



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
BUREAU OF HUMAN RESOURCES

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CONCORD, NH 03302-1806
603-271-5650 FAX: 603-271-3345
TDD Access: 1-800-735-2964

William L. Wrenn
Commissioner

Ella Fredette
Administrator

Dear Applicant:

This is to advise you that we are currently recruiting qualified Correctional Officer applicants. Enclosed you will find a benefit sheet, job description, and physical agility testing standards.

The department has several steps in selecting candidates for our positions; the first would be to complete the application and submit it. **When filling out the application, please note that it calls for a completed application. Please make sure you have listed the Employer's complete address, including Zip Code and Area Code, as they will be contacted should you be invited for further consideration.**

Upon receipt and review of the application, the Department will then contact those candidates via e-mail who will be scheduled for testing.

Please note that Polygraph Testing is a pre-requisite for consideration of employment

Thank you for your interest. Should you have any questions, please contact my office at (603) 271-0860. I look forward to receiving your application.

Tina. M. Thurber

Tina M. Thurber

Human Resources Assistant III



Dear Applicant:

As a Corrections Officer Trainee applicant to the New Hampshire Department of Corrections we wanted to share some information with you about our recruitment process.

Our recruitment process is a multi-step process which will take many months to complete. To some our process seems too long. However, because we are a law enforcement agency we will not rush our process. We will conduct thorough background checks and review all pertinent information before making final hiring decisions.

We trust this instills a sense of pride to those who complete our process and are asked to become a part of our team. We strive to be the employer of choice in the State of New Hampshire and hiring quality personnel is a large part of that endeavor. Please review the summary of our process as listed below and be sure you are able to give the process the time and attention it needs for you to be a successful candidate.

- Application with complete information turned into Human Resources or completed on line (www.nh.gov)
- Physical Agility Test-Approximately 2 hours-held at Police Standards and Training in Concord, NH
- Law Enforcement Applicant Inventory (LEAI) pre-employment assessment. A 2 to 3 hour appointment typically on the same day as the PT.
- Pre-employment paperwork for background information-done at LEAI
- Interview Board-approximately 1-2 hours
- Final Clearance paperwork-if recommended by interview board to move forward, will be completed after the board-approximately 1 hour
- Fingerprinting at one of our Correctional Facilities
- Poly-Graph Exam-3 to 4 hours
- Medical Exam/Clearance-approximately 2 hours at the Dr.'s Office in Manchester, NH-if asked to move forward in our recruitment process

Not all candidates are asked to move forward through the entire recruitment process. The decision to move forward through each step does not indicate promise of employment.

May you find your interaction with the NH Department of Corrections to be positive and rewarding.

Linda McDonald
NH Department of Corrections
Recruiting
603-271-5645
lmcdonald@nhdoc.state.nh.us

**NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS
CORRECTIONS OFFICER TRAINEE POSITION**

WAGES-subject to contract negotiation and ratification

\$ 16.22	Per hour	Labor Grade 12, Step 1
\$ 17.50	Per hour	upon promotion to Officer, LG 14, Step 1
.62	Per hour	\$1,300.00 per year (Hazardous Duty Pay)
.60	Per hour	Shift Premium (Second Shift)
.75	Per hour	Shift Premium (Third Shift)
\$ 1.00	Per hour	Weekend Hours Worked

- * All Overtime Worked Paid at time and One Half or Compensation Time
- * Raises available on an eight step scale-pending contract negotiation and ratification.

NOTE: First 2 weeks paycheck is issued **after** your initial 4 weeks of employment due to delayed payroll system.

BENEFITS

****SUBJECT TO CONTRACT NEGOTIATION & RATIFICATION****

VACATION TIME	* 8 hours computed at the <u>end of each</u> completed month of first year of service.
	* Earn 10 hours per month <u>after</u> first year of service
HOLIDAYS	* 10 days paid per year
FLOATING HOLIDAYS	* Accrue on July 1 and Jan 1 of each Fiscal Year
SICK TIME	* 10 hours computed at the <u>end of each</u> completed month
BONUS LEAVE	* Accrual based upon number of sick hours used per fiscal year.
HEALTH INS. PLAN	* Opportunity for HMO or POS benefit plan. Per Pay Period: \$20 for employee only coverage; \$40 for two-person coverage; \$60 for family coverage. Effective 1 st day of month AFTER completion of 30 days of employment.
DENTAL PLAN	* Delta Dental. Per Pay Period: \$2.00 for employee only coverage; \$4.00 for Employee plus 1; \$6.00 for family coverage.
LIFE INSURANCE	* Fully paid \$50,000.00 policy for every full time employee. Group rates available for additional insurance.
RETIREMENT PLAN	* Automatic Payroll Deductions <ul style="list-style-type: none"> • Group II (Police)

POLICE STANDARDS AUTOMATIC DISQUALIFIERS

* The hiring authority shall evaluate the results of its background investigation and the agency shall not appoint or invest with authority an applicant who:

- (1) Suffers from a mental disorder, as defined in Pol 101.27 for which he/she has not undergone effective rehabilitation, which would affect his/her ability to perform law enforcement or corrections duties;
- (2) Has ever been convicted of a felony by a civilian court or by a military court, whether or not the charge had been annulled nor whether a suspended sentence was completed, and for which he or she has never received a pardon;
- (3) Has been convicted of a misdemeanor by a civilian or military court and for which he or she has not received a pardon, which offense or the underlying circumstances surrounding the commission thereof was such that it would cause a reasonable person to doubt the applicant's character, honesty or ability;
- (4) Has been convicted in a civilian or military court of multiple misdemeanors or violations for which he or she has not received a pardon, and which would indicate to a reasonable person a pattern of disregard for the law;
- (5) Has been convicted in a military or civilian court in the 10 years immediately before application for hire as a police or corrections officer of a misdemeanor for which he or she has not received a pardon, and which resulted in a serious bodily injury to another person;
- (6) Has ever been dishonorably discharged from the military service;
- (7) Has been discharged from the military service under other than honorable conditions, where the circumstances, in the opinion of a reasonable person, would cast doubt on his/her fitness to be a police or corrections officer;
- (8) Has ever illegally manufactured, transported for sale, or sold a controlled substance as sale is defined in RSA 318-B:1, unless, upon review of the council at the request of a hiring authority, the council finds that: Adopted Rule July 22, 2008 32
 - a. The conduct occurred at an age when the applicant would have been considered a juvenile under the laws of the state where the conduct occurred;
 - b. The behavior pattern under the totality of the circumstances did not demonstrate a lack of good moral character as defined in Pol 101.28; and
 - c. Where a sale did occur, it was not for profit, meaning the conduct did not result in an excess of return over expenditure in a transaction or series of transactions.
- (9) Within 36 months before the application for hire, has illegally used a controlled substance other than marijuana, unless the applicant was under the age of 21 at the time of using the controlled substance, in which case 24 months shall apply;
- (10) Within 12 months before the application for hire, has used marijuana;
- (11) While employed in a law enforcement capacity has ever illegally used a controlled substance;
- (12) Has knowingly made a material false statement in the application process;
- (13) Has been discharged or allowed to resign in lieu of discharge for reasons of moral character as defined in Pol 101.28 or Pol 301.05 (m) or moral turpitude as defined in Pol 101.29, from employment as a police, corrections or probation/parole officer for acts or omissions of conduct which would cause a reasonable person to have doubts about the individual's honesty, fairness, and respect for the rights of others and for the laws of this State or Nation;
- (14) Has a history of illegal drug use which in the opinion of a reasonable person would cast doubt on his/her fitness to be a police, corrections or probation/parole officer;
- (15) Uses any legal drugs or alcohol to excess; or
- (16) Whose general character and reputation in the community are such that a reasonable person would doubt that the applicant would conduct him/herself with honesty and integrity and uphold the rule of law.

PHYSICAL PERFORMANCE STANDARDS

Department of Corrections employees are required to complete the Corrections Academy held at Police Standards and Training. The following is an explanation of the various standards of performance, training components and requirements, which are to be used in determining the capability of the applicant to participate in this program of instruction.

Corrections Officers (uniformed personnel) are required to pass the physical fitness test and must be able to fully participate in and successfully complete the physical training, unarmed self-defense (defensive tactics) and weapons qualifications components in order to be certified as a corrections officer under New Hampshire Police Standards & Training Council Rules.

Other D.O.C. employees (non-uniformed personnel) are encouraged to participate to the best of their ability in the physical fitness test and physical training. Furthermore, they may participate in weapons familiarization rather than weapons qualification.

In addition to the fitness testing standards, the following is a list of activities, postures and positions that are included in the unarmed self-defense (defensive tactics) and other classes conducted as part of the academy. Please note the implications to the musculoskeletal system, especially stress to joints, as this information is reviewed. Physical training also involves participating in “take down” techniques where the participants are “thrown” or fall down onto a mat. Finally, strenuous physical activities may increase the demand on the heart rate and/or increase cardiac output.

marching	pulling	crawling	bending
pivoting	kicking	squatting	restraining
blocking	running	chopping	gripping
kneeling	jabbing	thrusting	grasping
spinning	stretching	twisting	lifting
pushing	swinging	resisting	reaching

Other physical demands may include periods of prolonged standing, walking, or sitting, and occasional to frequent stair climbing.

NH Police Standards and Training
FITNESS TESTING
 Effective 1/1/2014

35TH PERCENTILE
 (PRE-EMPLOYMENT)

MALES:

AGE:	RUN 1.5miles	BENCH PRESS	SITUPS In 60 seconds	PUSH UPS
18-29	12:53	.96Xbody weight	37	27
30-39	13:24	.86Xbody weight	33	21
40-49	14:07	.78Xbody weight	28	16
50-59	15:20	.70Xbody weight	22	11
60-69	17:11	.65Xbody weight	18	9
70-79	19:39	.65Xbody weight	18	9

FEMALES:

for push ups mod=modified, full=full body

AGE:	RUN 1.5 miles	BENCH PRESS	SITUPS In 60 seconds	PUSH UPS	
				mod	full
18-29	15:14	.58Xbody weight	31	22	14
30-39	15:58	.52Xbody weight	24	17	10
40-49	16:46	.48Xbody weight	19	11	8
50-59	18:37	.43Xbody weight	12	10	--
60-69	20:46	.41Xbody weight	5	4	--
70-79	22:20	.41Xbody weight	5	4	--

NH Police Standards and Training
FITNESS TESTING
 Effective 1/1/2014

45TH PERCENTILE
 (UPON ACADEMY GRADUATION)

MALES:

AGE:	RUN 1.5 miles	BENCH PRESS	SITUPS In 60 seconds	PUSH UPS
18-29	12:23	1.03Xbody weight	39	31
30-39	12:50	.90Xbody weight	36	25
40-49	13:24	.82Xbody weight	30	19
50-59	14:34	.73Xbody weight	25	14
60-69	16:21	.67Xbody weight	19	12
70-79	18:16	.67Xbody weight	19	12

FEMALES:

for push ups mod=modified, full=full body

AGE:	RUN 1.5 miles	BENCH PRESS	SITUPS In 60 seconds	PUSH UPS	
				mod	full
18-29	14:34	.63Xbody weight	34	25	17
30-39	15:14	.55Xbody weight	26	20	13
40-49	15:57	.51Xbody weight	21	14	10
50-59	17:38	.45Xbody weight	16	13	--
60-69	19:25	.44Xbody weight	8	6	--
70-79	20:56	.44Xbody weight	8	6	--

Department of Corrections - Physical Agility Testing

Mandatory Test Battery

****Participants must pass all four elements****

SIT-UPS: This event measures the muscular endurance of the abdominal area, which is important for the prevention of injuries while doing corrections work. The candidate lies on his/her back, knees bent, heels flat on the floor, with a partner holding the feet down, then does as many sit-ups in correct form as possible in one minute. Law enforcement must follow formal protocol with the fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips, participants must touch their elbows to their knees in the up position, and both shoulders should touch the floor in the "down" position. Any resting should be done in the up position. Breathing should be as normal as possible. Neck remains in the neutral position. The score is the number of correct sit-ups in one minute.

PUSH-UPS: This test measures muscular endurance, or the ability to contract the muscles over a period of time, which indicates efficiency in movement and the capacity to do work. It focuses on the shoulder girdle (deltoids, pectorals, and triceps) which is important in defensive tactics, handcuffing and rescue operations. The hands are placed slightly wider than shoulder width apart, with the fingers pointed forward. The administrator places one fist on the floor below the participant's chest. If a male is testing a female, a three-inch sponge should be placed under the sternum to substitute for the fist. Starting from the up position (elbows extended), the participant must keep the back straight at all times and lower the body to the floor until the chest touches the administrator's fist. Participant then returns to the up position. This is one repetition. The modified push up for females is performed on the hands and knees with the back straight and the hands slightly in front of the shoulders in the up position. Resting should be done only in the up position. Both hands must remain in contact with the floor at all times. The back must remain straight while resting. There is no time limit; the total number of correct push-ups is recorded as the score. Females are allowed to use the modified push-up position.

ONE-REPETITION BENCH PRESS: This is a test of adequate muscular strength, or the amount of tension a muscle can exhibit in one maximal contraction. The person in charge estimates the weight that an individual can press in one maximum effort by loading the weights to either about one half the estimated maximum weight, or for males, two-thirds of their body weight; or for females, the first or second plate. The participant is then instructed to press this weight once, for an easy warm-up and breathe out on exertion. Progressively increase the resistance until the weight stack can no longer be lifted. The first two or three trials serve as a warm up lift to prepare the participant for a maximal lift on the fifth or sixth trial. The score is the maximum pounds lifted in one repetition.

1.5 MILE TIMED RUN: This is a test of the aerobic power that is so important to corrections staff when responding physically in an emergency situation. This test requires a nearly exhaustive effort, or at least at the higher intensities at which the participant has been training. It takes place on an indoor track or other suitable, flat running area and is measured with a stopwatch. Participants should not eat or smoke for at least 2-3 hours prior to the test. Participants should warm-up and stretch thoroughly prior to the test. The participant runs 1.5 miles as fast as possible. During the administration of the test, the participants can be informed of their lap times. Finish times should be called out and recorded. Upon test completion, a mandatory cool down period is enforced. The participants should walk slowly for about 5 minutes immediately after the run.

PRESENTING YOURSELF
DO's and DON'Ts

1. **DO** **Find out about the position and duties** you may be applying for and relate your background, skills and accomplishments to the position on the application.
2. **DO** **Complete the application with care.** Fill out all the questions completely. Be neat, this is the first contact you will have with the Department.
3. **DON'T** **Write “see resume”** thinking your resume will do your selling for you. Employers want you to speak and write for yourself.
4. **DO** **Arrive on time** or a few minutes early for any scheduled appointment.
5. **DON'T** **Be late** for scheduled interviews. Being late for any interview is inexcusable.
6. **DO** **Dress appropriately.** Arrive neat, clean and well-groomed, first impressions count.
7. **DO** **Greet the interviewer by their surname**, if you are sure of the correct pronunciation (if you are not, ask them to repeat their name).
8. **DO** **Take the initiative**, give a firm handshake. Be genuinely glad to meet them.
SMILE.
9. **DO** **Wait until you are offered a seat before sitting.** Sit upright in your chair. Look alert and interested.
10. **DO** **Be a good listener** as well as a good talker.
11. **DO** **Maintain good eye contact** with the person you are talking to. Don't let your eyes wander.
12. **DON'T** **Smoke or chew gum.**
13. **DON'T** **Lie! Ever!** Give factual responses to questions.
14. **DON'T** **Say “Ah” or “Um”**, when asked a question. If you need to think about it say “That's a good question – let me think about that for a moment”.
15. **DON'T** **Bad mouth former employers.** Be positive in your approach.

BE YOURSELF!!!!

CLASSIFICATION: CORRECTIONS OFFICER TRAINEE

Class Code: 2275-12

Date Established: 03-03-81

Occupational Code: 3-2-5

Date of Last Revision: 12-28-01

BASIC PURPOSE: To monitor movement and maintain the discipline and order of incarcerated residents in treatment housing areas within a state correctional facility.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Maintains order and discipline of residents in an assigned area of a corrections facility.
- Performs constant surveillance in observing residents and resident activities; corrects, records and reports improper resident behavior.
- Applies institutional rules fairly and impartially to residents exhibiting improper behavior or possession of illegal property.
- Inspects residents and housing areas to locate contraband.
- Escorts residents to and from activity areas; supervises residents scheduled for activity participation.
- Physically subdues unruly residents in order to restore order and normal institution routine and responds to calls for assistance from other officers.
- Records visitor information and issues passes as necessary for proper security.
- Pursues escaping/escaped residents; utilizes weapons and equipment to effectively quell volatile situations.
- Rescues injured residents from life-threatening situations or transports them to immediate medical assistance; extinguishes small fires for the purpose of staff and resident safety.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job assignments in an extremely disagreeable or dangerous working environment with continuous exposure to an uncontrollable number of hazardous elements, including occupational accidents, injuries, or diseases which result in total disability or death.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or G.E.D. equivalent.

Experience: No previous work experience required; however, experience in correctional work such as military police is desirable.

License/Certification: Must possess a valid New Hampshire driver's license.

SPECIAL REQUIREMENTS:

1. Must be at least twenty 20 years of age upon appointment.
2. For appointment consideration, the Department's selection process requires that candidates successfully participate in a public safety examination to determine eligibility to work in a correctional environment. Candidates must also pass a job-related physical agility test designed to measure the ability to perform physically demanding tasks. This test will consist of the Cooper Institute of Aerobics Research Standards, including 1 1/2 mile run, sit ups, push ups, and one repetition bench press.
3. Candidates receiving conditional offers of employment must pass a prescribed medical examination.
4. Candidates must be willing to accept employment at any one of the Department of Corrections locations and assigned activities.
5. Selected candidates will be required to participate and complete training at the Corrections Academy as scheduled, including qualifications with a pistol and rifle and must obtain certification as a Corrections Officer, during their probationary period.

RECOMMENDED WORK TRAITS:

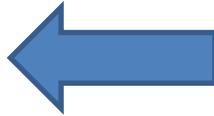
Knowledge of individual and group behavior. Ability to work effectively with residents and to make sound judgments. Ability to read, write and communicate effectively. Ability to react quickly and calmly in emergency situations. Ability to understand and follow written and oral instructions. Ability to observe and report changes in resident personality, demeanor, attitude and degree of program participation. Ability to cope with crisis situations, including restraint of residents using physical force as needed. Ability to use firearms and, when necessary, to exercise deadly force. Ability to establish and maintain effective working relationships with other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

HOW TO APPLY ONLINE

1. WWW.NH.GOV

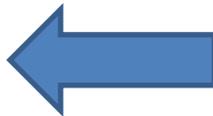
2. Click on the State Seal in the bottom left hand corner that says Job Opportunities



3. On the right side you will see



4. **Click on Register**



5. From here Follow the directions and it will walk you through setting up your profile.

Please make sure that you fully create your profile to include your education and a full work history. This information populates into your application. If the information is not complete prior to applying, your application will be blank on this end and rejected.

6. Please make sure that you use an e-mail address that you check often as this will be how you are contacted regarding the position that you apply for. Please check your spam folder as well if you do not see anything in your inbox.

7. Once you are registered you can search the job board for Corrections Officer Trainee. You will see two jobs listed one for NHSP-M in Concord and Goffstown and the other for NCF in Berlin NH. Please only apply for the location you are most interested in working at.

**If you have any questions please feel free to call Tina.
603-271-0860**

This is to advise you that we are currently recruiting qualified Correctional Officer applicants. Our recruitment process is a multi-step process which will take many months to complete. To some our