

WRITTEN TEST RESULTS FOR THE CORRECTION OFFICER EXAMINATION

The results from the written test will be available on the Department of Administrative Services (DAS) website from September 17, 2014 (1:00 pm EST) through December 17, 2014 (1:00 pm EST). You may obtain your written test results by accessing the DAS law enforcement exam website at <http://lawexam.ct.gov> and logging on using your e-mail address and password. (Make certain you use the same email address you used when applying for the Correction Officer exam.)

Print and retain your test results for your records. You will not receive your test results in the mail.

Register on the DAS website for E-alerts for jobs and exams. This will allow you to be notified by email when Correction Officer jobs are posted and when new exams are announced. You will use your BizNet account to register for E-alerts. (Your BizNet account is the one you set-up to apply for the Correction Officer exam and the account you will use to access your test results for the Correction Officer exam. Remember to update your email address in BizNet and on the Law Enforcement page if your email address changes.)

After the written test, the names of applicants who receive a passing score (65 or higher) will be given to the Department of Correction (DOC). The DOC is responsible for conducting all additional phases of the selection process. Please do not contact DAS regarding the application, interview or other steps in the selection process. DAS will not have the information you are requesting or the answers to your questions.

ADDITIONAL INFORMATION ABOUT THE SELECTION PROCESS FOR THOSE APPLICANTS PASSING THE WRITTEN TEST

If you receive a passing score on the written test, you have successfully completed the first phase of the selection process for Correction Officer.

The next step in the process is for you to apply to a job posting. Again, register for E-alerts so you will be notified by email when Correction Officer jobs are posted.

The first job posting for Correction Officer will be posted on the DAS website from September 17, 2014 through October 1, 2014. It is critical that you read the job posting carefully and complete all forms and supply all documents as instructed. Late or incomplete application packages will not be processed. (Additional job postings may be posted on the DAS website as the need arises and candidates are processed through the selection process.)

Applicant packages will be reviewed and interviews will be offered to those candidates who most closely meet the agency's preferred experience for the position of Correction Officer. Not all candidates will be offered an interview for the position of Correction Officer. It is important to understand that due to the very large number of candidates in the selection process, candidates may have to wait for long periods of time between the different stages of the selection process. Only those candidates who follow the application instructions completely, provide all requested information/documents and who most closely meet the preferred experience will be offered interviews. (If you are being offered an interview, you will be contacted directly by DOC.)

The Department of Correction preferred experience for Correction Officer is:

- A demonstrated desire to pursue a career in this field.
- Related education in the fields of Law Enforcement, Criminal Justice, Justice Administration, Psychology, Sociology or the Human Services.

- Preparation for the position through related work experience such as in the security field, social services or through military experience. Specifically, experience working in a stressful environment.
- A proven track record of dependability through a stable and consistent work history with few or no gaps in between employers. (At least 3 years of stable employment.)
- Ability to follow instructions and communicate effectively which would be demonstrated through a candidate's ability to organize and submit all necessary documents and requested information in a timely manner.
- A good Correction Officer should be flexible, have common sense, superior communication skills (oral and written), be observant, physically fit and lastly be firm, fair and consistent.

As a reminder, the mandatory eligibility requirements for Correction Officer are:

- Be at least 21 years of age by August 5, 2014.
- Possess a High School Diploma or G.E.D certification by August 5, 2014.
- Be in general good health, free from any disease or injury, which would impair health or usefulness and retain sufficient strength, stamina, agility and visual and auditory acuity to perform all the duties of the position.
- Have a good educational and/or work record.
- Excellent moral character.
- Be free from any felony convictions. Please review Dept. of Corrections Administrative Directive 2.3 (Employee Selection, Transfer and Promotion) which is located on the DOC website www.ct.gov/doc. Click on Directives and Policies, select Chapter 2, select 2.3, Section 6 Recruitment & Selection.
- Candidates will be required to be a US Citizen by the date of appointment.

The following information should answer some of your questions as to what happens next.

Who should I call to follow up on my application?

We ask that candidates do **not** call the Department of Correction (DOC) to check on their application. Due to the large number of candidates, it is impossible for DOC to respond to all inquiries. Check the DOC website www.ct.gov/doc for general updates regarding the CO process.

Will you let me know if I won't be getting an interview?

Yes, if DOC determines that they will not be processing your application any further, they will notify you by mail with the reason as to why your application is being dropped from the process.

What if I don't hear anything?

If you have not heard from DOC that means your application is still in the process. Be patient. If they need anything from you, they will contact you.

What are the next steps in the process if I am successful in the interview?

- Background Check. Candidates' application materials will be reviewed and sent on for an extensive State Police, DMV and FBI criminal background check (i.e., COLLECT Check).
- Medical Evaluation. The medical examination includes a comprehensive medical/physical examination, including a controlled substance screening.

During the application/selection process you will be required to submit the following documents. If you do not have these documents available at this time, you may want to begin requesting them from the appropriate schools or organizations:

- A **copy** of your High School Diploma, G.E.D. Certificate, or College Diploma.
- A **copy** of your birth certificate or a copy of your U.S. Citizenship papers.
- A **copy** of your college transcripts/diploma, if applicable.
- A **copy** of your Military DD-214 (Member 4 copy), if applicable.

Remember the State of Connecticut "Correction Officer Selection Process General Information and Preparation Guide" on the DAS Law Enforcement website (<http://lawexam.ct.gov>) contains information about the job of a Correction Officer, the training requirements, benefits and the selection process.