

Correction Officer Trainee



Evaluation of Training and Experience To Be Held During

July & August 2020

Applications Must Be Submitted by

August 31, 2020

<https://doccs.ny.gov/employment/correction-officer-trainee>

Exams Included on This Announcement

EXAM NUMBER	EXAM TITLE	SALARY	SALARY GRADE	<u>NON-REFUNDABLE PROCESSING FEE (WAIVERS AVAILABLE)</u>
28-423	Correction Officer Trainee	*	NS	\$35
28-424	Correction Officer Trainee (Spanish Language)	*	NS	

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HIRING RATE	6-MONTH RATE	*SALARY
\$43,937	\$46,214	\$52,919

ONLINE APPLICATION PROCESS ONLY

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee>. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,507 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,306 annual mid-Hudson adjustment.

Minimum Qualifications

At the time of appointment, you must meet the following requirements:

1. You must be at least 21 years of age.
2. You must be a high school graduate or have a high school equivalency diploma (issued by an appropriate State education authority). The diploma issued to the high school graduate must be from an accredited public or private school recognized by the New York State Education Department. Diplomas issued through a home study course and not by an appropriate educational authority are not acceptable.
3. By New York State law, a Correction Officer is a peace officer and must be qualified to hold such office and must be a United States citizen.
4. Correction Officers are Public Officers. Therefore, although New York State residency is not required to take the training and experience examination, New York State residency is required to accept and continue employment.

Notes

1. All appointees will be employed as Trainees.
2. **Language Proficiency:** If you pass the examination for No. 28-424 Correction Officer Trainee (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
3. If you submit an application for No. 28-424 Correction Officer Trainee (Spanish Language), an application will automatically be submitted for you for No. 28-423 Correction Officer Trainee at no additional cost.
4. **Physical/Medical Requirements:** Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodation. The physical/medical standards include a fitness test, a medical standards evaluation, and a substance abuse screening. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination will be required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position.
5. **Drug Testing:** Prior to appointment, you will be required to participate in a drug-screening test and are responsible for the clinical lab fee. Failure to meet the standards may result in your disqualification.
6. **Psychological Evaluation:** Prior to appointment, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position.

The Positions

These positions are located throughout New York State in various facilities of the New York State Department of Corrections and Community Supervision.

Duties

As a **Correction Officer**, under the direct supervision of a higher-ranking officer, you would be responsible for the custody and security, as well as the safety and well-being, of criminal offenders in New York State Correctional Facilities. You would supervise the movement and activities of inmates, make periodic rounds of assigned areas, conduct searches for contraband, maintain order within the facility, and prepare reports as necessary. You would advise inmates of the rules and regulations governing the operation of the facility and assist them in resolving problems. You would have a high degree of responsibility for your actions and decisions. You would play a large role in the rehabilitative process related to the incarcerated population. You may also be required to carry firearms in the performance of certain duties and to perform other related work as required.

Background Investigation: You will undergo a thorough background investigation to determine your suitability for appointment as a Correction Officer. Conviction of a felony will bar appointment. Conviction of misdemeanors or violations of law may bar appointment. A person adjudicated as a youthful offender may be disqualified from appointment. Failure to meet the standards for the background investigation will result in disqualification. Fingerprinting is required and you will be responsible for paying the fee.

Character and Fitness: Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and also to verify information provided by the applicant. Applicants must authorize access to educational, financial, military, employment, criminal history, and mental health records. Information contained in such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements, will be considered for appointment.

Traineeship: As a Correction Officer Trainee, you will be required to participate in and satisfactorily complete all requirements of a 12-month traineeship program before you can advance to Correction Officer. Upon initial appointment, you must attend the DOCCS Training Academy, which is a paid training program structured in a paramilitary environment. You must reside at the Training Academy Sunday evenings through Friday afternoons for a period of 8 weeks. The Training Academy program will include academic courses in emergency response procedures and concepts and issues in corrections. You will also receive physical training to develop fitness, strength, and stamina. Failure to maintain the required academic standing, demonstrate proficiency (qualify) with department issued firearms, demonstrate proficiency in department approved defensive tactic techniques, obtain certification in cardiopulmonary resuscitation (CPR), or meet the physical standards will result in your employment being terminated. Upon graduation from the Training Academy Program, you will be a New York State Peace Officer and receive field training for 4 weeks; then be assigned to full duty at a Correctional Facility based upon the staffing needs of the department.

Probation: All appointees will be required to serve and satisfactorily complete a probationary period of up to 52 weeks which begins at the time of permanent appointment. During probation, performance will be periodically reviewed and carefully evaluated. A probationer who fails to meet the performance standards may be terminated at any time.

Advancement: Upon successful completion of the probationary period, Trainees will be appointed to Correction Officer (G 14).

Subject of Examination

THERE WILL BE NO WRITTEN TEST. **You will be required to complete a training and experience questionnaire online. The online questionnaire IS YOUR TEST.** The questionnaire will collect information about your **training and experience**. It will be evaluated against the general background/critical activities of the position. Your answers to the questionnaire will be the only basis for evaluating your training and experience. It is essential that you describe your training and experience as completely as possible. Ambiguity, vagueness, or omissions will not be decided in the candidate's favor. All statements concerning training and experience are subject to verification.

Your final score must be 70 or higher in order to pass. Your final score on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

NOTE: The non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver. See the application for more information.