Correctional Officer Hiring Process

Rev-6/7/2018

Application

- Application screened based on minimum Education & Experience requirements

Background Check

- Employment Reference Checks conducted
- Criminal background investigation conducted

Interview

- Interviews are scheduled to meet demands in each region.
- Interviews are conducted in four regional offices
- Interview pilot begins 6/11/18 at 10 critical-need prison facilities

Criminal Justice (CJ) Processing

- CJ Processing at Regional Employment Office:
  - Conditional Offer of Employment (COE)
  - Fingerprints
  - Completion of employment forms & CJ Application for Certification
  - Completion of online pre-screening assessments

Pre-employment Assessments

- Medical Examination
- Psychological Evaluation
- Drug Screening
- TB Screening

Hiring Approval

- Hiring approval may be granted if applicant meets all agency and Criminal Justice Standards requirements
- Start date established with applicant based on Correctional Officer Basic Training schedule

Report for Duty

- Week 1 = New CO Orientation
- Week 2-5 = New CO begins 4-week Basic Training class. The Correctional Officer Physical Abilities Test (COPAT) is administered during Basic Training.
- Week 6-8 = New CO trained on the job by a Correctional Field Training Officer