

# MICHIGAN DEPARTMENT OF CORRECTIONS

## Corrections Officer Selection and Probation Process

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This chart indicates the process a Corrections Officer applicant must go through to be hired.

### 1. CIVIL SERVICE APPLICATION

You may obtain a Civil Service application via the internet at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs).

### 2. EDUCATIONAL REQUIREMENTS

You must have an educational background that includes at least 15 semester (or 23 term) college credit hours in Corrections, Criminal Justice, Psychology, Sociology, Educational Psychology, Family Relations, Guidance and Counseling, Pastoral Counseling, Social Work or Law Enforcement. **These credits must be earned prior to submitting an application.**

Or

Possession of 30 semester (or 45 term) college credit hours in any academic or degree prerequisite area meets the educational requirements, however passing the Civil Service exam will also be required. **These credits must be earned prior to submitting an application.**

Or

Any bachelor's degree or two years of satisfactory Corrections Officer employment at the state or federal level fulfills the educational requirement and the Civil Service exam is waived. **These credits must be earned prior to submitting an application.**

### 3. CIVIL SERVICE EXAMINATION

Civil Service will provide an applicant with the date and location of the Corrections Officer exam. An applicant must receive a passing score. Retakes of the exam are limited to every six months. The exam will be waived if you: a) possess a bachelor's degree with a major in any field of study, **or** b) have active military duty with an honorable discharge, **or** c) are currently a member in any branch of the military or military reserve, **or** d) have two years full-time experience as a corrections officer in another state **or** federal jurisdiction.

### 4. CRIMINAL HISTORY CHECK

An applicant must provide criminal history information by completing a Department of Corrections Release of Information form and must pass the criminal history check prior to consideration for employment. Falsification of information will result in elimination from consideration for hire. **An individual who has been convicted of a felony or domestic violence cannot be hired. Consideration cannot be given to an applicant who is on misdemeanor probation, has outstanding warrants, or has a controlled substance (drug) related conviction in any jurisdiction, including drug-related military discharges. In addition, an applicant who has been convicted of any other misdemeanor shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including payment of fines and probation.**

## 5. EMPLOYMENT HISTORY

An applicant is required to provide a pre-employment application.

## 6. INTERVIEW

The Department of Corrections will notify an applicant by mail to advise him/her of a scheduled date and time for a structured interview. Interviews are conducted in a panel format consisting of Corrections supervisors and/or Recruitment personnel. An applicant will have two chances to pass the structured interview. Employer reference forms are sent with the interview information to be completed which will enable the Department of Corrections to verify employment history.

## 7. PHYSICAL FITNESS TEST

A physical fitness test is administered prior to consideration for employment. The test includes push-ups, sit-ups, and a step test to measure cardiovascular fitness. An applicant will have two chances to pass the physical fitness test.

## 8. SCREENING AND RATING

Applicants passing Steps 1 through 7 will be rated according to education, work experience, physical fitness test, criminal history, and interview performance. The applicant will then be placed in an applicant pool for hiring consideration. **Placement in the applicant pool does not guarantee you will be hired.**

## 9. HIRING AND PHYSICAL

Hiring consideration is based on an applicant's rating, desired work locations and the Department of Corrections hiring needs. A contingent offer of employment is made subject to passing a pre-employment drug test and physical exam. An applicant must be able to wear a gas mask and a self-contained breathing apparatus (SCBA) to be hired. Applicants with medical restrictions which would keep them from performing all essential job functions of the Corrections Officer's job cannot be hired. **Failure to pass the pre-employment drug test will result in permanent elimination from consideration for employment, even if the failure is due to taking someone else's valid prescription.**

## 10. TRAINING

Training consists of 320 hours in the classroom at the Training Academy in Lansing and two months of on-the-job training at the correctional facility for which the trainee is hired. A trainee must pass all academic and performance tests, **including the physical fitness test and weapons qualifications**, to receive a satisfactory 4-month rating and continue employment.

The trainee must satisfactorily complete a one year probationary rating period.

Any questions regarding this process should be directed to the Michigan Department of Corrections, Recruitment Section, 7150 Harris Drive, Lansing, MI 48913, Phone 517-636-0780 or toll free 888-820-7129.