

Careers in Correction

The North Carolina Department of Correction offers career opportunities in a wide variety of professional and technical areas to qualified men and women.

Employees of the Department of Correction must be persons of sound moral character. In dealing with offenders and the public, they must firmly establish authority, yet show themselves worthy of trust by maintaining unimpeachable conduct on and off duty.



There are approximately 20,000 employees working in the department. The Division of Prisons has more than 11,000 custody officer jobs located across North Carolina.

The managers of DOC Regional Employment offices are responsible for recruitment and filling vacancies at all prison units. Prospective applicants should contact these offices to seek employment or call 1-877-NCBADGE for a career packet.

Eastern Carolina Regional Employment Office	Greenville	252-756-5501
Raleigh Regional Employment Office	Raleigh	919-733-3336
Southern Coastal Plains Regional Employment Office	Raeford	910-944-4735
Western Foothills Regional Employment Office	Lenoir	828-757-5601
Piedmont Triad Regional Employment Office	Kernersville	336-996-7129

The Selection Process

State application forms (PD-107) are accepted at the regional employment office nearest you.

Applicants for certified positions will be required to undergo a drug screening test and background investigation. The investigation will check the applicant's work history, personal references and criminal history. The department will not employ drug dependent persons or those addicted to intoxicating liquors. Applicants for correctional officer positions must be at least 20 years old, have a medical exam, possess a valid high school diploma or GED, be a U.S. citizen and cannot have a felony or domestic violence conviction.

The employee is also required to have a passing score on the examination for certification by the North Carolina Criminal Justice Education and Training Standards Commission.



Benefits

Employees with the Department of Correction receive a benefits package with the following:

Annual leave - At least 94 hours each year. The more years worked, the more vacation leave is granted.

Sick leave - 12 days per year.

Paid holidays - Traditionally, 11 days each year.

Health Insurance - Regular employees qualify for enrollment in the State Health Plan. Dependent coverage is also available at group rates.

State Retirement Plan - Permanent employees are vested after five years of contributing service. Benefits are based upon a formula which considers age, amount of creditable service and highest earnings over a 48 month period.

Disability - The Disability Income Plan provides equitable replacement income for eligible state employees at no cost. Short-term and long-term disability plans are provided.

Supplemental Retirement Benefits - The North Carolina Public Employee Deferred Compensation Plan and the NC 401K Supplemental Retirement Income plan are tax-sheltered savings plans available to employees.

U.S. Savings Bonds - Employees can also purchase U.S. Savings Bonds.

Today's Correctional Officer

Today's correctional officer is the most important job in the North Carolina Division of Prisons. There are changes occurring daily in the demands made on today's trained, highly skilled professional correctional staff.

As the number of prisons and inmates has grown, so has the complexity of the correctional officer's job. Today's correctional officers must conform to the latest court rulings and know standardized rules for holding various duty stations and supervising different groups of inmates.

State prisons vary in size and type of security. Security levels range from close to medium to minimum. Inmates are assigned to prisons, programs and jobs based upon a comprehensive set of classification rules and policies.

Career Progression

Attitude and performance lay the foundation for career progression. Correctional officers can move up the ranks to lead correctional officer, and then to sergeant, lieutenant, captain, assistant superintendent and superintendent. Education and training courses help prepare correctional officers for promotion.

Requirements

- Be a citizen of the U.S. or a U.S. territory.
- Have a high school diploma or equivalency education (GED).
- Be at least 20 years of age.
- Be eligible for criminal justice certification.
- Pass mandatory academic, COVT (situational judgment test), psychological and drug testing.
- Complete a physical exam.
- Successfully complete all basic and annual training to include self-defense, firearms and chemical restraints.
- Cannot have a felony or domestic violence conviction.

Duties and Responsibilities

The correctional officer's daily task is the supervision of inmates. Officers must complete an extensive four week program of firearms, self-defense and medical training, as well as instruction in policy and understanding inmate behavior.

Correctional officers may be assigned to a variety of posts within a prison. Duties are performed in shifts.

Officers may be posted in security towers, supervise inmates in dormitories or on road squads, transport inmates or train tracking dogs. Their primary duty is the safe, secure and orderly operation of the prison and effective response to emergency situations.

Correctional officers must always be prepared to handle emergency situations, including escapes, inmate disturbances, fires or natural disasters. In these situations, the correctional officer must consider the safety of the general public, the safety and welfare of inmates and staff, the prevention of injury or loss of life and the protection of state property.

In short, correctional officer maintain public safety in the face of daily hostility, risks and difficulties.

Find more information by visiting:

North Carolina

Department of Correction

www.doc.state.nc.us

Office of State Personnel

www.osp.state.nc.us/jobs

Employment Security Commission

www.ncesc.com



The North Carolina Department of Correction does not discriminate on the basis of race, color, sex, religion, national origin, age or disability.

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