



STATE OF UTAH
invites applications for the position of:

Correctional Officer - POST

SALARY: \$19.27 Hourly

OPENING DATE: 04/08/19

CLOSING DATE: 05/19/19 11:59 PM

NUMBER OF OPENINGS: 100

BENEFITS:

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

CRIMINAL BACKGROUND CHECK:

You must successfully pass a criminal history check.

DRIVER LICENSE REQUIREMENTS:

Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

PHYSICAL ADDRESS:

Draper Facility 14425 S. Bitterbrush Lane Draper, UT 84020 or
Central Utah Correctional Facility 255 E. 300 N. Gunnison, UT 84634

RECRUITER CONTACT INFORMATION:

Erin Rhead ~ erhead@utah.gov ~ 801-545-5504

OVERTIME EXEMPT:

No

SCHEDULE CODE:

B - Competitive Career Service - Employment in this position requires a probationary period.

EEO STATEMENT:

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

FMLA NOTIFICATION:

FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family

and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or <https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf> (Spanish)

JOB DESCRIPTION:

The Utah Department of Corrections is looking for those who want to make a difference in other's lives and the community. If you would like a career in Law Enforcement as a **Correctional Officer**, and enjoy working with a great team and a department that encourages their staff to advance their education and career by offering education assistance, as well as promotional opportunities, then this is the career for you!



Total possible compensation including benefits = **\$59,199.66 annually.**

A Correctional Officer is not just a job, it is a Career!

A **Correctional Officer** maintains safety, security and surveillance over institutional programs and activities, including possible responsibilities in other areas such as:

- Investigations
- CIRT - Critical Incident Response Team
- K-9 Officer
- Gang Intelligence
- Programming
- Training
- Instructor of firearms, defensive tactics, first aid/CPR
- Transportation (high risk transports, out of State extradition, etc.)
- Inmate Placement Program
- Adult Probation & Parole

The Correctional Officer position requires POST Certification. (If you are not POST Certified, we will put you through the academy in order to obtain the necessary certifications, as a full time paid employee.)

Correctional Officers are the Prison's front-line employees, their duties include:

- Involved in the day to day operations of the prison.
- Searching cells and inmates for contraband, such as weapons and drugs; settle disputes between inmates, and enforce discipline.
- Monitoring the movement of offenders inside and between facilities.
- Generally supervising and maintaining security within the facility.
- Monitoring schedules, participating in resolution of disorderly behavior.
- Having a sense of community. As the offenders live together for extended periods of time, the Correctional Officer must find ways to encourage community and peace within the inmate population.
- Provides information and makes informed decisions concerning inmate behavior, attitudes, goals, etc.
- Correctional Officers interact with offenders daily and can make the biggest impact on an inmate's experience while in the care and custody of the Utah Department of Corrections.
- Performs security and custody duties including inmate supervision, cell searches, inspections, inmate movement; prepares inmate incident and disciplinary reports.

- Coordinates activities with institutional needs and enforces security regulations on or off property.
- Enforce regulations through effective communication and the use of progressive sanctions, such as loss of privileges.
- Aid inmates in their rehabilitation by scheduling work assignments, counseling, and educational opportunities.

The best candidate has the following skills and abilities:

- Supervise and monitor offenders
- Positive role model
- Become a leader
- Facilitate Programming/Education opportunities for offenders
- Communicate clear expectations and positive reinforcement
- Provide creative/innovative ideas for inmate management
- Create a safe and positive environment for staff and offenders
- High character and integrity
- Team Player
- Able to work with a diverse population
- Problem solver / Conflict resolution
- Strong interpersonal skills



Academy Start Date

September 9, 2019

****The academy date listed above is subject to change, based on the number of applicants.**

Why You Should Join Our Team

You can make a difference in public safety and help offenders transform their lives. Be a positive role model and become a leader. Plus Correctional Officers are eligible for a comprehensive benefits package from day one including:

- Medical, Dental, Vision
- Total possible compensation including benefits = **\$59,199.66 annually.**
- 401k
- 11 paid Holidays
- You can accrue up to 2.6 weeks of Annual Leave **AND** 2.6 weeks of Sick leave per year
- Pension Plan
- Education assistance
- Uniform allowance
- Paid training

The Agency

The Utah Department of Corrections as a dedicated team of professionals ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment.

For additional information about the Utah Department of Corrections please go to <http://www.corrections.utah.gov/>

TYPICAL QUALIFICATIONS:

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
- applicable laws, rules, regulations and/or policies and procedures
- speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
- principles, theories, and practices of Corrections
- use security and/or control techniques or devices to secure people, facilities, property, supplies or equipment
- coordinate the activities or tasks of people, groups and/or organization(s)
- use the inmate classification and disciplinary system for inmate management
- observe the environment, paying attention to changes, inappropriate activity, or potential problems
- the offender management review system
- functionally supervise interns, volunteers, or resident workers

SUPPLEMENTAL INFORMATION:

- DHRM rules regarding promotions and transfers apply to current state of Utah employees.

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APPLICATIONS MAY BE FILED ONLINE AT:
<https://statejobs.utah.gov>

Position #19546
 CORRECTIONAL OFFICER - POST
 ER

2120 State Office Building
 Salt Lake City, UT 84114
 801-538-3025

statejobs@utah.gov

Correctional Officer - POST Supplemental Questionnaire

* 1. CORRECTIONAL OFFICER APPLICANTS

The instructions that follow are critical to your successful completion of the application process. Your failure to adhere to all instructions may result in your disqualification as an applicant.

Please verify that your name in your job seeker profile matches the name printed on your social security card.

Only qualified applicants selected for testing will be contacted.

Do you understand?

Yes

No

* 2. INSTRUCTIONS FOR APPLICANTS

If you meet the minimum qualifications you will be contacted via e-mail with the scheduled dates and times for the testing. **You must have a valid email address**

in your job seeker profile in order to receive communications from us. Be sure to check your spam and junk mail boxes, as our e-mails can end up there.

If invited to the initial testing for a Correctional Officer position. You must bring the following items with you when registering.

1- NPOST (National Peace Officer Selection Test) scores, if you have already passed this exam.

2- BCI (Bureau of Criminal Investigation) complete form. (attached in testing invitation email)

3- \$18 cash, if you plan to take the NPOST exam with us.

4- Valid drivers license, for identification purposes

NPOST testing information is available at <https://highwaypatrol.utah.gov/join-uhp-becoming-a-trooper/post-requirements-to-become-certified/>

The minimum entry qualifications for the physical fitness test are as follows:

a) 14.5 inch vertical jump;

b) 23 sit-ups in 1 minute or less;

c) 14 consecutive push-ups; and

d) 1.5 mile run in 16:11 minutes or less.

Start preparing yourself NOW to meet the above physical requirements. We will try to give you as much notice as possible for the dates of testing.

Have you read all of the instructions and do you understand them?

Yes

No

- * 3. Have you previously applied with the Utah Department of Corrections, for a Correctional Officer position?

Yes

No

4. If you have applied with the Utah Department of Corrections, for a Correctional Officer, please list the dates of your previous application(s).

- * 5. Have you previously worked for the Utah Department of Corrections?

Yes

No

6. If you answered 'yes' to previously working with the Utah Department of Corrections, please describe your experience, including specific job titles and responsibilities, as well as the length of time in each position.

- * 7. Have you taken, and passed, the National Police Officer Selection Test (NPOST)?

Yes

No

- * 8. Do you currently have any of the following certifications in the State of Utah, that are still active? (check all that apply)

You MUST attach a copy of any certification(s) that you checked to your application.

None

SFO - Special Function Officer

BCO - Basic Correctional Officer

LEO - Law Enforcement Officer

- * 9. Please indicate the highest level of education you have completed. **You MUST**

attach a copy of any Diploma/GED, Transcript or Degree that you checked to your application.

- None
- High School Diploma / GED
- Some College
- Bachelors Degree
- Masters Degree

* 10. Are you at least 21 years of age, **or** will you be 21 years of age before the academy start date of September 9, 2019?

- Yes
- No

* 11. Are you a United States Citizen?

- Yes
- No

* 12. If you have used any illegal drugs in the past two years, you will not qualify to attend the POST academy for a minimum of two years from the most recent date of use.

This qualification is based on Utah law., (i.e. use of marijuana in states where it is legal will disqualify you if used in the past two years.)

- I understand this statement

* 13. By law applicants for the Utah Department of Corrections cannot have "felony convictions". Applicants with convictions that violate this law cannot be considered for employment.

Note: Involvement in a felony crime for which you were not convicted of a felony requires a four (4) year waiting period from date of involvement.

As an adult if you have had a felony criminal conviction as set forth above answer "yes" to this question.

- Yes
- No

* 14. By law applicants for the Utah Department of Corrections cannot have been convicted **in the last two years** of Driving Under the influence of Alcohol, Drugs or Metabolite (from the date of conviction)

If you have been convicted in the last two years of Driving Under the influence of Alcohol, Drugs or Metabolite, (from the date of conviction) , please answer "yes" to this question.

- Yes
- No

* 15. By law applicants for the Utah Department of Corrections cannot have been convicted **in the last four years** of a crime of dishonesty (from the date of conviction)

*Crimes of dishonesty include, but are not limited to: theft; fraud; tax evasion; issuing bad checks; financial transaction credit card offenses; deceptive business practices; defrauding creditors; robbery; bribery or receiving a bribe; perjury; extortion; arson; criminal mischief; falsifying government records; custodial interference; forgery; receiving stolen property; firearms violations; burglary; criminal trespass; vandalism; kidnapping; furnishing or permitting minors to use tobacco or alcohol; violations of the computer crimes act; offenses against the administration of government; violations against the public order and decency act; violations of the pornographic and harmful materials and performances act; violations of the racketeering enterprises act; violations of the cable television programming decency act; violations of the communications fraud act; violations of wildlife laws.

If you have had a criminal conviction in the last four years of a crime of dishonesty (from the date of conviction) , please answer "yes" to this question.

- Yes
 No

- * 16. By law applicants for employment with the Utah Department of Corrections cannot have been convicted **in the past four years** of a crime of unlawful sexual conduct (from the date of conviction)

If you have had a criminal conviction in the past four years of a crime of unlawful sexual conduct (from the date of conviction) please answer "yes" to this question.

- Yes
 No

- * 17. By law applicants for employment with the Utah Department of Corrections cannot have been convicted **in the past four years** of a crime of physical or domestic violence (from the date of conviction)

Note: Conviction of or involvement in class A misdemeanor crimes involving physical or domestic violence requires a four (4) year waiting period from date of conviction or involvement.

If you have had a criminal conviction in the past four years of a crime of physical or domestic violence (from the date of conviction) please answer "yes" to this question.

- Yes
 No

- * 18. This recruitment is hiring for two different locations. Please check which location(s) you would like to be considered for and are willing to work. *Do not check a location, if you are not willing to work there.

- Draper Facility - Draper, UT
 Central Utah Correctional Facility - Gunnison, UT

- * 19. Please indicate how you heard about this specific job posting.

- State Jobs
 An External Job Posting Site (Indeed, LinkedIn, etc.)
 Social Media (Facebook, Twitter, etc.)
 Advertisement (Newspaper, Internet, Radio, etc.)
 Professional Network
 University Network (Career Center)
 Referred by a Friend or Colleague
 Contacted by a Recruiter
 Career Fair
 Internal communication from a State Agency that employs me - State employees only
 Movie Theater Ad
 Other

20. If you answered 'Other' to question #19 above. Please list how you heard about this job opening.

- * Required Question