

**STATE OF
CONNECTICUT
CORRECTION OFFICER
SELECTION PROCESS**

General Information And Preparation Guide

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INTRODUCTION

This General Information and Preparation Guide has been developed to provide you with important information about the job of a **Correction Officer** and the selection process to become a State of Connecticut **Correction Officer**.

This guide provides general information about each of the phases in the selection process and general suggestions for preparing for each phase. Please note that this guide is intended to provide you with some general guidance in preparing for the selection process. It is not meant to provide absolute procedures that will apply to all situations and to all applicants. It is suggested that you read the information in this guide carefully and incorporate this with any test taking strategies that you have found to be successful in the past.

GENERAL INFORMATION ABOUT THE JOB OF A CORRECTION OFFICER

THE JOB OF A CORRECTION OFFICER

The State of Connecticut Department of Correction offers opportunities for men and women who have the ability to work well with people and meet the challenge of a fast growing and demanding environment. We are looking for resourceful, dedicated people at all levels to help us meet the corrections challenge. In a Connecticut correctional institution or community correctional center, Correction Officers are accountable for the confinement, safety, control and monitoring of sentenced and/or unsentenced inmates and security of the facility. The Correction Officer's duties involve either a concentration or combination of the following functions, depending upon whether duty is on a fixed or rotating assignment:

- Security
- Inmate Control
- Administration
- Communication

The Correction Officer Applicant **MUST** meet the following eligibility requirements:

- Possess a High School Diploma or G.E.D (General Educational Development) certification by the application closing date (i.e., February 26, 2009).
- Be at least 21 years of age by the application closing date (i.e., February 26, 2009).
- 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 and excellent moral character.
- Be free from any felony convictions.

The following are other requirements for the position of Correction Officer:

- Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle Operator’s license.
- At the time of appointment, candidates will be required to participate in a formal training course in correctional work to develop the knowledge of correctional custody procedures necessary to function effectively.
- Candidates will be required to be U.S. Citizens by the date of appointment.
- Incumbents may be exposed to significant stress of confinement within a dangerous and volatile prison population; may be exposed to considerable danger of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions.
- Incumbents in this class must be willing to work day, evening, night and weekend shifts and are on call for emergencies 24 hours a day.

CORRECTION OFFICER TRAINING ACADEMY

Pre-Service Training consists of a 10-week program at the Maloney Center for Training and Staff Development in Cheshire, Connecticut. During this 10-week period new staff are introduced to the Department of Correction Policies and Procedures. Trainees will be instructed and tested on pre-selected correctional topics. Also, during this period Trainees will receive a minimum of 112.5 hours of on-site sensitization (on the job training) at their assigned facility. While at the Training Center, Trainees will participate in one hour of physical training daily. The physical training will consist of running, push-ups, sit-ups and other cardio-vascular exercises.

CORRECTION OFFICER BENEFITS

As a State of Connecticut, Department of Correction, Correction Officer, you are entitled to a host of benefits that are not only attractive but provide you the opportunity to enjoy your life.

SALARY:

Annual starting salary:	\$34,549
Salary increases to:	\$38,387 annually after completion of 10-week training period.
Meal allowance:	\$8.00 per working day
Shift differential/weekend differential:	Night Shift = \$.80 per hour. Weekend Diff = \$.55 per hour
Working condition stipend:	\$800.00 paid December each year to eligible employees.
Premium pay or compensatory time for holidays in accordance with collective bargaining agreement.	
Uniforms and footwear provided.	

RETIREMENT: Hazardous duty classifications, like Correction Officer, contribute 5% of their salary toward retirement. Employees are eligible to retire after twenty (20) years of hazardous duty service, regardless of age.

WORK SCHEDULE: Normally consists of five (5) eight and one-quarter (8 ¼) hour days on, followed by three (3) days off. Certain facilities and job assignments may require different types of schedules. Current schedules average thirty-six and one-quarter (36 ¼) hours per week by collective bargaining agreement.

SHIFT SWAPS: As a Correction Officer, employees are eligible to swap scheduled shifts with other Correction Officers within the same unit.

ACCRUED VACATION TIME: **Vacation** time is accrued at the rate of one (1) day per month. After five (5) years the accrual increases to one and one-quarter (1¼) days per month and after twenty (20) years to one and two-thirds (1 2/3) days per month.

ACCRUED SICK TIME: **Sick** time is accrued at the rate of one and one-quarter (1 ¼) days per month.

PERSONAL LEAVE: Employees are granted three (3) personal days per calendar year.

OTHER BENEFIT PROGRAMS INCLUDE:

- Health and dental insurance
- 12 paid holidays
- tuition reimbursement
- family medical leave
- supplemental participatory programs
- disability insurance
- life insurance
- credit union
- long term care
- deferred compensation

Additional Employee Benefit information is available at the State of Connecticut Comptroller website: <http://www.osc.state.ct.us/>

RESEARCH AND SELF-ASSESSMENT

Before applying for the Correction Officer examination, we strongly recommend that you find out as much information as you can about the job of a Correction Officer, the qualifications and selection process for this job, and the required training program. Take the self-assessment below to determine if you have what it takes to enter a career in law enforcement.

Read the information provided in this General Information and Preparation Guide and assess your qualifications for, interest in, and dedication to preparing for a career as a Correction Officer.

1. Are you willing to go through a series of different tests (written, physical fitness, medical exam, background investigation, drug screening, and oral interview)?
2. Are you willing to answer honestly many personal questions about your education, work history, character, interests, attitudes and skills?
3. Do you have a good educational and/or work record and excellent moral character?
4. Are you free from felony convictions?
5. Are you willing to undergo an intense academy training program that is both academically and physically demanding?
6. Are you willing to take orders and follow procedures even if you do not understand the reason or agree with them?
7. Are you willing to be exposed to an environment that may include disagreeable conditions, significant stress of confinement within a dangerous and volatile prison population; and considerable danger of injury from assaultive/abusive inmates?
8. Are you willing to have no choice of shift or post assignment or weekend, holiday, and overtime work, due to lack of seniority?
9. Are you willing to be "on call" for emergencies 24 hours a day?

If you answered "**NO**" to any of these questions, you probably should not continue pursuing a career in this field. If you answered "**YES**" to these questions, you should continue to investigate this career for yourself.

APPLICATION PROCESS

If you are interested in applying for the examination for Correction Officer, you must complete the Special Internet Correction Officer Application Form. The Special Internet Correction Officer Application Form and the exam announcement for Correction Officer can be found on the Internet by accessing www.das.state.ct.us/exam and selecting the Law Enforcement website. Applications will be accepted from February 10, 2009 until 1:00 p.m. EST on February 26, 2009. ***The special Application Form for Correction Officer must be completed and filed on the DAS Law Enforcement Website.*** The Internet application process takes approximately ten minutes to complete and provides immediate confirmation that your application has been submitted. It also allows you to select the date, time and location of your written test. Free Internet access is available at the Department of Labor Connecticut Works Career Centers, Department of Correction, 24 Wolcott Hill Road, Wethersfield, CT and at most town libraries. (If you cannot obtain Internet access to file your application, paper copies of the Internet application form may be obtained by calling 800-528-7442 ext. 4446. The standard State of Connecticut PLD-1 application will *not* be accepted for this exam.) All applications must be received no later than 1:00 p.m. EST on February 26, 2009. Please note, applications received late, incomplete applications and applications received on incorrect forms will *not* be accepted.

GENERAL INFORMATION ABOUT THE SELECTION PROCESS FOR CORRECTION OFFICER

The following elements may be part of the Correction Officer selection process depending upon how far you advance through the process and whether a conditional offer of employment has been extended to you. Please note that the entire selection process can take up to several months to complete, depending upon the size of the applicant pool. More details about these elements will be made available if you are scheduled for them. The selection process entails the following:

- Written Test
- Physical Fitness Test
- Structured Interview
- Background Investigation
- Medical Evaluation

After completion of the written and physical fitness tests, the names of passing applicants will be given to the Department of Correction. The Department of Correction is responsible for conducting all additional phases of the selection process.

Applicants must successfully pass each phase of the selection process in order to proceed to the next step in the process.

Successful completion of all phases of the selection process means that you are eligible to be considered for appointment as a Correction Officer.

GENERAL INFORMATION ABOUT THE WRITTEN TEST

The written test is the first phase of the selection process. The written test will be conducted on selected dates from March 2, 2009 through March 7, 2009. You will select your test date, time and location when you complete the on-line application form. You may change your scheduled test up until 1:00 p.m. EST on February 26, 2009 by going to the Law Enforcement website and rescheduling yourself for another available test schedule. Applicants cannot change their scheduled test after the filing period closes at 1:00 p.m. EST on February 26, 2009. Applicants will be required to take the written test on the date, time and location for which they are scheduled.

There will be no make-up examinations except in very rare situations, where an applicant has a legitimate reason for not attending the regularly scheduled examination such as active military duty, serious illness or injury, death in the immediate family or a serious accident on the day of the exam. Documentation will be required (e.g., military orders, medical certification, police report) prior to the date of the exam, except in critical situations occurring the day of the exam. For those emergency situations occurring the day of the exam, documentation will be required by close of business the first business day following the exam. DAS has final authority to approve or deny all make-up requests. Make-up requests along with required documentation are to be faxed to 860-622-4913.

The written test for Correction Officer consists of 85 multiple-choice questions. All of the test questions were developed and approved by a test development committee of subject matter experts from the Department of Correction. The written test is designed to test the following knowledge, skills and abilities that were identified, through job analysis, as important for successful job performance as a Correction Officer:

- Observation, Counting and Basic Math Skills
- Judgment and Logical Reasoning Ability
- Ability to Observe and Recognize People
- Reading Ability and Ability to Follow Directions
- Written Communication Skills
- Oral Communication Skills
- Interpersonal Ability
- Interests and Preferences

Please find below some basic information about each of these sections and sample questions similar to ones that might appear on the written test for Correction Officer.

Observation, Counting and Basic Math Skills

This section of the test contains questions that assess your ability to observe people and things and to perform counting and computation tasks. Correction Officers must be able to observe small and large groups of inmates, observe what is happening and keep track of all the inmates. They are also required to use basic math skills to calculate money and solve situational problems.

Here is a sample question that might be similar to those on the test.

There were 100 inmates in your cellblock at the beginning of the day. At 10:30 a.m., 15 inmates were checked out to the gym. At 11:00 a.m., 50 inmates were checked out to work details. At 11:30 p.m., 5 inmates were checked out to the infirmary. At 11:45 a.m., 2 new inmates were checked in and added to the cellblock. How many inmates were present in this cellblock at noon, if none of the inmates who were checked out had returned?

- A. 30
- B. 32
- C. 37
- D. 42

The correct answer is B.

Judgment and Logical Reasoning Ability

This section of the test contains questions that assess your ability to exercise good judgment and your ability to think logically. Correction Officers must be able to use good judgment to evaluate situations, consider alternatives and determine appropriate actions. Correction Officers must be able to think logically when analyzing information and solving problems. (Please note that you do not need to have knowledge of correctional procedures to answer the questions in this section.)

Here is a sample question that might be similar to those on the test.

You discover that one of the inmates in the housing unit to which you have been recently assigned for duty is a friend of yours from high school. In this situation you should:

- A. *tell the inmate not to mention your past friendship to anyone.*
- B. *act as if you never knew the inmate.*
- C. *immediately ask for a transfer.*
- D. *inform your supervisor of your friendship.*

The correct answer is D.

Ability to Observe and Recognize People

This section of the test contains questions that assess your power of observation. Correction Officers must be able to observe and remember details about people, places and things. They must also be able to recognize when changes may have occurred.

The questions in this section of the test involve looking at pictures and observing similarities and differences between them. Because these questions are based on a series of pictures, it is not possible to include a sample question.

Reading Ability and Ability to Follow Directions

This section of the test contains questions that assess reading comprehension. Correction Officers must be able to read policies, procedures, reports, correspondence, administrative directives, and training manuals and understand, apply and respond to the information they read.

Here is a sample question that might be similar to those on the test.

“The Connecticut Department of Correction is committed to supporting the successful reintegration of offenders into their home communities as a means of reducing recidivism and enhancing public safety. While still incarcerated, toward the end of their sentence, offenders are offered extensive assistance with such issues as employment, housing, identification and family matters. The agency also endeavors to provide, for appropriate offenders, a period of supervision in the community prior to the end of sentence that further bridges their transition back into law abiding society. Services and documents are meant to assist both current and past offenders in the community, as well as their families, in accessing additional support in the re-entry process.”

According to the above information all of the following statements are correct, except:

- A. *The purpose of the offender re-entry program is to enhance public safety and reduce recidivism.*
- B. *As part of the program, offenders are offered assistance with employment, housing, identification and family matters.*
- C. *Community supervision is provided to offenders prior to the end of their sentence.*
- D. *Community supervision is provided to all offenders to assist them in transitioning to the community.*

The correct answer is D.

Written Communication Skills

This section of the test contains questions that assess your ability to communicate information clearly and effectively in writing using proper English grammar, punctuation and word usage. Correction Officers must be able to write clear and effective reports and other documents.

Here is a sample question that might be similar to those on the test.

*Which of the following sentences represents the **best** English usage, considering proper word use, grammar, and punctuation?*

- A. *Officer Williams and I escorted the inmate to his medical appointment.*
- B. *Officer Williams and me escorted the inmate to his medical appointment.*
- C. *The inmate was escorted to his medical appointment, by the two of us, me and Officer Williams.*
- D. *The inmate was escorted to his medical appointment by Officer Williams and myself.*

The correct answer is A.

Oral Communication Skills

This section of the test contains questions that assess your ability to verbally communicate information clearly and effectively. Correction Officers must be able to speak to a variety of people and give clear and concise instructions, information and responses to questions.

Here is a sample question that might be similar to those on the test.

To get a point across in a discussion, one should:

- A. Use an authoritative tone of voice.*
- B. Use sincerity and emphasis in the voice.*
- C. Raise his/her voice.*
- D. Repeat the point at least 3 times.*

The correct answer is B.

Interpersonal Ability

This section of the test contains questions that assess your interpersonal skills. Correction Officers must be able to deal effectively with inmates, members of the public, co-workers and their supervisors. They must be able to deal effectively with other people in a tactful and respectful manner, often in difficult and stressful situations.

Here is a sample question that might be similar to those on the test.

*An inmate's family member approaches you to make a complaint. However, her talk rambles away from the point. In this situation, it would be **best** for you to:*

- A. listen patiently until she returns to the relevant subject.*
- B. tell her to limit her statements to information concerning the complaint.*
- C. ask a question which will lead her back to the general subject.*
- D. ask her to make her statements brief, since you have other important work to attend to.*

The correct answer is C.

Interests and Preferences

This section of the test contains questions related to your interests and preferences as related to the job of Correction Officer. Do not try to "outguess" these questions. The best strategy is to simply answer these questions honestly in the way that best reflects your own interests.

Here is a sample question that might be similar to those on the test.

Which of the following would you prefer?

- A. Doing new and different things, having a wide variety of activities and assignments that often change.*
- B. Giving orders or instructions to others, controlling situations involving others.*
- C. Cannot decide between (A) and (B).*

You must decide the answer for this question based on your interests and preferences.

GENERAL TIPS ON ANSWERING MULTIPLE-CHOICE QUESTIONS

A multiple-choice question is usually designed in one of three forms: (1) it states a question for you to answer, (2) it asks you to choose the correct answer from a list of statements, or (3) it asks you to complete an incomplete statement. For each question, several possible answer choices will be listed. You are to select the one choice that best answers the question, is most nearly correct or best completes the statement.

Your score on the multiple-choice test will be based on the total number of questions that you answer correctly and the weights of the questions. Therefore, it is to your advantage to answer every question, even if you are not sure which answer is the correct answer. However, be sure that you mark only one answer for each question; if you mark more than one answer, that question will be recorded as incorrect.

Tips on Answering Multiple-Choice Questions:

1. Read the entire question carefully and try to answer it without referring to the answer choices. This way, you may be less confused than if you read the possible answer choices first.
2. Look for key words in the question that may help you select the correct answer from the choices provided. Some common key words are: some, none, many, most, all, least, less, more, worst, poor, good, best, advantage, disadvantage, smallest, smaller, larger, largest, first, last, never, always, any, only, usually, seldom, frequently, generally, often, not, except, false and true.
3. Always read all of the possible answer alternatives carefully before jumping to the conclusion that a particular one must be the best.
4. Use the process of elimination if the correct answer does not immediately occur to you. Eliminate obviously wrong answers and narrow your choice to the ones that directly answer the question. Then select the answer that is most nearly correct or best answers the question.
5. Don't be influenced by the length of the answer choices. The longest answer is not necessarily the correct one.

6. Don't select an answer choice just because it includes technical language. Answer choices using technical terminology may be included in order to see whether you know the difference between what "looks right" and what "is right."
7. The following clues may help you select the correct answer:
 - a. Use key words in the question to eliminate obviously wrong answer choices.
 - b. Be alert to the presence of negative words in the question stem. Negative words (such as not, except, never, least) place limitations on an answer and may make an answer choice incorrect.
 - c. Try not to read too much into the question. Avoid imagining detailed scenarios in which the answer *could* be true. In most cases, questions that appear to be "trick questions" are usually only tricky because they're not taken at face value. Determine the best answer using only the information supplied in the question, without making unwarranted assumptions. The correct answer is the one that works best for the situation described.
 - d. If more than one choice seems to answer the question correctly, see if one of the answer choices is "all of the above." Since there can only be one right answer, if two answers seem to be equally correct then the right answer may be "all of the above."
 - e. Be sure to choose an answer that is directly related to the question being asked. Do not select an answer choice even if it is a true or correct statement by itself, unless it specifically answers the question being asked.
 - f. Some multiple-choice questions ask how you would handle a situation that may happen on the job. Answer the question as if you were the employee responsible for handling the situation. Use your judgment and choose the answer that you feel would work best on the job.
 - g. The correct answer is the choice that contains the most exact or most complete information in response to the question. Some answer choices may be correct or true in part, but are less exact or less complete than the "best" choice. An answer choice that is only partially correct, partially true or true only under certain conditions should be considered an incorrect choice.
8. Don't skip around. Skipping around in the test wastes time since you will have to spend time searching for the skipped questions later. A better approach is to try your best to answer each question in order.
9. Generally, first answer choices are more often correct than not. There is evidence to suggest that test-takers more frequently change right answers to wrong ones than wrong answers to right ones. Don't race through the questions. If you take time to think through each question, your initial answer will usually be the correct one. Although there are always exceptions to this rule, the best approach is to carefully answer each question the *first* time you go through the test and change only those answers that are clearly incorrect if you have time later.
10. Don't let more difficult questions affect your attitude and steal valuable time. Don't linger over questions you cannot answer. If you cannot decide on an answer choice, make your best guess and move on. However, if you must guess, try to eliminate as many clearly wrong choices as you can in order to make your guess from as few choices as possible. If there are four answer choices from which to choose, your

chances of guessing the correct answer is one in four, or 25%. If you can eliminate even one answer choice, your chances of guessing correctly rise to one in three, or 33%. Elimination of additional answer choices further increases your chances of guessing the correct answer.

11. Rely on your knowledge and don't look for patterns in the letters of the answer choices (A, B, C, D, E).

GENERAL TIPS FOR MAKING THE BEST USE OF TEST TIME

1. The test instructions will tell you how much time you will have to complete the entire written test. The test outline, included in the Test Booklet, will state the point value of each question. For the Correction Officer exam, all test questions have equal value. Although every effort is made to ensure that applicants have sufficient time to read, absorb and answer each question, it is still important for you to keep track of the time so that you will complete the entire test within the allotted time.
2. There are 85 test items. You will have two hours and fifteen minutes to complete the written test for Correction Officer. This allows you about 1.5 minutes to read and answer each multiple-choice question. Try not to spend too much time on difficult questions. Instead, choose what you think is the best answer as quickly as you can, and come back to the question later if you have time. (Do not write or make any marks in the Test Booklet. Record the numbers of the questions you want to return to on your scrap paper, and return to these if you have extra time remaining when you have completed the test.)
3. If you skip a question, be sure that you also skip the corresponding number on the answer sheet. Check often to be sure that you have not lost your place and that you are marking the correct answer bubble on your answer sheet.
4. Leave yourself a few minutes at the end to go over your paperwork. Make sure you have answered all of the questions and that your responses are clearly marked.

ON THE DAY OF THE WRITTEN TEST

- Make sure you know how to get to the test site and how long it should take to get there. (Directions to the test site are available on the Law Enforcement website.) If you have never been to the test site before, take a test drive before the day of the exam. On the day of the exam, leave yourself plenty of time just in case you hit traffic, have car problems, or get lost. Arrive at the test site early enough so that you can (try to) get relaxed before the start of the test. But, don't arrive so early that you have time to become anxious. It is recommended that you arrive at the test site about 30 minutes prior to your scheduled test. (Please note, if you arrive at the test site more than one hour after your scheduled time you will not be permitted to take the test and will not be rescheduled. Late arrivals are not given additional time.)
- Check your Confirmation Sheet/Scheduling Letter so you know the location and time of your scheduled test. You must attend the test you are scheduled for. You will **not** be permitted to take the test at any other location, date and/or time than the one stated on your official Confirmation Sheet/Scheduling Letter. Please note that if you changed your schedule during the application process, you are only scheduled for your final choice. There are many test dates, times and locations; don't assume you are going to the same test as your friends.
- Get a good night sleep and be well rested.
- Eat breakfast or lunch before the test. Do not skip a meal or overeat.
- Dress comfortably. There is no formal dress code, however, casual or business casual is recommended. These tests are conducted in State buildings – please dress appropriately.
- Do **not** bring family or friends to the test site. Space is arranged only for applicants and the monitoring staff.
- **Leave cell phones and other devices as listed at home or in your car.** You are **not** permitted to bring books, manuals, notes or pads into the test room. Cellular phones, blackberry devices, electronic paging devices, i-Pods/MP-3 players, calculators, watches with memory capability, recording or filming devices, radios, computers, and other mechanical and electronic devices are **not** permitted in the test room. Leave backpacks, purses, and briefcases at home or in your car.
- **Bring the following.** Be sure to bring your Confirmation Sheet/Scheduling Letter, a photo ID that includes your signature, and two **sharpened** No. 2 pencils with erasers with you to the test. If you do not have a photo ID with your signature, you will **not** be permitted to take the test.

GENERAL INFORMATION ABOUT THE PHYSICAL FITNESS TEST FOR CORRECTION OFFICER

The physical fitness test is the second phase of the selection process. Applicants who pass the written test will be admitted to the physical fitness test.

You will access your results from the written test on the Internet. If you receive a passing score, you will schedule yourself for the physical fitness test. More information about accessing your written test score and scheduling yourself for the physical fitness test will be provided to all applicants at the written test.

The physical fitness test will be conducted on selected dates from April 27-May 1, 2009. This will be the only opportunity to take the physical fitness test for Correction Officer.

PHYSICAL FITNESS TEST

The Physical Fitness test for Correction Officer is comprised of four tests/events:

- Sit and Reach Test
- One-Minute Sit-Up Test
- One-Minute Push-Up Test
- 300 Meter Run Test

Each test is briefly described below. Applicants must pass each test in order to pass the Physical Fitness test. The test will be conducted in the order listed. **YOU SHOULD BEGIN PREPARING FOR THE PHYSICAL FITNESS TEST AS SOON AS POSSIBLE. Do not wait until you receive your results on the written test.**

Station 1: Sit and Reach Test: This test measures flexibility of the lower back and upper leg area. (It is an important area for performing job tasks that may involve range of motion and is important in minimizing lower back problems.) The test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score is the number of inches reached on a yardstick with 15 inches being at the toes and the 36-inch mark being beyond the toes. (Applicants are permitted three tries at this test. The highest score is the final score.)

Station 2: One-Minute Sit-Up Test: This test measures muscular endurance of the abdominal muscles. (It is an important area for performing job tasks that may involve the use of force. It is also important for maintaining good posture and minimizing lower back problems.) The test involves the performance of as many bent leg sit-ups as an applicant can properly complete in a one-minute period. Hands must be behind the head with fingers interlaced. Elbows must touch the knees in the up position and the back must touch the floor in the down position. Applicants may rest only in the up position. (A partner will hold your feet down.) The score is the number of correctly performed sit-ups performed in one-minute.

Station 3: One-Minute Push-Up Test: This test measures muscular endurance of the chest, upper arms and shoulders (upper body dynamic strength). (It is an important area for performing job tasks requiring upper body strength.) The test involves the performance of as many push-ups as an applicant can properly complete in a one-minute period. (Female applicants are permitted to do modified push-ups.) Applicants begin the event in the down position with hands placed next to the shoulders. Arms must be fully extended in the up position and the chest, stomach and thighs must be off the floor in the down position. Applicants may rest only in the up position. The score is the number of correctly performed push-ups performed in one-minute.

Station 4: 300 Meter Run Test: This test is a timed run to measure your anaerobic power. (It is an important area for performing job tasks that involve short bursts of maximum effort such as sprinting to respond to emergencies, climbing stairs, dodging, lifting and carrying, dragging and pulling, and use of force in physical encounters for less than two minutes.) The test involves the timed completion of a 300 meter run. Applicants should sprint/run the distance in their fastest time. The score is the number of seconds needed to complete the 300 meter run.

A distance of 300 meters is equal to 328 yards or 984 feet. This is equivalent to $\frac{3}{4}$ of a lap on a standard 400 meter running track. (It should be noted, that you should be sprinting at your maximal level of effort – applicants who jog at a slow or moderate pace or walk during this event will not be able to complete the run in the required time.)

PHYSICAL FITNESS STANDARDS

The following standards must be met in order to pass the Physical Fitness test. Performance scores are pass or fail. An applicant must pass the first test in order to proceed to the next test in the physical fitness test. Applicants are required to pass all FOUR tests. (Applicants will only be tested once at each event; re-testing will not be permitted.)

FEMALE:

Age Group

Test	21-29	30-39	40-49	50+
Sit and Reach	18.1/4”	17.1/4”	16.1/2”	15.1/2”
1 Minute Sit-Ups	30	22	17	12
1 Minute Push-Ups (Modified)	20	15	10	9
300 Meter Run	75.0 sec	82.0 sec	106.7 sec	117.0 sec

(Note: If females choose to do traditional (full body) push-ups the standards are as follows: age 21-29, 13 push-ups; age 30-39, 9 push-ups; age 40-49, 7 push-ups; age 50-59, 5 push-ups.)

MALE:**Age Group**

Test	21-29	30-39	40-49	50+
Sit and Reach	15.1/2"	14.1/2"	13.1/4"	12"
1 Minute Sit-Ups	35	32	27	21
1 Minute Push-Ups	26	20	15	10
300 Meter Run	62.1 sec	63.0 sec	77.0 sec	87.0 sec

PREPARING FOR THE PHYSICAL FITNESS TEST

It is strongly recommended that you begin to prepare for the Physical Fitness Test as soon as possible. (Do not wait until after you receive your results of the written test.)

If you are not involved in a regular exercise program of aerobic and anaerobic activities or if you have a history of cardiovascular disease, pulmonary disease, diabetes, or other metabolic disease it is strongly recommended that you consult with your physician before beginning to prepare for the physical fitness test. When seeing your physician, bring a copy of the description of the physical fitness test, the components of the test and the standards for passing the test for his/her review. S/he should conduct all appropriate tests and screenings to ensure that it is medically safe for you to prepare for and participate in the physical fitness test. This is a vigorous test.

Note: There are many books and Internet sites that have information on preparing for events such as those included in the physical fitness test. You may find these references helpful as you prepare for this test. You may also find it helpful to obtain advice from your physician or a physical fitness trainer. Many applicants find it helpful to train for the physical fitness test with friends.

The information that follows contains general suggestions on things you can do to prepare for the Physical Fitness test. It is not meant to provide absolute procedures that will apply for all applicants.

Sit and Reach Test: The first step in preparing for the sit and reach test is to determine your exercise level. You can simulate this event by sitting on the floor (with your feet flat against a stair) and putting your hands together and reaching as far as you can toward (and past) your toes. You could also build a sit and reach box by using a wood box or heavy-duty cardboard box, or workout steps and a yardstick. (Place this against a wall when you take measurements.) Read the description above to guide you in building your box and simulating this test.

Refer to the standards above so you know how far you need to reach in order to pass this event. You want to be able to comfortably reach further than the standard you need to meet at the test so you will have no problem the day of the test.

Before conducting the sit and reach event, do stretching exercises for about 10 minutes. Then do the sit and reach 5 times, holding your stretch for 10 seconds between each reach.

Doing stretching exercises regularly will improve your flexibility and your success on the sit and reach test.

One-Minute Sit-Up Test: The first step in preparing for the sit-up test is to determine your exercise level. Your exercise level is the number of correctly performed sit-ups you can complete in one-minute, following the directions for the sit-up test as described above.

If the number of sit-ups you can perform is 15 or less, start with Level A below, then move to Level B, then to Level C. If the number of sit-ups you can perform is more than 15, start with Level B below, then move to Level C.

- Level A – 1 set 3 times a week for 1 week
- Level B – 2 sets 3 times a week for 2 weeks
- Level C – 3 sets 3 times a week until testing

The number in a set will increase as you proceed from week to week and you are capable of completing more.

Refer to the standards above so you know how many sit-ups you must properly perform in order to pass the sit-up test. You want to be able to comfortably perform more sit-ups than the standard you need to meet at the test so you will have no problem the day of the test.

Including other exercises in your exercise program that strengthen the muscular endurance of your abdominal muscles will help you succeed in the test. These exercises include leg lifts and crunches.

One-Minute Push-Up Test: The first step in preparing for the push-up test is to determine your exercise level. Your exercise level is the number of correctly performed push-ups you can complete in one minute, following the directions for the push-up test as described above.

If the number of push-ups you can perform is 15 or less, start with Level A below, then move to Level B, then to Level C. If the number of push-ups you can perform is more than 15, start with Level B below, then move to Level C.

- Level A – 1 set 3 times a week for 1 week
- Level B – 2 sets 3 times a week for 2 weeks
- Level C – 3 sets 3 times a week until testing

The number in a set will increase as you proceed from week to week and you are capable of completing more.

Refer to the standards above so you know how many push-ups you must properly perform in order to pass the push-up test. You want to be able to comfortably perform more push-ups than the standard you need to meet at the test so you will have no problem the day of the test.

Including other exercises in your exercise program that strengthen the muscular endurance of the chest, upper arms and shoulders (upper body dynamic strength), will help you succeed in the test. These exercises include lifting weights (free weights or weight machines), rowing machine, and chin-ups.

300 Meter Run Test: The first step in preparing for the 300 meter run test is to determine your exercise level. If you can comfortably run the 300 meters, you can start at level F. Your goal will be to improve your time. (Performing multiple sets of shorter sprints will often help to improve your time.) If you cannot comfortably run the 300 meters, you should start at the level that is appropriate for you and move from level to level as you get comfortable. You should work on sprinting 2 – 3 times a week.

- Level A – Sprint 50 meters and then walk back to the starting point. Do this 3 times. Take a 4 minute rest and then do the 3 sprints again.
- Level B – Sprint 100 meters and then walk back to the starting point. Do this 3 times. Take a 4 minute rest and then do the 3 sprints again.
- Level C – Sprint 150 meters and then walk back to the starting point. Do this 2 times. Take a 4 minute rest and then do the 2 sprints again.
- Level D – Sprint 200 meters and then walk back to the starting point. Take a 5 minute rest and then do the sprint again.
- Level E – Sprint 250 meters and then walk back to the starting point. Take a 5 minute rest and then do the sprint again.
- Level F – Sprint 300 meters and then walk back to the starting point. Take a 5 minute rest and then do the sprint again.

It is recommended that once a week you run the 300 meter run test to measure your progress and to simulate the test you will be taking as part of the physical fitness test. Again, refer to the standards above so you know the time in which you need to complete the run. You want to be able to comfortably complete the 300 meter run in at least 4-5 seconds less than the standard you need to meet at the test so you will have no problem the day of the test.

Simulating a 300 meter run is very difficult to do on a treadmill. You should practice this event outside on a track or paved measured area. (If you must practice sometimes on a treadmill, use time rather than distance as the basis for your sprints (e.g., 20, 40, 60, 80, 100, 120 seconds). **It is critical to practice outside on a track or paved measured area as often as you can. Sprinting on a treadmill is different and feels different to the body than sprinting on a solid surface.** In the physical fitness test, you will be completing the 300 meter run outdoors on a paved track. This track is smaller than a quarter mile track.

Adding aerobic activities to your exercise routine (on non-sprinting days) will improve aerobic endurance. These exercises might include cycling, stair climbing, elliptical training, swimming, dancing, hiking and tennis.

Again, please remember the information above includes general suggestions on things you can do to prepare for the Physical Fitness test. It is not meant to provide absolute procedures that will apply for all applicants.

GENERAL PREPARATION GUIDELINES FOR THE PHYSICAL FITNESS TEST

- **See a doctor if you have any questions or concerns about your health.**
- Prepare for the test early and exercise regularly.
- Simulate the exercises exactly as described. Do not make any changes.
- Warm up before exercising.
- Cool down after exercising.
- **Practice the exercises at least once a week as if you were taking the physical fitness test with all events practiced together in the order they will be performed in the test.**
- Make certain you can do more than is expected, so if you are not feeling 100% the day of the test, you will still be able to pass the physical fitness test.
- Make certain you prepare and know you will pass. Do not attend the test hoping for a miracle.
- If you currently smoke, it is recommended that you quit or at least reduce your smoking significantly.
- If you are overweight, it is recommended that you try to loose some weight. Eat healthy. Do not crash diet.

Remember, you are not just preparing for the physical fitness test. Once passing the test you should continue to work out 3 to 4 times a week to continue to maintain (and hopefully improve) your level of physical fitness. The job of a Correction Officer is very physically demanding so the better your physical fitness the more prepared you will be for the job.

Candidates are expected to enter the training academy meeting or exceeding the standards outlined above. The academy is physically demanding and includes physical conditioning and practical skills components. In order to successfully complete the training academy, candidates must meet the standards detailed below. (Please note that these standards are higher than the standards needed to pass the physical fitness test for selection as a Correction Officer and entry into the training academy.)

FEMALE:

Age Group

Test	21-29	30-39	40-49	50+
Sit and Reach	19.1/4"	18.1/4"	17.1/4"	16.3/4"
1 Minute Sit-Ups	32	25	20	14
1 Minute Push-Ups (Modified)	23	19	13	12
300 Meter Run	71 .0 sec	79.0 sec	94.0 sec	107.0 sec

(Note: If females choose to do traditional (full body) push-ups the standards are as follows: age 21-29, 15 push-ups; age 30-39, 11 push-ups; age 40-49, 9 push-ups; age 50-59, 7 push-ups.)

MALE:**Age Group**

Test	21-29	30-39	40-49	50+
Sit and Reach	16.1/2"	15.1/2"	14.1/4"	13.1/4"
1 Minute Sit-Ups	38	35	29	24
1 Minute Push-Ups	29	24	18	13
300 Meter Run	59.0 sec	59.0 sec	72.0 sec	83.2 sec

ON THE DAY OF THE PHYSICAL FITNESS TEST

- Make sure you know how to get to the test site and how long it should take to get there. If you have never been to the test site before, take a test drive before the day of the exam. On the day of the exam, leave yourself plenty of time just in case you hit traffic, have car problems, or get lost. Arrive at the test site early enough so that you can (try to) get relaxed before the start of the test. But, don't arrive so early that you have time to become anxious. It is recommended that you arrive at the test site about 20 minutes prior to your scheduled test. (Please note, if you arrive at the test site more 30 minutes after your scheduled time you will not be permitted to take the test and will not be rescheduled.)
- Check your Confirmation Sheet/Scheduling Letter so you know the location and time of your scheduled test. You must attend the test you are scheduled for. You will not be permitted to take the test at any other date and/or time than the one stated on your official Confirmation Sheet/Scheduling Letter. Please note that if you changed your schedule during the scheduling process, you are only scheduled for your final choice. There are many test dates and times; don't assume you are going to the same test as your friends.
- Do not bring family or friends to the test site. Space is arranged only for applicants and the monitoring staff.
- **Leave cell phones and other devices as listed at home or in your car.** You are not permitted to bring books, manuals, notes or pads into the test room. Cellular phones, Blackberry devices, electronic paging devices, i-Pods/MP-3 players, calculators, watches with memory capability, recording or filming devices, radios, computers, and other mechanical and electronic devices are not permitted at the test site.
- **Bring only what can fit in your pocket.** Do not bring extra keys, wallets, shoes, or clothing that you will not be wearing throughout the test. Leave backpacks, purses, and briefcases at home or in your car.
- **Bring the following.** Be sure to bring your Confirmation Sheet/Scheduling Letter and a photo ID that includes your signature with you. If you do not have a photo ID with your signature, you will not be permitted to take the test.

- **Bring the following.** At the test you will be required to provide the name and telephone number of a person that can be contacted during the test in case of an emergency. Bring this information with you to the test.
- **You may need to bring the following.** For your safety, if you are pregnant, or wearing a brace, cast or sling or obviously injured in any way, you will not be permitted to participate in the physical fitness test without signed medical authorization from a physician. This authorization must state that s/he is aware of the events in the physical fitness test and that it is safe for you to participate in the test. You must bring this medical authorization with you at the time of your scheduled test appointment. You must be able to participate in all four events in order to take the physical fitness test.
- Eat some food but do not eat a heavy meal or smoke for at least 2-3 hours prior to the test.
- Drink enough water to stay sufficiently hydrated, but do not drink excessive amounts of water before, during or after the test.
- Wear exercise or sporting clothes that are appropriate for the events, as well as appropriate exercise/sports undergarments. (Please remember that the physical fitness test is conducted at a state facility – dress should be appropriate for the physical fitness test yet conservative. Shorts should not be too short and t-shirts should be long enough to tuck into your shorts or sweatpants.) Wear sneakers or running shoes. Do not wear new sneakers – it is important that your sneakers are broken in and you have comfortably run in them many times before the test. The first 3 events will be conducted in the gym. The 300 meter run will be conducted outdoors on a paved track.
- You will be required to sign a medical waiver in order to take the physical fitness test. You will be asked to print the name and phone number of a person that can be contacted in case of an emergency.

ADDITIONAL STEPS IN THE SELECTION PROCESS

Structured Interview

Candidates will take part in a structured employment interview to assess oral communication skills and qualifications and suitability for the job. You will be asked to do a writing sample at the time of the interview.

Background Investigation

A comprehensive background investigation that may include, but is not limited to, a review of employment, education, training, criminal, and motor vehicle histories.

Medical Evaluation

The medical examination includes a comprehensive medical/physical examination, including a controlled substance screening.

Successful completion of all phases of the selection process means that you are eligible to be considered for appointment.

APPLICANTS ON ACTIVE MILITARY DUTY

Special testing accommodations may be made for applicants on active military duty. Please contact 800-528-7442 ext. 5208 or e-mail us at Lawenforcement.exams@ct.gov for more details. Documentation will be required.

The Department of Administrative Services wishes you much success in the selection process for the Correction Officer examination.

FREQUENTLY ASKED QUESTIONS (FAQ's)

The following are some frequently asked questions about the Correction Officer selection process.

- 1) **I took and passed the Correction Officer examination offered in 2007 and I have not been offered a job with a start date prior to February 10, 2009. Should I apply for the Correction Officer examination now posted?**

Yes. If you are still interested in employment as a Correction Officer, you should apply for and take the currently announced examination so that you continue your eligibility for employment.

- 2) **When and how will I find out the results of my written test?**

*The results from the written test will be available on the Law Enforcement website. You **will not** receive your results in the mail. If you receive a passing score on the written test for Correction Officer, you will be able to schedule your Physical Fitness Test when you access your test results. You will receive more information at the written test about accessing your results and scheduling the physical fitness test.*

- 3) **When will the Physical Fitness Test be given?**

The physical fitness test for Correction Officer will be conducted on selected dates from April 27, 2009 through May 1, 2009. Candidates will be required to take the physical fitness test on the date, time and location for which they are scheduled.

- 4) **In the case of inclement weather on the day of the exams, how do I find out if the exam is re-scheduled?**

In the case of inclement weather on the scheduled day of your examination, please call 800-528-7442 (under the special messages option) or visit our this Website at <http://www.das.state.ct.us/exam> (click on Notices).

- 5) **Can I make a change to my test schedule?**

Yes. You may make changes to your test schedule and these changes must be made before the application-filing period closes. No changes in test schedules will be permitted after the application-filing period has closed. If you do make a change to your test schedule, your final selection is the only selection that is valid. Destroy your original confirmation page, as this page is no longer valid and will not allow you admittance into the examination.

- 6) **What happens if I didn't print or have misplaced my confirmation page? How can I get a copy?**

If you did not originally print or have misplaced your confirmation page after submitting your application form, you need to go to the Law Enforcement website. Login and click on Exam Application. Go to the "Reprint Confirmation Page" button under the Correction Officer Exam. If you don't have a printer, please call 1-800-528-7442 ext. 4446. Leave your name and social security number. DAS will print the confirmation page and mail it to you.

7) **Do military veterans receive credits?**

VETERAN'S PREFERENCE: Any veteran who served in the armed forces of the United States (i.e., United States Army, Navy, Marine Corps, Coast Guard and Air Force) during time of war and was honorably discharged from, or released under honorable conditions from active service may be eligible for Veterans' credit. Time of war periods include: 12/7/41 to 12/31/47; 6/27/50 to 1/31/55; 7/1/58-11/1/58; 2/28/61 to 7/1/75; 9/29/82 to 3/30/84; 10/25/83 to 12/15/83; 2/1/87 to 7/23/87; 12/20/89 to 1/31/90; and 8/2/90 to the present. If a candidate meets these criteria they are entitled to an extra 5 points on the written test only. Veteran's points are added after a candidate passes an open competitive examination. (C.S. SS-244). Proof of right to Veterans Preference (DD214) or other relevant information must be submitted to DAS/Human Resources, Room 422, 165 Capitol Avenue, Hartford, CT 06106 - Fax (860) 622-2947, if not already on file.

8) **Are there any conditions when make-up examinations can be given for the written and/or the physical fitness tests?**

There will be no make-up examinations except in very rare situations, where an applicant has a legitimate reason for not attending the regularly scheduled examination such as active military duty, serious illness or injury, death in the immediate family or an accident on the day of the exam. Documentation will be required (e.g., military orders, medical certification, police report) prior to the date of the exam, except in critical situations occurring the day of the exam. For those emergency situations occurring the day of the exam, documentation will be required by close of business the first business day following the exam. DAS has final authority to approve or deny all make-up requests. If you find you need to change the date of your examination and the application filing period has not closed, then you should go back to the Law Enforcement Website and reschedule yourself for another day/time/location. If the application filing period has already closed and you have a legitimate reason (as stated above) please fax us your request and the appropriate documentation to 860-622-4913.

9) **When should I begin to prepare for the Physical Fitness Test?**

It is strongly recommended that you begin to prepare for the Correction Officer physical fitness test as soon as possible. (Do not wait until after you receive your results of the written test.) If you are not involved in a regular exercise program of anaerobic activities or you if you have a history of cardiovascular disease, pulmonary disease, diabetes, or other metabolic disease it is strongly recommended that you consult with your physician before beginning to prepare for the physical fitness test. When seeing your physician, bring a copy of the description of the physical fitness test, the components of the test and the standards for passing the test for his/her review. S/he should conduct all appropriate tests and screenings to ensure that it is medically safe for you to prepare for and participate in the physical fitness test. This test is a vigorous test. Please refer to the State of Connecticut Correction Officer Selection Process General Information and Preparation Guide for more information on how to prepare for the physical fitness test.

10) **What does a Correction Officer do?**

A Correction Officer is responsible for providing safe, secure and humane supervision of offenders and insuring a safe environment is maintained for both offenders and the general public. Specific duties vary and may include: responds quickly to emergencies or disturbances by running; controls or contains offender disturbances; responds to alarms and codes; performs counts of offenders and ensures all offenders and are accounted for; controls and accounts for institutional keys; observes offender behavior; writes reports and makes log entries; screens visitors and supervises visits; escorts and/or transports offenders; supervises offender work crews; anticipates and prevents crisis situations; performs security checks; performs routine shakedowns; searches offenders and their property.

11) **What does the training involve?**

Each employee hired as a Correction Officer Cadet begins his or her career with a comprehensive ten-week training program at the Maloney Center for Training and Staff Development in Cheshire, Connecticut. During this ten-week training period, new staff are introduced to Department of Correction policies and procedures. Correction Officer Cadets will be instructed and tested on pre-selected correctional topics. Also during the ten-week period, Correction Officer Cadets will receive a minimum of 112.5 hours of on-site sensitization (OJT) at their assigned facility, which can be located throughout the state of Connecticut. While at the Maloney Center for Training and Staff Development in Cheshire, Correction Officer Cadets will participate in one hour of physical training daily. The physical training will consist of running, push-ups, sit-ups and other cardiovascular exercises. Typically, while at the Maloney Center for Training and Staff Development, work hours are Monday through Friday from 8:00 a.m. to 3:30 p.m. The work hours while at OJT at the assigned facility will be assigned by the individual facility. Correction Officer Cadets must commute from their home to their assignment at the Maloney Center for Training and Staff Development and/or their assigned facility. There are no overnight accommodations made by the Department of Correction for Correction Officer Cadets.

12) **What qualities make a good Correction Officer?**

A good Correction Officer should be flexible, have good common sense, good communication skills, be observant, be physically fit and lastly be firm, fair and consistent.

13) **What Other Career Opportunities or Special Assignments are there?**

There is room for advancement to the following career path:

- Correction Officer*
- Correctional Lieutenant*
- Correctional Captain*
- Correctional Deputy Warden*
- Correctional Warden*

Depending upon your educational background there may also be opportunities to advance in the treatment area (e.g. Correctional Treatment Officer, Correctional Counselor.)

Special Assignments may include the following:

- Canine Unit*
- Transportation*
- Security Division*
- Correctional Emergency Response Team*

14) **Is it Safe?**

You are never left alone when you begin as a Correction Officer. You undergo extensive training that includes ten (10) weeks at the training academy. During this training, you also work with a seasoned officer and take part in orientation of the facility that you will be assigned to. As you go through your career with corrections, you will have additional training in specific areas. You become part of the team that is responsible for the operations of the facility during your shift. It is important to remain physically fit throughout your career with the Department of Correction in order to maintain maximum safety at all times.

15) **What are the steps in the selection process?**

Written Test – multiple choice questions to measure such areas as: observation, memory, problem solving, judgment, logical reasoning, reading comprehension, skill in counting and basic math, interpersonal skills, written communication skills, work behaviors, styles, preferences and interests. The written test will be held on selected dates from March 2, 2009 through March 7, 2009. Candidates must take and pass the written test in order to move on in the selection process.

Physical Fitness Test – exercises to measure flexibility, muscular endurance, and anaerobic power (i.e. sit and reach, sit-ups, push-ups and 300 meter run). Candidates must take and pass the physical fitness test in order to move on in the selection process.

Structured Interview – a structured interview to assess qualifications and suitability to be a Correction Officer. You will be required to do a writing sample at the time of the interview. Candidates must pass the interview in order to move on in the selection process.

Background Investigation – comprehensive background investigation that will include a review of employment, education, training, criminal and motor vehicle histories. Candidates must pass the background investigation in order to move on in the selection process.

Medical Evaluation – comprehensive physical examination, including controlled substance screening. Candidates must pass the medical evaluation in order to move on in the selection process.

Once selected for appointment, candidates must successfully complete a ten-week training program and an additional six-month working test period.

16) **What is a felony?**

A felony is an offense for which a person may be sentenced to a term of imprisonment in excess of one year. Felonies are classified for the purposes of sentence as follows: Class A, Class B, Class C, Class D, Unclassified and Capital felonies.

A fine for a Class A felony shall be an amount not to exceed twenty thousand dollars.

A fine for a Class B felony shall be an amount not to exceed fifteen thousand dollars.

A fine for a Class C felony shall be an amount not to exceed ten thousand dollars.

A fine for a Class D felony shall be an amount not to exceed five thousand dollars.

A fine for a Unclassified felony shall be an amount in accordance with the fine specified in the section of the general statutes.