

**ILLINOIS DEPARTMENT OF CORRECTIONS
CORRECTIONAL OFFICER TRAINEE
SCREENING EXAMINATION PROCESS**

Minimum Qualifications to Screen

- 18 years of age
- Valid driver's license
- High School Diploma or GED certificate
- U.S. citizen or authorized alien with proof of a permanent resident card
- Speak, read, and write English

Note: Illinois residency is required for employment as a Correctional Officer Trainee. Non-residents may be screened; however, non-residents shall not be considered until the list of all qualified Illinois residents has been exhausted. If selected, non-residents must establish Illinois residency prior to employment.

Screening Process

Four examinations are required of all applicants: Test of Adult Basic Education (TABE); a Physical Agility test; an Observation exam; and a Rutan interview. Applicants must meet minimum standards on each examination to be eligible for hire. Applicants have the opportunity to earn up to a total of 130 screening points and are placed on eligibility lists in rank order. Institutions hire applicants based on scores.

Points are assigned to each of the following dimensions based on its relationship to successful job performance.

	Point Range
TABE Test	Pass/Fail
Physical Agility	Pass/Fail
Observation Exam	0 - 20
Rutan Interview	0 - 100
Military Experience	0 - 10

1. Test of Adult Basic Education (TABE)

- The Department of Corrections requires that all applicants for security positions successfully complete a written reading comprehension and vocabulary examination. Applicants must receive a minimum score equivalent to the 12th grade reading level. Applicants meeting this criterion can move on to the next phase in the screening process. The TABE is used to establish a baseline for reading comprehension. No screening points are awarded for its successful completion. **If you have a documented disability, you can apply for a reasonable accommodation for the TABE. Please contact our office as soon as possible for more information. Reasonable Accommodations requests must be submitted to our office by at least one week before your scheduled screening date.**

2. Physical Agility Test

- Since being in good physical shape is a prime consideration for being a Correctional Officer Trainee, applicants are required to successfully complete a physical agility test to be eligible for hire. The test includes four exercises designed to measure an applicant's ability to perform job duties required of a Correctional Officer Trainee. Applicants must complete all four of the exercises to continue in the screening process. The Physical Agility Test is a pass/fail. **If you have a documented disability, you can apply for a reasonable accommodation for the Physical Agility Test. Please contact our office as soon as possible for more information. Reasonable Accommodations requests must be submitted to our office by at least one week before your scheduled screening date.**

3. Observation Examination (0-20 points)

- To assess each applicant's capacity to comprehensively, fairly, and objectively evaluate a scenario and provide a detailed incident report. Applicants will be given a scenario write-up. Each applicant will be given

3 minutes to review the scenario and will be allowed to take notes. An applicant will then have 5 minutes to complete an incident report.

4. Structured Oral Rutan Interview and Writing Sample (0-100 points)

- Applicants are interviewed by a team of two screeners using a standardized Rutan interview questionnaire. Upon conclusion of the interview, the screeners independently score their response. An applicant can receive a total of 100 points. Information provided during the Rutan interview will be substantiated with documentation provided by the applicant.

Military Service (0-10)

Points are awarded to any armed forces veteran, receiving discharges of Honorable or General Under Honorable Conditions. A COPY OF THE DD214 (Member 4 edition) must be supplied. Documentation of military service is based on a review of **all** Certificates of Military Release of Discharge. To be eligible for military points and in order to be considered for employment, an applicant **must** produce long versions of **all** Military Discharges. The long version shall indicate years of service, character of service and type of discharge. Points may be awarded as follows:

<u>Veteran Status</u>	<u>Eligible Points</u>
Veteran who received a Purple Heart	10
Veteran with Service Connected Disability	10**
Spouse of a Veteran who Suffered a Service connected Disability or Death	10**
Parent of a Veteran who Suffered a Service Connected Disability or Death	10**
Veteran during Hostility	5
Illinois National Guard or Reserves Member Activated (6 months or more outside of training)	3/5*
Veteran during Peacetime	3
Illinois National Guard or Reserves Member Never Activated	3

* Three (3) points awarded if serviced during peacetime; Five (5) points if served during hostilities.

** Award letter from the Federal V.A. Office required.

Hostility Periods Recognized (eff. 11/15/1996)

<u>Time Period</u>	<u>Hostility</u>
April 6, 1917 - November 11, 1918	WW I
December 7, 1941 - December 31, 1946	WW II
June 27, 1950 - January 31, 1955	Korea
February 28, 1961 - May 7, 1975	Vietnam
June 6, 1983 - December 1, 1987	Lebanon
October 23, 1983 - November 21, 1983	Grenada
December 20, 1989 - January 31, 1990	Panama
August 2, 1990 - November 30, 1995	Gulf War
September 11, 2001 - Indeterminate	War on Terrorism

Applicants who have been in the military and receive discharges of Honorable or General Under Honorable Conditions, are entitled to non-security work experience points as follows: Five (5) points for job stability if in the military for a period of three (3) years or longer; five (5) points for promotion if DD-214 reflects a rank of E-3 or above; and five (5) points for supervisory experience if applicant supervised at least one (1) person for a period of six (6) months or longer.

Ranking Applicants For Hire

Applicants may earn 0 - 130 total screening points. Total screening scores are based on the screening points accrued during the written examination, oral interview, education, work experience, and for documentation of military service. Applicants are then ranked in order of their screening process, i.e., from highest to lowest. Successful completion of the screening process places an applicant on an eligibility list for hire for a period

of three (3) years from the last day of the month in which they screen. If an applicant chooses to retake the test within that time, the most current screening score overrides the previously reported score.

Applicants may select a primary county (A list), and a secondary county (B list) where they will accept employment.

Background Investigations

A background investigation is conducted on all applicants selected for hire. This process involves inquiries via the Law Enforcement Agencies Data System (LEADS), which includes a computerized criminal history check, NCIC hot files, and Secretary of State drivers- information checks. Drug tests and employment reference checks are also conducted. Information gathered during the background investigation phase may be utilized when selecting an applicant for hire.

Conflicts of interest subject an applicant's file to administrative review prior to consideration for hire. The following situations may result in administrative review and a determination of ineligibility for hire.

- former DOC employee
- prior convictions for other than minor traffic offenses
- relatives employed by the Department of Corrections
- suitability issues (i.e. Inmate visitor lists; job discharges)
- other

Physical Examination

Prior to employment, a complete medical history will be obtained and a complete physical examination and visual screening exam will be conducted.

Selecting Applicants For Hire

Facilities select applicants for hire from their county eligibility list(s) based on the highest overall screening score. When applicants receive the same overall screening score, ties will be broken through a lottery. Established affirmative action goals may be taken into consideration.

Facilities will make three reasonable attempts to contact eligible applicants for employment. At least one of the three attempts will be made after 6:00 p.m., or on a weekend.

Applicants selected for hire will be required to attend a multiple week pre-service training program in Springfield, Illinois, prior to assuming job duties at an institution. New hires will be required to travel to Springfield, via State-provided transportation for pre-service training. Housing will be provided in the Training Academy dormitories.

Salary And Benefits (07/01/2014)

The starting salary for a Correctional Officer Trainee is \$42,432 per year. During the three-month appointment as a trainee all Correctional Officer Trainees are required to attend seven weeks at the Corrections Training Academy. Upon successful completion of a three month trainee period and a four and one-half month probationary period, Correctional Officer Trainees can be certified as Correctional Officers. At that time, a Correctional Officer's salary increases to \$48,432 per year.

The State of Illinois provides employees with Health, Vision, and Dental insurance with a small co-payment from employees. Life insurance is provided at 100% your annual salary. This position includes a pension plan.

Benefit time for new employees includes three (3) personal business days, ten (10) vacation days, and twelve (12) sick days per year.

Work Attire is issued to you while in training.

Transfer Policy

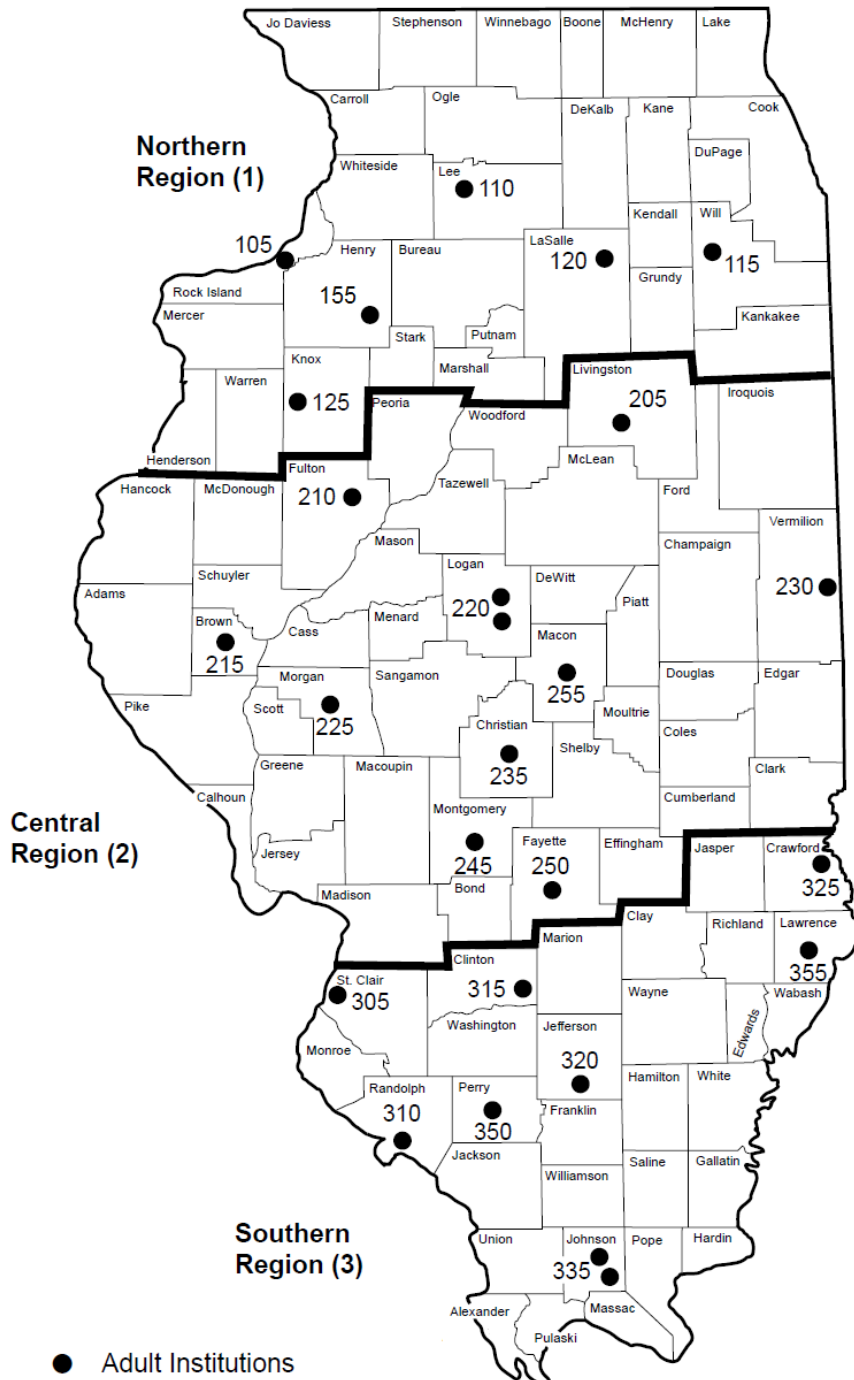
Correctional Officer Trainees may not transfer to another facility immediately upon hire. Therefore, **do not** accept employment at a facility at which you do not wish to work. Only Correctional Officers who have a minimum of

eighteen months seniority and desire a transfer to another institution can submit a request. Selection for transfer is based on seniority from all requests submitted statewide.

Revised 03/22/2021

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ADULT INSTITUTIONS

Rev. 7/16



Northern Region

- 105 - East Moline C.C. (MIN)
- 110 - Dixon C.C. (MED)
- 115 - Stateville C.C. (MAX)
- 120 - Sheridan C.C. (MED)
- 125 - Hill C.C. (MED)
- 155 - Kewanee C.C. (MAX)

Central Region

- 205 - Pontiac C.C. (MAX)
- 210 - IL River C.C. (MED)
- 215 - Western IL C.C. (MED)
- 220 - Lincoln C.C. (MED)
- Logan C.C. (FEMALE)
- 225 - Jacksonville C.C. (MIN)
- 230 - Danville C.C. (MED)
- 235 - Taylorville C.C. (MIN)
- 245 - Graham C.C. (MED)
- 250 - Vandalia C.C. (MIN)
- 255 - Decatur C.C. (FEMALE)

Southern Region

- 305 - Southwestern IL C.C. (MIN)
- 310 - Menard C.C. (MAX)
- 315 - Centralia C.C. (MED)
- 320 - Big Muddy River C.C. (MED)
- 325 - Robinson C.C. (MIN)
- 335 - Shawnee C.C. (MED)
- Vienna C.C. (MIN)
- 350 - Pinckneyville C.C. (MED)
- 355 - Lawrence C.C. (MED)