

GEORGIA DEPARTMENT OF CORRECTIONS

How to become a GDC CORRECTIONAL OFFICER



MISSION:

The mission of the Georgia Department of Corrections is to protect and serve the public as a professional organization by effectively managing offenders while helping to provide a safe and secure environment for the citizens of Georgia.

Becoming a GDC Correctional Officer:

Correctional Officer applicants must take and pass the POST Entrance Exam. Exam information, including locations, Saturday test site directions, test dates and times may be obtained by visiting the **GDC Employment website** at www.GDCJobs.com or by calling the **GDC Job Information Line** at **1-888-343-JOBS**.

Minimum Requirements:

Correctional Officers are responsible for the supervision and control of prisoners at a correctional facility. Candidates for the job must meet the following minimum standards:

- Have U.S. Citizenship
- Be at least 18 years of age
- Have a High School Diploma or state-issued GED Certificate
- Have no felony convictions

NOTE: Applicants that do not meet the Minimum Qualifications, cannot become a GDC Correctional Officer.

Candidates for the job must meet the following minimum physical requirements:

- Adequate physical condition to perform the essential functions of the job.
- Minimum vision of 20/40 in both eyes, corrected or uncorrected, with or without glasses or contact lenses.
- The ability to distinguish colors, have adequate depth perception and adequate peripheral vision.
- Hearing loss no greater than 24 decibels, DEA average of 500, 1000, 2000 and 3000 in the better ear with or without a hearing aid.

Peace Officer Training Reimbursement Agreement

Correctional Officer Applicants must sign a Peace Officer Training Reimbursement Agreement prior to attending BCOT. In the event a Correctional Officer voluntarily terminates employment within 12 months of completing BCOT, he/she is legally obligated to reimburse GDC for part or all of the expense of the costly BCOT program.

Fitness Standards:

POST certified employees employed by GDC must meet physical fitness standards. These standards will

require new employees to perform a certain number of push-ups and sit-ups and run one mile within specified periods of time as outlined below:

Applies to new hires beginning January 2009 and existing staff in 2010.

MALE: 8 push-ups in one minute
12 sit-ups in one minute
16-minute mile

FEMALE: 4 push-ups in one minute
8 sit-ups in one minute
16-minute mile

The revised standards will apply to new hires beginning January 2010 and existing staff in 2011.

MALE: 16 push-ups in one minute
25 sit-ups in one minute
13-minute mile

FEMALE: 8 push-ups in one minute
16 sit-ups in one minute
13-minute mile

Applying:

Applicants may call the **GDC Job Information Line at 1-888-343-JOBS**. **Atlanta area residents, please call (404) 656-4593**. All Correctional Officer applicants will complete a scannable State of Georgia Correctional Officer Application for Examination at the test site. Applications are only available at the test sites. Applicants may pick up a Correctional Officer Information sheet at any GDC facility, at any Georgia Department of Labor office, through the Georgia Merit System or by calling **(404) 656-4730** and requesting this information be mailed to you. You may also access this information via the **GDC Employment web site at www.GDCJobs.com**.

Testing:

Applicants should bring a government issued ID card (Driver's License) to the test site.

The POST Entrance Exam consists of two timed sections; a reading comprehension section consisting of 45 multiple choice questions and a sentence structure section consisting of 30 multiple choice questions. Applicants with a passing score on the POST Entrance Exam will be placed on a List of Available Applicants to be considered for job vacancies. The test score is valid for an indefinite period of time.

The test will be scored by computer in Atlanta. A test

score report will be mailed to applicants within three weeks.

For the convenience of Correctional Officer applicants, the GDC periodically offers walk-in test sessions at GDC facilities and other locations. GDC also offers walk-in testing on certain Saturdays of each month at various locations. Visit the **GDC Employment web site** at www.GDCJobs.com or call the **GDC Job Information Line at 1-888-343-JOBS**, or call **(404) 656-4730** to obtain test dates, times and directions to the Saturday test sites. Applicants may also take the exam in Atlanta, on a walk-in basis, every Wednesday at 1:00 PM. Call the Georgia Merit System at **(404) 656-2724** for additional information.

Re-test Policy:

The re-test policy allows applicants to take the POST Entrance Exam every 6 months.

Interviewing:

Applicants may receive interview notices from various correctional facilities in the mail. If notified of an interview, all applicants are required at the time of the interview to have the following documents:

- High School Diploma or GED Certificate.
- Social Security Card or other official document to show employment eligibility.
- Birth Certificate or other recognized proof of birth.
- Valid Driver's License or other official document to establish identity.
- DD214 or equivalent (if applicable). Applicants may visit www.vetrecs.archives.gov to request a copy of their DD-214 Member 4 form.
- Selective Service Registration Card, or proof of being exempt from registration (male applicants only, between the ages of 18 and 26 years old).

NOTE: If you receive an interview notice, you must respond to it or your name will be removed from the List of Available Applicants.

Employment Information:

All applicants must be willing to work any shift. Shift assignments are not permanent and are subject to change.

If offered employment, applicants must be willing to undergo a:

- Four-week Basic Correctional Officer Training course.
- Criminal background investigation.
- Pre-employment drug screening.
- Complete medical examination at their own expense.
- And must provide drivers history for past seven years at their own expense.

Training:

Selected candidates will undergo four weeks of job relevant Basic Correctional Officer Training (BCOT). Subject matter includes training in the following categories:

- Security and Supervision
- Health and Human Services
- Use of Force
- Legal Procedures
- Emergency Procedures

Correctional Officers employed by the GDC are certified Peace Officers. Applicants must pass written and practical exams associated with BCOT.

Advancement Opportunities:

Correctional Officer positions are currently available with GDC. Employment as a Correctional Officer offers many career opportunities. The GDC security rank includes jobs such as:

Warden	Deputy Warden
Chief of Security	Lieutenant
Sergeant	Transfer Officer

Education Initiative:

The GDC Education Initiative seeks to invest in employee's futures by providing opportunities for higher education. This initiative sets the following goals for employee's who do not have a college degree:

- **Two year Associate Degree within five years.**
- **Four year Bachelor's Degree within ten years.**

Monetary incentives include:

Associates Degree	3% lump sum payment.
Bachelors Degree	5% lump sum payment.
Master's Degree	5% lump sum payment.

Spanish Initiative:

Some GDC facilities periodically have a need for Correctional Officers who speak fluent Spanish. To receive additional pay under this initiative, the job must involve direct contact with inmates and must require use of the skill. Ask your local Personnel Representative about receiving 10% above minimum pay when hired.

Military Hiring Initiative:

GDC values experience in the U.S. Armed Forces which develops heightened competencies related to discipline, leadership and decision making.

GDC Correctional Officer & Probation Officer applicants who have served on active duty in the U.S. Military are eligible to be paid at an advanced rate according to the following plan:

1 year experience -	2.5% above minimum pay.
2 years experience -	5% above minimum pay.
3 years experience -	7.5% above minimum pay.
4+ years experience -	10% above minimum pay.