

## Careers in Corrections

The North Carolina Department of Public Safety (DPS) offers career opportunities in a wide variety of criminal justice professions. Correctional officers are the foundation of the custody profession in North Carolina's state prisons.

Correctional officers 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. Correctional officers carry certification issued by the North Carolina Criminal Justice Education and Training Standards Commission.

There are approximately 26,000 employees working in the Department of Public Safety with more than 10,000 Correctional Officer jobs located across North Carolina. The agency has many career opportunities for criminal justice professionals.

### NC Department of Public Safety Prisons Facility Locations



Find more information by visiting:

North Carolina Department of Public Safety  
[www.doc.state.nc.us/recruit/](http://www.doc.state.nc.us/recruit/)



Correctional Officer applicants  
should apply on-line at:

Office of State Personnel  
[www.osp.state.nc.gov/jobs](http://www.osp.state.nc.gov/jobs)

For more information about the Correctional Officer hiring process, call **1-877-NCBADGE** for a career packet or call a Regional Employment Office:

#### Eastern Carolina Regional Employment Office

2241 Dickinson Ave  
Greenville, NC 27834  
PH: 252-756-5501  
FAX: 252-756-4339

#### Piedmont Triad Regional Employment Office

771 Park Centre Drive Suite D  
Kernersville, NC 27284  
PH: 336-996-7129  
FAX: 336-996-1692

#### Raleigh Regional Employment Office

Anderson Plaza Building  
100 East Six Forks Road, Suite 100  
4205 MSC  
Raleigh, NC 27699-4205  
PH: 919-788-5346  
FAX: 919-788-5357

#### Western Foothills Regional Employment Office

P.O. Box 1946  
613 Harper Avenue, SW  
Lenoir, NC 28645  
PH: 828-757-5601  
FAX: 828-757-5600

# Are You at a Crossroads?

# Consider a Career in CORRECTIONS!



## Today's Correctional Officer

Today's correctional officer is the most important job in the North Carolina prisons.



As the number of inmates has grown, so has the complexity of the correctional officer's job. Today's

correctional officers must understand legal requirements from 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 rules and policies.

## 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. Day shift and night shift positions are available. Officers typically have up to 14 days off in a one month period. Most officers work a 12-hour shift.



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.



## 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.

## The Selection Process

Applicants for correctional officer positions must:

- 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.
- No felony or domestic violence convictions.
- Pass mandatory assessment tests, background investigation and medical exam.
- Meet physical ability standards.
- Successfully complete all basic and annual training to meet the requirements of the North Carolina Criminal Justice Education and Training Standards Commission.

## Benefits

- Advancement opportunities
- Specialized training
- Health care benefits
- Sick leave and annual leave
- Military leave
- Paid holidays
- Education assistance
- Retirement benefits

