

**SAFETY IS A CHOICE YOU MAKE,  
CHOOSE PUBLIC SAFETY!**



**CORRECTIONAL OFFICER  
HIRING GUIDE**



**Maryland Department of  
Public Safety and Correctional Services**

# Maryland's Department of Public Safety and Correctional Services protects the public, our employees, and the detainees and offenders under our supervision.

**We** are looking for dedicated individuals who seek a career in the criminal justice field to join our team. Becoming a member of our team is very rewarding and includes many opportunities for growth and enrichment. The State of Maryland's entry level Correctional Officer position will start you in the right direction. I myself started my public safety career as a Correctional Officer. The Department of Public Safety and Correctional Services is proud of our employees who have dedicated themselves to keep our communities and State safe. It is a career and duty that is not taken lightly.

Being a Correctional Officer with the Maryland Department of Public Safety and Correctional Services is an honorable profession. Throughout the State of Maryland, Correctional Officers are charged with the care and custody of individuals sentenced by the courts to serve time in a State correctional facility, along with those awaiting a court trial and sentencing. Selected candidates will be responsible for supervising and controlling inmate activity in a correctional environment.

Maryland Department of Public Safety and Correctional Services is one of the largest departments in Maryland with nearly 10,000 employees and a budget of more than \$1 billion. In order to fulfil our mission of promoting safety, we have increased security at our institutions while leading the way in innovative restorative justice projects that will help offenders reintegrate into society upon release.

Public Safety operates over 20 institutions, including Baltimore City's Pre-Trial facilities, as well as 45 Parole and Probation offices throughout the state.

Our primary objective is to ensure safety so that all Marylanders can enjoy living and working in the state. We are achieving this by increasing security in our institutions and supplying offenders and former offenders the tools necessary to stay out of the criminal justice system.

Around the state, we work in communities to which many of our offenders will one day return to. Some offenders are out in the community every day, performing public works, community service, and sustainability projects that save taxpayer dollars and help preserve Maryland's natural resources.

If you have a strong dedication to public safety and want to keep our State safe, I highly encourage you to complete our hiring process!

**Remember...We Are Public Safety, Stand Strong With Us!**

Sincerely,

**Secretary Robert L. Green**  
Maryland Department of  
Public Safety and Correctional Services



***We Are Public Safety!  
Stand Strong With Us!***



## **Correctional Officer I**

**CORR 0003 \$42,013 Starting Salary**

**VISIT [HTTPS://WWW.JOBAPPSCLOUD.COM/MD/](https://www.jobappscloud.com/md/) TO APPLY TODAY**



### **JOB PURPOSE**

A Correctional Officer I is the entry level position in the Correctional Officer series. Correctional Officers are responsible for overseeing individuals (inmates) who have been arrested and awaiting trial, along with those who have been sentenced by the courts to serve time in a State Correctional Facility or Pre-Trial Institution.

### **JOB DUTIES**

- › Enforce rules of conduct and regulations inside of correctional settings
- › Maintain security and safety by preventing disturbances, assaults, and escapes
- › Supervise the daily activities of inmates, ensuring inmates follow all rules
- › Ensure whereabouts of all inmates at all times
- › Search inmates for contraband, such as weapon and drugs
- › Subdue and restrain inmates during fights, riots, and escape attempts
- › Inspect facilities to ensure standards are met
- › Report on inmate conduct
- › Restrain inmates in handcuffs
- › Aid in the rehabilitation and counseling of inmates
- › Inspect mail and visitors for prohibited items
- › Write incident reports and fill out daily activity logs
- › Inspect cells for unsanitary conditions, contraband, and any signs of a potential security breach.
- › Operate manual and electronic locking systems

### **HIRING BONUS**

Newly hired Correctional Officers receive **\$2,000** after successfully completing their training at the Maryland Police and Correctional Training Academy, and **\$3,000** after the successful completion of their probationary period.



### **PROMOTION**

Correctional Officer I is eligible for a non-competitive promotion to Correctional Officer II after one (1) year of continuous service and successful completion of their probationary period. (See subsequent page on the Correctional Officer promotion career progression.)

# Why work for the State of Maryland as a Correctional Officer?

## BENEFITS

### LEAVE BENEFITS

10-25 Annual Days Off  
15 Sick Days Off  
6 Personal Days Off  
11 State Holidays Off  
Parental Leave  
Leave Bank  
Employee to Employee Donations  
Jury Service Leave  
Organ Donor Leave

### SUPPLEMENTAL RETIREMENTS

457 Deferred Compensation Plan  
401(k) Savings and Investment Plan



### RETENTION AND LONGEVITY PAY INCENTIVE PROGRAM

DPSCS is pleased to announce the State has reached an agreement with AFSCME Maryland. This program allows employees with 20 years of service within the Correctional Officer series to receive \$7,500 upon entry into the program, \$7,500 after the completion of two (2) years of service and \$22,500 at the conclusion of four (4) years of service.

### FREE MARYLAND MASS TRANSIT

### HEALTH BENEFITS

Medical  
Prescription  
Dental  
Vision

### STUDENT LOAN FORGIVENESS

SmartWork—up to \$20,000 for self or child  
Federal Public Service Loan Forgiveness Program

### CO RETIREMENT SYSTEM

Maryland State Retirement and Pension System  
Vested after ten (10) years  
Service retirement after 20 years  
Mandatory five percent (5%) of annual salary contribution  
Disability Retirement Services  
Accidental Disability Retirement Services

### FLEXIBLE SPENDING ACCOUNTS

Health Spending Account  
Dependent Care Spending Account

### MILITARY LEAVE

15 days of leave for training for members of the reserve units of the armed forces

### EMPLOYEE ASSISTANCE PLAN

Provides employees and household members with free, confidential assistance to help with professional or personal issues.

### STATE EMPLOYEES CREDIT UNION

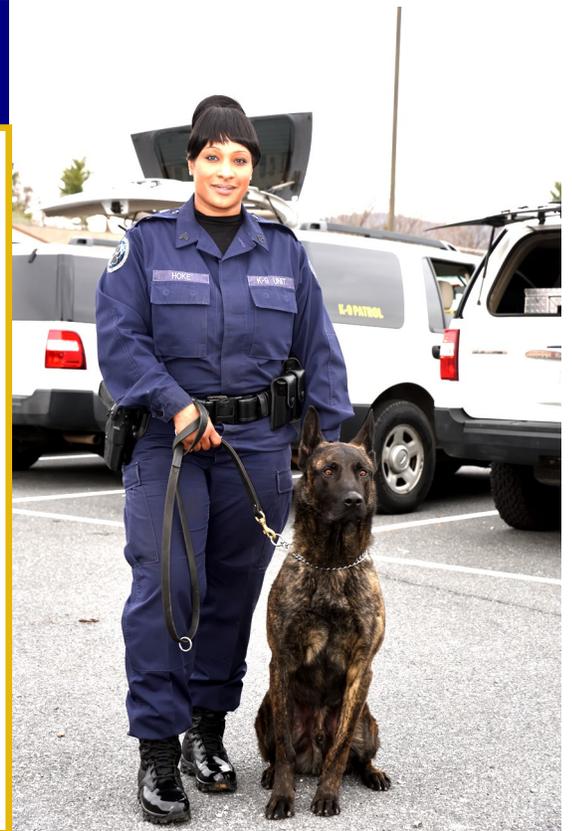
Founded in the belief of passing along profits to their members in the form of lower fees, lower loan rates, and higher deposit rates



# MINIMUM QUALIFICATIONS

Successful candidates must meet the following minimum qualifications to be a Correctional Officer.

1. An applicant must be 21 years of age.
2. An applicant shall be a United States citizen or a resident alien.
3. An applicant shall possess a high school diploma or a General Education Development (GED) certificate.
4. An applicant shall pass a comprehensive background investigation. It shall determine that an applicant:
  - A. is of good moral character and reputation;
  - B. is emotionally stable; and
  - C. displays the suitable behavior necessary to perform the duties of the position.



Sergeant Lakia Hoke  
K9 Officer Topo

**Safety begins with "S", but starts with you!**

# COMMON DISQUALIFIERS

## PRIOR DRUG USE

Candidates are ineligible if they have illegally used a controlled dangerous substance, narcotic drug, or marijuana for any purpose within the last three (3) years (36 months).

## ARREST RECORD

- No felony convictions;
- No misdemeanor convictions within five (5) years;
- No PBJ's or Parole and Probation within five (5) years;
- Must not currently be on parole or probation; and
- No civil drug convictions within three (3) years.

## EMPLOYMENT HISTORY

No terminations from a permanent position with a Maryland State Agency. (This also includes resignations in lieu of termination.)

## DRIVING RECORD

No convictions or PBJ's on any 12-point violation within five (5) years. Including but not limited to:

- driving under the influence;
- driving while intoxicated;
- attempting to flee / elude police; and
- driving while license is refused / suspended / revoked / cancelled.

## MILITARY RECORD

No separations less than Honorable.

## ACADEMY

Must be able to meet the guidelines for certification by the Maryland Police and Correctional Training Commission.

# Maryland Police and Correctional Training Commission

A condition of employment is that you become certified by the Maryland Police and Correctional Training Commission (MPCTC). The Correctional Officer Entry Level Training Program is a paid seven-week program that will prepare you with a solid core and foundation for your career as a Correctional Officer. The Maryland Legislature established the Correctional Training Commission in 1971. The Correctional Training Commission establishes the training objectives for entry-level Correctional Officers, annual In-Service Training, First Line Supervisors, and First Line Administrators. The Correctional Training Act, Correctional Services Article, governs all correctional professionals in Maryland.

## Areas of Instruction:

Professionalism

Ethics

Inmate Manipulation

Report Writing

Testifying in Court

Sexual Harassment

Bullying

Prison Rape Elimination Act

Effective Communication

Crisis Intervention

Mental Health

Psychological Services

Disturbance Control

Use of Chemical Agents

Defensive Tactics

Inspections

CPR and First Aid

Physical Training

Firearms Training



# CAREER PROGRESSION—RANK STRUCTURE



Becoming a Correctional Officer with the Department of Public Safety and Correctional Services is not just a job, it is a career path. Our entry level Correctional Officers have a set career progression plan. Hard work and dedication may one day lead you to be the Secretary of the Department. Our current Secretary, Robert Green did it, you can too.

# SPECIALIZED UNITS AND ASSIGNMENTS

## K9 Unit

Responsible for contraband interdiction throughout the DPSCS system. K9 Teams specialize in narcotic detection, tracking, patrol work, and other items of contraband

## Special Operations Group (SOG)

Highly trained Correctional SWAT who handle high risk inmate transports and emergency response. Work with other specialized units on emergency situations. Trained in the use of specialized weapons

## Tactical Unit

Trained to handle emergency situations and searches within the institutions. Receives specialized training in certain weapons and emergency tactics

## Intelligence Unit

Highly trained in the area of intelligence gathering. Specializes in Gang Intelligence, cell phone analysis, and actionable intelligence

## Home Detention Unit

Correctional Officer's with law enforcement powers who oversee individuals assigned to home detention and living in the community

## CO Dietary Officers

Responsible for the culinary needs of the Correctional Officers and the inmates in DPSCS custody

## CO Recreation Officers

Responsible for providing physical and recreational activities of our inmates

## CO Supply Officers

Responsible for the making sure that inmate personal items are addressed

## CO Environmental Officers

Ensure that health, safety, and concerns are monitored and addressed to ensure safety for all occupants and visitors to DPSCS facilities

## Commitment Unit

Ensures commutation and credits of time for all inmates

## Academy Instructor

Responsible for training all entry level recruit during the seven (7) week paid academy training

## In-Service Instructor

Responsible for training all the correctional staff in their region. They create and update curriculums for all mandated courses and certifications

## Range Instructor

Responsible for instruction of firearms on the firing ranges

## Transportation Unit Officer

Responsible for ensuring the safe transportation of all inmate outside of DPSCS facilities

## Contraband Interdiction Team (CIT)

Responsible for search and seize efforts that pertain to contraband items thought to be inside any of our facilities.

**WE ARE PUBLIC  
SAFETY,  
STAND STRONG  
WITH US!**



CHANGING  
**Maryland**  
FOR THE BETTER

**Larry Hogan**  
Governor

**Boyd K. Rutherford**  
Lt. Governor

**Robert L. Green**  
Secretary

**Maryland Department of  
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