

MICHIGAN DEPARTMENT OF CORRECTIONS

Corrections Officer Selection and Probation Process

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

1. CIVIL SERVICE APPLICATION

You may submit a Civil Service application via the internet at 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. **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. **These credits must be earned prior to submitting an application.**

3. 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.**

4. EMPLOYMENT HISTORY

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

5. INTERVIEW

The Department of Corrections will notify an applicant by email 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.

6. 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.

7. PHYSICAL EXAM

Applicants passing Steps 1 through 6 will then receive notification regarding a **medical physical, pulmonary function test and two step tuberculosis tests**. Applicants will pay for their own medical screenings. 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. Applicants must pass a MDOC pre-employment drug screen. **Failure to pass a 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.**

Once an applicant has successfully completed all of the above steps, they will receive a Certificate of Eligibility that will allow them to apply for acceptance to an approved training program at participating colleges.

8. TRAINING

Training consists of attending a training program at a participating college (6 weeks in length). The training program is unpaid. Once you pass the initial 6 weeks of the training program, you will be eligible to be hired by the MDOC for additional two weeks of paid training (still at the college). Once individuals complete the 8 weeks of training, they will begin on-the-job training at their assigned facilities. There will be a cost involved to attend the college training program.

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 also satisfactorily complete a one year probationary rating period.

Any questions regarding this process should be directed to the Michigan Department of Corrections, Recruitment Section, P.O. Box 30003, Lansing, MI 48909, Phone 517-335-6711 or toll free 888-820-7129.

The Michigan Department of Corrections is an Equal Employment Opportunity Employer