

# CORRECTIONS OFFICER

\$16.82 per hour (starting)

\$25.76 (maximum)

## DUTIES:

Employees in this class series oversee and participate in the custody, security, and treatment of prisoners in correctional facilities including major institutions, camps, and corrections centers. An employee may be assigned to work any day of the week, or on any shift of assignment. Employees attempt to modify prisoners' attitudes and behavior through one-to-one group interaction and attempt to obtain prisoners' compliance with facility rules and regulations.

## QUALIFICATIONS:

- Possession of a High School Diploma or G.E.D. and a minimum 18 years of age.
- To be eligible for consideration as a Corrections Officer, certain education requirements must be satisfied. Applicants have an educational background that includes at least 15 semester (or 23 term) college credit hours in Corrections, Criminal Justice, Psychology, Sociology, Family Relations, Guidance and Counseling, Pastoral Counseling, Social Work or Law Enforcement. **These credits must be earned prior to submitting an application.**
- Possession of 30 semester (or 45 term) college credits in any academic or degree prerequisite area meets the educational requirement. **These credits must be earned prior to submitting an application.**
- Any bachelor's degree or two years of satisfactory Corrections Officer employment at the state or federal prison level fulfills the educational requirements.

**Military personnel may be eligible to receive college credit for their military training by obtaining a Joint Service Transcript. Website to obtain JST <https://jst.doded.mil/official.html>**

Before being hired, an applicant must pass a physical fitness test given by the Michigan Department of Corrections which consists of:

- ✓ Completing 13 sit-ups in 30 seconds;
- ✓ Completing 17 push-ups in 60 seconds, and
- ✓ Continuously walking up and down steps, ranging up to 11 ¾", for 6 minutes.

In addition, an applicant must have acceptable vision, hearing, and general good physical health, and pass a drug screen.

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.

**HOW TO APPLY:** Apply online at [www.michigan.gov/statejobs](http://www.michigan.gov/statejobs) and [www.michigan.gov/mdocijobs](http://www.michigan.gov/mdocijobs)

**Minimum Education Requirements:** At least 15 semester (or 23 term) college credits, from any of the below listed courses or any combination of the below listed courses.

1. Corrections
2. Criminal Justice
3. Psychology
4. Sociology
5. Family Relations
6. Guidance and Counseling
7. Pastoral Counseling
8. Social Work
9. Law enforcement

Please Note: Make sure you attach the appropriate documentation with your Civil Service application (NeoGov). Example: Official college transcripts (the transcript must state official copy on it). If you have served in the military, you must provide a copy of your final discharge documents (i.e., DD-214 Member 4, NGB 22, 256N) or currently in the Reserves or National Guard you will need to provide a letter of good standing from your commanding officer and/or employment history if you have Corrections Officer experience.

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### **Michigan Colleges with Corrections Officer Certificate Programs**

Alpena Community College  
Baker College - Any Campus  
Bay Mills Community College  
C.S. Mott Community College  
Delta College  
Ferris State University  
Gogebic Community College  
Grand Rapids Community College  
Jackson Community College  
Kellogg Community College  
Kirtland Community College

Lake Michigan College  
Lake Superior State University  
Lansing Community College  
Mid-Michigan Community College.  
Montcalm Community College  
North Central Michigan College  
Northwestern Michigan College  
Schoolcraft Community College  
St. Clair County Community College  
Wayne County Community College  
West Shore Community College

### **Required Courses for Corrections Officer Certificate (15 semester hours)**

1. Introduction to Corrections
2. Corrections Institutional / Facilities
3. Legal Issues in Corrections
4. Client Relations in Corrections
5. Client Growth and Development