

# DEPARTMENT OF CORRECTIONS APPLICATION QUESTIONNAIRE AND HIRING INFORMATION FOR THOSE INTERESTED IN BECOMING A CORRECTION OFFICER RECRUIT

(Please print a copy of this document for your records)

Dear Candidate:

Although a career in correctional services may be both personally fulfilling and financially rewarding, many persons are not suited for this type of work. The position of Correction Officer Recruit often requires that the employee engage in activities and be placed in situations which many individuals find both physically undesirable and emotionally objectionable. In the past, many people interested in a career in corrections have refused employment when they learned all of the requirements of the position of Correction Officer Recruit; others have resigned during the first few months on the job. In order to spare the discomfort of preparing yourself for employment, only to find that there are aspects of the job which make it unacceptable to you, the Department of Corrections has prepared an Application Questionnaire of job elements for your consideration. Each element in the questionnaire represents a job requirement. An employee who refuses to perform any one of the responsibilities on this questionnaire is subject to dismissal.

THEREFORE, anyone unwilling to perform any of the activities outlined in this questionnaire should not submit an application to become a Correction Officer Recruit. It is important that you read each statement carefully and thoughtfully consider your response. While some of these statements may appear to be offensive to some, the sole intent of this questionnaire is to give you a realistic view of the duties, work environment and responsibilities of a Correction Officer Recruit.

1. Are you willing to work in a job where you are not free to discuss many of your daily activities with family and friends?
2. Are you willing to wear a uniform to work everyday?
3. Are you willing to be trained in the use of firearms?
4. Are you willing to attend a physically intensive 14-week, in-residence training program in Sea Girt, NJ and two weeks of training in your assigned facility?
5. Are you willing to undergo a comprehensive psychological evaluation if this position is offered to you?
6. Are you willing to undergo an intensive physical examination if this position is offered to you?
7. Are you willing to work in a locked area of a building, supervising the activities of inmates who have been convicted of murder, rape, child molesting, armed robbery, etc?
8. Are you willing to work eight hours a day, with dangerous inmates in an area which can be unlocked only from the outside?
9. Are you willing to work a shift, which may be one of the following: 6AM to 2PM, 2PM to 10PM, 10PM to 6AM?
10. Are you willing to work weekends with your regular days off during the week?
11. Are you willing to work ALL Holidays?
12. Are you willing to work double shifts (16 consecutive hours) and scheduled days off with little or no advance warning?
13. Are you willing to be confined to the institution for your entire tour of duty, including the meal break, and eat only the meal provided by the institution?
14. Are you willing to work alone for an entire eight-hour shift?
15. Are you willing to supervise the activities of inmates who might call you offensive names and/or threaten you and your family?
16. Are you willing to supervise the activities of inmates while they are in the bathroom or shower?
17. Are you willing to pat frisk inmates, visitors, and other staff members and to conduct visual searches of inmates' body cavities?

18. Are you willing to testify in court concerning events that have occurred in the institution?
19. Are you willing to work in an infirmary with sick inmates who could have serious diseases such as AIDS or Tuberculosis?
20. Are you willing to work in building areas that smell of unpleasant odors such as body odor, body wastes, etc?
21. Are you willing to respond to life threatening incidents such as inmates and/or staff who have been stabbed, had heart attacks, attempted to hang themselves, etc.?
22. Are you willing to shoot an escaping inmate (possibly to death) should the need arise?
23. Are you willing to report a fellow officer who might be breaking prison rules or regulations?
24. Are you willing to risk your personal safety to rescue a fellow officer or an inmate from attack?

While this list is not exhaustive, you can see that the Correction Officer Recruit has a challenging, difficult and stressful job that can sometimes be dangerous. **If you are unwilling to perform any of the above activities, and cannot answer “yes” to all of the above, you should not file an application at this time.**

If you decide that a career as a Correction Officer is something you are truly interested in pursuing and you meet all of the requirements for this position, you **must** complete and submit an online job application along with the required application fee. You will then be scheduled to take an examination which is tentatively scheduled to be given in March/April, 2015. Those who pass this examination will be placed on an eligible list. At that time you will be sent a Department of Corrections (DOC) Employment Application which you must complete and return to the DOC. Those who fail to submit a completed employment application may be removed from the eligible list.

When the DOC is ready to make appointments from the eligible list, those at the top of the eligible list will be “certified.” Those certified must follow instructions on contacting the DOC to indicate their continued interest in employment as a Correction Officer Recruit. Failure to contact the DOC within the timeframes indicated on the certification notice may be cause for removal from the eligible list.

In addition to the failure to respond to the Notice of Certification, there are a number of additional reasons one may be removed from an eligible list. Some of these include:

## **CRITERIA FOR REMOVAL FROM THE ELIGIBLE LIST**

### **A. DRIVING RECORD:**

HAS TWO (2) OR MORE CONVICTIONS FOR OPERATING A MOTOR VEHICLE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL.

HAS EIGHT (8) OR MORE MOVING VIOLATIONS WITHIN EIGHT (8) YEARS OF THE CLOSING DATE FOR THE CURRENT ELIGIBLE LIST.

HAS EIGHT (8) OR MORE CURRENT POINTS.

HAS TWO (2) OR MORE CONVICTIONS FOR DRIVING WHILE SUSPENDED OR AS AN UNLICENSED DRIVER WITHIN EIGHT (8) YEARS OF THE CLOSING DATE FOR THE CURRENT ELIGIBLE LIST.

HAS FAILED TO APPEAR IN COURT TWO (2) OR MORE TIMES WITHIN EIGHT (8) YEARS OF THE CLOSING DATE FOR THE CURRENT ELIGIBLE LIST.

HAS TWO (2) OR MORE CONVICTIONS FOR RECKLESS DRIVING WITHIN EIGHT (8) YEARS OF THE CLOSING DATE FOR THE CURRENT ELIGIBLE LIST.

DOES NOT POSSESS A VALID NEW JERSEY DRIVER’S LICENSE.

## **CRITERIA FOR REMOVAL FROM THE ELIGIBLE LIST (CONTINUED)**

### **B. CRIMINAL HISTORY:**

HAS BEEN CONVICTED OF A DISORDERLY PERSONS OR PETTY DISORDERLY PERSONS OFFENSE WITHIN TEN (10) YEARS OF THE CLOSING DATE FOR THE CURRENT ELIGIBLE LIST.

HAS BEEN CONVICTED OF ANY OFFENSE WHICH INVOLVES DISHONESTY (INCLUDING 2C:51-2-FORFEITURE OF PUBLIC OFFICE).

HAS BEEN CONVICTED OF ANY OFFENSE WHICH TOUCHES ON THE POSITION OF A LAW ENFORCEMENT OFFICER (INCLUDING OFFENSES UNDER 2C:51-2-FORFEITURE OF PUBLIC OFFICE).

HAS BEEN CONVICTED OF ANY OFFENSE WHICH IS A CRIME OF THE 4TH DEGREE OR HIGHER TO INCLUDE, BUT NOT LIMITED TO, ANY SEXUAL OFFENSE OR JUVENILE OFFENSES (INCLUDING 2C:51-2-FORFEITURE OF PUBLIC OFFICE).

HAS BEEN CONVICTED OF ANY OFFENSE WHICH INVOLVES LEWDNESS (2C:14-4-LEWDNESS).

HAS EVER BEEN INCARCERATED FOR A CHARGE OR CONVICTION IN ANY FACILITY OF ANY JURISDICTION.

IS PENDING GRAND JURY INVESTIGATION OR INDICTMENT OR HAS PENDING CHARGES, ACTIVE WARRANTS, OR IS CURRENTLY ON TRIAL FOR ANY OFFENSE IN ANY JURISDICTION.

IS CHARGED WITH ANY OFFENSE AFTER SUBMISSION OF AN APPLICATION AND FAILS TO IMMEDIATELY DISCLOSE THE EVENT TO THE RECRUITMENT UNIT.

IS PRESENTLY ON PROBATION AS PART OF A JUVENILE MATTER, A CONDITIONAL DISCHARGE OR PRE-TRIAL INTERVENTION PROGRAM.

HAS BEEN CONVICTED OF ANY ACT OF DOMESTIC VIOLENCE (“LAUTENBURG AMENDMENTS”) OR ANY OFFENSE THAT WOULD PRECLUDE ONE FROM PURCHASING OR HANDLING OF FIREARM.

CONVICTION (EXPUNGED OR NOT) FOR POSSESSION, AND OR SALE, OF CDS (2C:35 OR TITLE 24).

HAS ENTERED INTO A JUVENILE DIVERSION PROGRAM, A CONDITIONAL DISCHARGE AGREEMENT OR PRE-TRIAL INTERVENTION PROGRAM FOR ANY OFFENSE UNDER N.J.S.A: 2C OR TITLE 24 (INCLUDING DISORDERLY PERSONS OR PETTY DISORDERLY PERSONS OFFENSES).

HAS FAILED TO DISCLOSE ANY N.J.S.A. 2C CHARGE WHETHER IT HAS BEEN DISMISSED BY THE COURT, DISMISSED THROUGH ANY TYPE OF DIVERSIONARY PROGRAM, AMENDED/DOWNGRADED, EXPUNGED OR IF YOU HAVE SUCCESSFULLY COMPLETED MEDIATION, ANY COURT ORDERED PROGRAM, CLASS OR ETC.

## **CRITERIA FOR REMOVAL FROM THE ELIGIBLE LIST (CONTINUED)**

### **B. CRIMINAL HISTORY (continued):**

INVOLVEMENT, AFFILIATION OR ENGAGING IN ANY TYPE OF ACTIVITY, CONDUCT, OR BEHAVIOR RELATED TO A CRIMINAL ORGANIZATION, SECURITY THREAT GROUP OR OTHER ORGANIZATION THAT AFFECTS THE SAFETY OF STAFF, INMATES OR COMMUNITY AND/OR AFFECTS THE SAFE, SECURE AND/OR ORDERLY OPERATION OF THE DEPARTMENT OF CORRECTIONS FACILITIES.

### **C. OTHER:**

IS NOT A U.S. CITIZEN.

IS NOT A RESIDENT OF THE STATE OF NEW JERSEY.

HAS HAD ANY SEXUAL HARASSMENT VIOLATION IN THE WORKPLACE SUBSTANTIATED.

MEETS ANY OF THE DISQUALIFICATION CRITERIA UNDER THE PRISON RAPE ELIMINATION ACT (PREA).

HAS BEEN FOUND TO HAVE FALSIFIED ANY DOCUMENT, HAS FAILED TO DISCLOSE ALL REQUESTED INFORMATION IN THIS APPLICATION, OR INTENTIONALLY GIVES FALSE INFORMATION DURING ANY PART OF THE PRE-EMPLOYMENT PROCESS.

REFUSES TO CONSENT TO ANY PART OF THE SECURITY AND/OR BACKGROUND INVESTIGATION DURING ANY PART OF PRE-EMPLOYMENT PROCESSING, INCLUDING DISCLOSING EVENTS WHICH OCCUR AFTER THE SUBMISSION OF THIS APPLICATION IN ACCORDANCE WITH THE INSTRUCTIONS HEREIN.

HAS HAD EMPLOYMENT TERMINATED BY A FEDERAL, STATE, COUNTY, OR MUNICIPAL LAW ENFORCEMENT AGENCY FOR DISCIPLINARY REASONS, OR WHO HAS RESIGNED IN "GOOD STANDING" NOT TO REAPPLY TO LAW ENFORCEMENT.

HAS FAILED TO MEET THE MINIMUM REQUIREMENTS FOR THE POSITION AS OF THE CLOSING DATE FOR THE CURRENT ELIGIBLE LIST AS NOTED BY THE NJ CIVIL SERVICE COMMISSION IN THE OPEN ANNOUNCEMENT.

HAS REFUSED/FAILED TO SUBMIT TO A URINE SAMPLE OR SUBMITS A URINE SAMPLE WHICH IS FOUND TO BE POSITIVE FOR AN UNAUTHORIZED CONTROLLED SUBSTANCE.

HAS AN UNACCEPTABLE PAST EMPLOYMENT HISTORY (DISCIPLINARY ACTION FOR PERFORMANCE AND/OR ATTENDANCE); AND OR

HAS FAILED TO ATTEND, PARTICIPATE IN AND/OR SUCCESSFULLY COMPLETE ANY PHASE OF THE BASIC TRAINING PROGRAM IN ACCORDANCE WITH ESTABLISHED RULES AND REGULATIONS OF THE CORRECTIONAL STAFF TRAINING ACADEMY AND/OR THE POLICE TRAINING COMMISSION.

HAS DEMONSTRATED A HISTORY OF BEHAVIOR IN HIS OR HER PERSONAL AND/OR WORK LIFE THAT IS INCONSISTENT WITH THE STANDARDS EXPECTED OF A LAW ENFORCEMENT OFFICER.



**PLEASE TAKE NOTICE – EFFECTIVE 06/01/2015  
IMPORTANT INFORMATION FOR ALL CANDIDATES**

**MANDATORY** Physical Fitness Testing Requirements:

A potential trainee must successfully complete all five (5) components of the PTC prescribed pre-admission physical fitness test. Remediation and re-testing are not authorized under any circumstances.

**PLEASE NOTE: IF YOU CANNOT PASS THIS PHYSICAL PRE-ASSESSMENT TEST, YOU WILL NOT BE CONSIDERED FOR THE POSITION AND YOU WILL BE REMOVED FROM THE NJDOC STATE CORRECTION OFFICER ELIGIBLE LIST.**

The PTC pre-admission physical fitness test shall include: a 300 meter run, push-ups, a measured vertical jump, sit-ups, and a 1.5 mile run, administered in that order.

To successfully complete the physical fitness test, the potential trainee must complete:

- o A 300 meter run in 70.1 seconds or less
- o 24 push-ups in 1 minute or less
- o A vertical jump of 15 inches or more
- o 28 sit-ups in 1 minute or less
- o A 1.5 mile run in 15.55 minutes or less

**A video is available with visual information at:**

**<http://youtu.be/QajrRGIBIPk>**