

Information for Applicants Interested in Becoming Correctional Officers with the North Carolina Department of Public Safety

Correctional Officers ensure the care, custody, and control of inmates. Officers must tour assigned areas which will require periodically climbing stairs; observing inmate activity in person and on closed-circuit monitors; identify inmates who have behavioral, medical, or other problems so that appropriate safety and security measures may be taken; and perform general security duties to prevent escape, disorder, rule infractions, and harm to inmates, visitors, and staff. The general security duties performed by officers require them to search inmates, visitors, cells and other areas for weapons and contraband; monitor and regulate inmate and staff movement; maintain and record inmate counts, cell assignments, and other pertinent information; escort inmates within and outside the institution; use and maintain keys and other equipment; and supervise inmate work details. Specific security duties vary by post assignment.

Inmates are assigned to various "custody" levels including "Minimum," "Medium," and "Close" which identifies the level of supervision that is required. As such, each Correctional Officer level of classification below corresponds with the custody level of inmates that they will be supervising:

Correctional Officer I: Minimal Supervision – Inmates at these facilities require a minimum amount of oversight, they are primarily housed in dorms and are permitted to enter/exit without permission during certain times of the day.

Correctional Officer II: Medium Level of Supervision – Inmates at these facilities do not require as much oversight as those at Close facilities, but require more supervision than those at Minimum facilities.

Correctional Officer III: Close Level of Supervision- Inmates at these facilities require close supervision at all times. Movement throughout the prison is heavily controlled.

Some NC prisons contain more than one custody level of inmates. For a complete list of prisons AND the custody levels at each prison, Click [HERE](#)

Click [HERE](#) to view NCDPS Correctional Officer Video. (This video has been configured to operate systems using Windows XP, Internet Explorer 8 and Google Chrome.)

WORK SCHEDULE:

Employees must be able to work any shift including rotating, fixed shift or split shift. All shifts may include days, nights, weekends, holidays, and mandatory overtime as required.

PERSONAL APPEARANCE:

Employees must adhere to an appearance and grooming standard. Click [HERE](#) to view the Prisons Appearance and Grooming Policy. Every employee is mandated to be in compliance with this policy.

CONTINUOUS RECRUITMENT:

We continuously recruit for Correctional Officer I, II, and III levels statewide. There may not be a current vacancy at all facilities. Your application will be considered active for 365 days. Only one application can be submitted during this time.

SPECIAL NOTE: All applications received will be reviewed and considered for all three levels of Correctional Officer (Officer I, II and III) based upon individual qualifications of each applicant.

SALARY INFORMATION: Please note that if there are no fully qualified candidates for the Correctional Officer II or Correctional Officer III positions, management may consider trainee candidates. Candidates must possess High School or General Educational Development (GED) diploma or an equivalent combination of education and experience, and must be eligible for certification by the NC Criminal Justice Education and Training Standards Commission. Trainees must successfully meet all requirements in order to move up to the fully qualified Correctional Officer II or Correctional Officer III job classification. Trainee salaries will be less than that of those employees who are fully qualified. The pay is adjusted when the employee is fully qualified (see below chart):

Correctional Officer I	\$30,856 annual starting salary
Correctional Officer II	\$30,856 (trainee - with no experience) \$32,703 (fully qualified with 12 months experience)
Correctional Officer III	\$30,856 (trainee with no experience) \$32,703 (trainee with 12 months experience) \$34,190 (fully qualified with 24 months experience)

Minimum Education and Experience Requirements

Correctional Officer I: High School Diploma/GED from accredited school or equivalent combination of education and experience.

Correctional Officer II: High School Diploma/GED from accredited school and one-year experience as Correctional Officer; or equivalent combination of education and experience.

Correctional Officer III: High School Diploma/GED from accredited school and two years' experience as Correctional Officer; or an equivalent combination of education and experience.

EQUIVALENT COMBINATIONS OF EDUCATION AND EXPERIENCE:

An equivalent combination of the education and experience listed below may be considered to meet the minimum education and experience requirements (above) for the Correctional Officer II and Correctional Officer III positions.

- Associate Degree in any field
- Bachelor's Degree in any field
- Military experience (no dishonorable discharge, one year of full-time military service is equal to one year of experience)
- Probation/Parole Officer (PPO)
- Any sworn law enforcement or juvenile detention experience at the federal, state, county, or municipal level
- Correctional Officer within North Carolina or from another state
- County Jailor
- Municipal Police Officer
- Deputy Sheriff
- Detention Officer
- Federal Correction Officer
- Special Officer (Certified Police Officer) i.e., Hospital Police
- Related criminal justice or law enforcement roles

This is not an exhaustive list, other experience may be applied therefore it is important that you complete all portions of the application.

- It is important that your application include all relevant education and experience in the Education and Work Experience sections of the application form. Embedded or attached resumes ARE NOT accepted as a substitution for a completed application.

OTHER REQUIREMENTS:

- Must be at least 20 years of age and a citizen of the United States.
- Must be eligible for certification by the NC Criminal Justice Education and Training Standards Commission. See specific certification requirements at the end of this document.
- Must possess a valid driver's license.
- As part of the Criminal Justice Background investigation process, applicants with military experience must submit an unaltered copy of the DD-214, Report of Separation (long form) along with their application. Applicants seeking Veteran's Preference must attach a DD-214.
- Applicants in the National Guard must also submit Form NGB-23A.
- Pass Psychological testing as required by NC Criminal Justice Education and Training Standards Commission.
- Pass Physical Examination as required by NC Criminal Justice Education and Training Standards Commission.
- Pass Drug Screening as required by NC Criminal Justice Education and Training Standards Commission.
- Attend and successfully complete (4) weeks of Basic Correctional Officer Training (BCOT) at a Training Facility. Employees shall be scheduled for BCOT during their 2nd week of employment.
- Pass Correctional Officer Physical Abilities Test (COPAT): Click [HERE](#) to watch a COPAT video showing physical requirements you must be able to pass. COPAT will be administered at during Basic Training. Correctional Officers will have three (3) attempts to pass within ten (10) months of when they are hired.

The Employment Screening Process

Due to the number of steps involved in the screening process, the amount of information gathered and verified, the entire process from initial application to final offer of employment **may take 60 to 90 days**. If paperwork is not completed, if appointments are missed and rescheduled, if assessments are not completed in a timely manner, the process may take longer. Below is a brief description of the Employment Screening process.

1. All applications received are immediately screened to verify:
 - The applicant is at least 20 years of age
 - The applicant has a high school diploma or the equivalency of a HS diploma
 - The applicant possesses a valid driver's license
 - U.S. Citizenship

2. Next, a criminal background check is conducted. If the applicant has prior law enforcement or criminal justice experience, a reference check is also conducted with the previous employer. If the results of these reviews are favorable, the applicant will be contacted for an interview at one of the Regional Offices. In some cases, interviews will be held at one of the prisons.
3. If the results of the interview are favorable, the applicant shall meet with a Prisons representative to discuss “next steps” in the hiring process, go over policies, select a work location and finally receive a “Conditional Offer of Employment” (COE). Next, if selected to move forward in the hiring process, the applicant shall meet with a Regional Employment Office (REO) representative for clarification on any issues revealed during the criminal background check, and for completion of required employment and criminal justice certification paperwork.
4. Applicant must complete on-line assessments and personal history statements either at the regional office or at home. Applicant will then be scheduled to meet with the agency’s medical provider to have a medical examination, psychological evaluation, drug screening, and TB screening (as applicable).
5. If testing results are favorable and applicant meets all agency and Criminal Justice Standards requirements, the applicant will be contacted by a Prisons representative to establish a start date for employment and a date to begin orientation and the four-week Basic Correctional Officer Training (BCOT) class.

*If results are **unfavorable**, the applicant will be notified that the conditional offer of employment has been rescinded and a reason will be provided.*

6. Once the start date is established, the applicant will be contacted by the prison facility where they will be working to schedule a time for the applicant to pick up uniforms and shoes.
7. New Correctional Officers will be paired with a seasoned officer for three weeks of on the job training.
8. Below is a brief look at what the first eight weeks as a new Correctional Officer will entail:

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**

Additional Information on the Basic Correctional Officer Training Program

TRAINING SCHEDULE

Should you meet all agency requirements and receive a final offer of employment and report date, you will be scheduled to attend a four (4) week Basic Correctional Officer Training class to begin the second week of your employment with the Department of Public Safety. **Please be prepared to stay overnight in a dormitory at the training academy during this four (4) week training period.**

Basic Correctional Officer Training Classes are conducted by Division of Adult Correction and Juvenile Justice, Office of Staff Development and Training (OSDT) certified instructors.

Classes begin at 8:00am and end at 5:00pm. Trainees must be on time for all classes. There are no approved absences.

Trainees must successfully complete the required 160 hours (4 weeks) to sit for the state exam. A score of 70% is required on the final exam to be certified by the North Carolina Criminal Justice Education and Training Standards Commission.

A Correctional Officer Physical Abilities Test (COPAT) will be administered during Basic Training. Employees are allowed three (3) attempts to pass COPAT within the first ten (10) months of employment. You must successfully complete COPAT as a condition of continued employment.

ORIENTATION

Trainees must report to the assigned training center/academy on a **Sunday** and must be in duty uniform. OSDT provides student handouts and notebook; however, you must provide your own pens/pencils and paper for note taking.

DRESS CODE

DPS policy on personal grooming, hair regulations, finger nails, ear rings, body piercing and other jewelry will be enforced while you are assigned to Basic Training. Your duty uniform will be worn every day for class. Improper wearing of the uniform may result in disciplinary action, up to and including dismissal.

CONDUCT

You will be required to comply with a "no alcohol" policy and professional rules of conduct. Cell phones, cameras, and/or recording devices are not allowed in any building, classroom, gymnasium, or firing range where training is being conducted. Failure to comply with rules of conduct could result in immediate separation from training, disciplinary action, up to and including dismissal.

NC Criminal Justice Certification Standards

Below is a listing of the factors that may lead to disqualification from the process based on standards developed by the NC Criminal Justice Education and Training Commission.

Under [12 NCAC 9G .0200](#), every person employed as a Corrections Officer shall:

- Be examined and certified by a licensed physician, physician's assistant, or nurse practitioner to meet the physical requirements to properly fulfill the officer's particular job responsibilities;
- Be administered a psychological screening examination by a clinical psychologist or psychiatrist licensed to practice in North Carolina to determine the officer's mental and emotional suitability to properly fulfill the officer's particular job responsibilities;
- Be of good moral character as evidenced by, but not limited to:

- Not having been convicted of a felony;
 - not having been convicted of a misdemeanor as defined in [12 NCAC 9G .0102\(9\)](#) for three (3) years since the date of conviction or the completion of any corrections supervision imposed by the courts, whichever is later;
 - not having been convicted of an offense that, under 18 U.S.C. 922 (1996), and all subsequent amendments (<http://www.gpo.gov/fdsys/pkg/USCODE-2011-title18-part1-chap44-sec922.pdf>), would prohibit the possession of a firearm or ammunition;
- Having submitted to and produced a negative result on a drug test within 60 days of employment or any in-service drug screening required by the Department of Public Safety, Division of Adult Correction and Juvenile Justice that meets the certification standards of the Department of Health and Human Services for Federal Workplace Drug Testing Programs;
- Submitting to a background investigation consisting of:
 - verification of age;
 - verification of education;
 - a criminal history check of local, state, and national files; and
 - being truthful in providing all required information to the Department of Public Safety, Division of Adult Correction and Juvenile Justice and to the Criminal Justice Standards Division for the purpose of obtaining probationary or general certification.