete the 2018 Correction Officer Promotional Series 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@state.ma.us.

- 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 is applicable only to individuals who achieve a passing score on all other examination components, and will not be calculated for a candidate with a failing written examination score.

Please be sure to read the instructions carefully. No phone calls or email inquiries regarding the content of this exam component will be accepted or responded to. Once you receive your

examination mark, you will have seventeen calendar days from the mailing of your mark to appeal in writing your E&E score.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: 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 exam site, and such letter must be scanned and attached to this application or emailed to civilservice@state.ma.us. 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 exams, 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 HRD review process or during the life of the applicable eligible list(s), applicants 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 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 e-mail 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 (April 10, 2018) 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

NO MAKE-UP EXAMINATION: With the exception of current military personnel as described above, no candidate has a right to a make-up 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 exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 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.

NOTICE TO APPEAR: Notices to Appear including time and location of exam will be emailed to applicants after the close of the application period, and prior to the examination date.

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

UPDATING INFORMATION: Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on Update my Information.

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.

SALARY: Inquiry concerning salary should be directed to the appointing authority at the time of the employment interview.

SUPPLEMENTAL INFORMATION:

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

For more information about this and other civil service examinations, visit www.mass.gov/civilservice or email the Civil Service Unit at civilservice@state.ma.us.

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>

One Ashburton Place
Room 301
Boston, MA 02108

Position #180519COIII
2018 CORRECTION OFFICER III
HC

civilservice@state.ma.us
