

Rhode Island Department of Corrections
RECRUITMENT

FREQUENTLY ASKED QUESTIONS (FAQ)

PLEASE READ COMPLETE LIST BEFORE CALLING THE ACADEMY

Why do I need an e-mail address to apply?

Having a valid e-mail address will allow us to contact you in a quick, secure manner for all important information you will need as you progress through the application period. We are using e-mail as our primary method to provide information to and contact candidates, as it is faster, more efficient, and more environmentally friendly than paper “snail mail”.

What if I don't have a valid e-mail address? Can I still apply? Yes. Visit the RI Department of Corrections Training Academy at 18 Wilma Schesler Lane, Dix Bldg., Cranston, RI (1st floor) between the hours of 8:30am and 4:00pm (Monday through Friday), during the application period. An Academy staff member will assist you with the application process and we will develop a notification system that addresses your specific circumstances.

How can I find out more information about the recruitment process? Attend one of our hour Information Sessions held at the Training Academy. They will be mandatory as part of our recruitment process.

What happens after I send in my application? You will be notified of the Written Exam date, location, and time via e-mail.

What are the other steps in the selection process? Additional steps include a physical fitness test, background investigation, oral interview, medical screening, drug screening, and psychological assessment. For more details about the process, refer to the Correctional Officer Applicant Success Guide, which is available on-line.

If I have a conviction which was expunged, can I still apply? Do I have to notify the Department? Yes, you can still apply. Yes, you'll need to notify the Department of the expungement. If you do not, it may be cause for termination or removal from the application process.

How long is the Training Academy? Twelve (12) weeks, non-residential, 40 hours per week, Monday-Friday, 6:52AM – 3:00PM.

How much money will I be paid while going through training? \$1,000 bi-weekly.

What benefits do you offer during training? No health benefits are offered during the Academy, but candidates are covered under worker compensation.

What benefits do you offer after graduation? Please visit our website www.doc.ri.gov as it is located under *Salary/Benefits for Correctional Officers*.

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What does the training consist of?

- Paramilitary training
- Security procedures
- Supervision of inmates
- Suicide signs/precautions
- Use of Force
- Report writing
- Inmate rules & regulations
- Inmate rights
- Fire & emergency procedures
- Safety procedures
- Firearms qualifications
- Defensive Tactics
- CPR/First Aid certification
- Baton certification
- Physical training
- O.C. certification
- Key and Tool control
- Communication skills
- Inmate lifestyles
- Stress Management

What is the starting pay for a correctional officer after training? \$54,246.

What would work hours be after graduation? Graduates would primarily work 3pm-11pm or 11pm-7am, with days off during the week.

Are female officers exposed to a hostile work environment from male officers/inmates? No, there are policies and laws in place to prevent this type of behavior. There is zero tolerance of workplace harassment at the RIDOC.

Are women allowed to work in the men's facilities/ are men allowed to work in the women's facilities? Yes, the only thing that an officer will not be allowed to do in a facility is strip search an inmate of the opposite sex.

What is the ratio between officers and inmates? It varies from building to building, ranging from 1:24 to 1:116.

Can I still apply for a job if I have a family member that is incarcerated? Yes, you'll need to notify the Department in the supplemental application that you have a family member incarcerated.

Do I have to have a degree? If I have one will I get extra money for it? All you need to apply is a high school diploma or GED. There is a college incentive plan available upon appointment which offers up to \$2,500 per year for a bachelor's degree in Criminal Justice and \$2,000 per year for an associate degree in Criminal Justice.

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Will I have to pass a physical fitness test? Yes, there are fitness standards for entrance and fitness standards for graduation and they are posted on our website.

When and where will I take the physical fitness tests? Candidates will be informed by the Training Academy staff of the date, time, and location of the test.

What does the physical agility test consist of? The following tests shall be administered:

- Sit-ups
- 300-meter run
- Push-ups
- 1.5-mile run

What do I need to bring for the tests? When you arrive, you should be dressed in clothing suitable for physical fitness testing including:

- gym shorts or sweatpants and T-shirt (no tight fitting or see through clothing is allowed)
- athletic shoes which provide good support and sweat socks
- athletic support garments (including braces or supports routinely worn while working, e.g., back brace)
- water

What if I have a medical condition that may affect completion of the physical fitness testing? Only candidates who provide medical evidence from a personal physician that they are medically fit will be able to participate in the physical fitness testing. You will be required to provide a Waiver of Liability for Physical Agility Testing form prior to the test being administered.

What will happen if I am unable to pass the tests? You must obtain a passing score in all four events. If you fail an event your physical fitness testing process will stop, and you will not be allowed to continue to the next test.

How can I prepare for the physical fitness tests to increase my chances of passing? The underlying physical components being measured by the tests are: the ability to move quickly with balance and upper and lower body strength; aerobic capacity and endurance. If you are currently out of shape and are not regularly exercising, you may want to consult with your health care provider regarding a progressive exercise program. Your training regimen should include aerobic weight bearing activities such as stepping, brisk walking, jogging and running and push-ups, as well as abdominal exercises. To reduce the risk of neuromuscular injuries, it is important to start slowly with walking and stretching activities and progress gradually to more strenuous activities.

To prepare for the test battery, practice the tests themselves on a gradual and progressive basis until you can complete them as required. Start with kneeling push-ups (if necessary) and progress gradually to full push-ups. Walk daily, gradually increasing the pace and distance. Progress to alternative walk/jog segments. Start taking the stairs instead of the elevator. After a few weeks, take the steps two at a time.

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Reduce the risk of injuries by not doing too much too soon. Follow these guidelines:

- drink water prior to, during and after exercise to stay adequately hydrated
- maintain consistency in your physical fitness program – it is the key to success
- get adequate rest and sleep to allow your body to recover between training sessions

Trained professionals at local schools, YMCAs, health clubs and other facilities will be able to give you additional suggestions and guidance. Additionally, there are many excellent books on prudent exercise programs.