



North Carolina Department of Public Safety

Human Resources

Roy Cooper, Governor
Erik A. Hooks, Secretary

Michael R. Dail, Director
Human Resources

Rev-4/15/2019

Dear Applicant:

Thank you for your interest in a career opportunity with the North Carolina Department of Public Safety, Division of Adult Correction and Juvenile Justice. You will need to successfully complete the Criminal Justice pre-employment requirements in order to continue the employment process for the certified position for which you applied.

You will be contacted by a Criminal Justice Hiring Specialist at the Western Foothills Regional Employment Office (WFREO) to schedule an appointment for further pre-employment testing and completion of employment paperwork.

Please read the attached *Applicant Instructions* carefully, as some forms must be started or completed prior to your appointment date. In addition, you must bring required documents to your appointment.

Your appointment at the Regional Employment Office will take the majority of the day. Please plan accordingly. Do NOT schedule other appointments on this date. Also, please wear appropriate workplace attire. Shorts, blue jeans or revealing attire are not appropriate.

For additional information regarding your appointment or the employment process, please contact the Regional Employment Office at (828)757-5601.

Sincerely,

Criminal Justice Hiring Specialist
Western Foothills Regional Employment Office

Attachments:

1. Applicant Instructions
2. Employment Application Addendum
3. Form I-9 List of Acceptable Documents
4. Form F-5A Report of Appointment/Application for Certification
5. Applicant Guide for Form F-5A
6. Form F-1 Medical History Statement
7. Form F-2 Medical Examination Report
8. Essential Job Functions
9. Essential Basic Training Functions
10. NC-4 Employee Withholding Allowance Certificate
11. W-4 Employee Withholding Allowance Certificate
12. Mandatory Direct Deposit Notification
13. Direct Deposit Enrollment And Change Form
14. Directions to REO

ADDRESS:
309 Colombo Street SW, Suite 102
Valdese, NC 28690

www.ncdps.gov



An Equal Opportunity Employer

Telephone: (828) 757-5601
Fax: (828) 757-5600



APPLICANT INSTRUCTIONS

STEP 1. PRE-EMPLOYMENT MEDICAL EXAMINATION

You have been extended a conditional offer of employment for a position requiring certification by the North Carolina Criminal Justice Education and Training Standards Commission (CJETS). As a condition of employment, you must complete a pre-employment medical examination, drug test, and TB test, as applicable, **within 24 hours**.

The hiring facility provided you with a list of **DPS Authorized Pre-employment Medical Vendors**. Please select a vendor from this list for your pre-employment medical examination. You must take the below documents to your medical appointment.

1. **REO-41 Medical Authorization Form** – This authorization must be completed by the hiring facility.
2. **Form F-1 Medical History Statement** – You must complete the F-1 form prior to your medical examination appointment. **Any “yes” answer requires specific details. Read Form F-1 instructions carefully** to ensure appropriate details are provided for review and evaluation by the medical provider during your medical examination. Any details omitted on this form may require another office visit and/or further evaluation by the agency’s medical provider.
3. **Form F-2 Medical Examination Report** (*Physician completes during medical examination*)
4. **Essential Job Functions** (*Physician reviews during medical examination*)
5. **Essential Basic Training Functions** (*Physician reviews during medical examination*)

The agency’s medical provider will provide you the completed medical examination documents in an envelope sealed/stamped across the seal by the provider. You must bring the sealed envelope (unopened) to your appointment at the Regional Employment Office. *Note: Some medical providers may provide medical results directly to DPS by secure online portal. If you are not provided a sealed envelope, please confirm with the medical provider how the results will be transmitted to DPS before you leave your medical appointment.*

STEP 2. SCHEDULE AN APPOINTMENT AT THE REGIONAL EMPLOYMENT OFFICE

The CJ Hiring Specialist at the Regional Employment Office (REO) will contact you **within 24-48 hours** to schedule a pre-employment processing appointment for additional testing and completion of paperwork. Your medical examination must be completed prior to scheduling your REO appointment.

STEP 3. COMPLETE FORM F-5A, REPORT OF APPOINTMENT/APPLICATION FOR CERTIFICATION FORM

Read Form F-5A instructions carefully for proper completion of this form. Do not complete or sign page 5 of the F-5A. Your signature will be witnessed and notarized at the Regional Employment Office.

All convictions other than minor traffic violations must be reported on the F-5A form in the applicant’s own handwriting. Please note that “*DWI/DUI (alcohol/drugs)*,” “*Duty to Stop in the Event of an Accident (Hit and Run)*,” and “*Speeding to Elude Arrest*” are **NOT** minor traffic violations and therefore, **MUST** be reported. **Additionally, please review page 6 of the F-5A for a listing of traffic offenses that you must include.** Provide all information completely and accurately.

PLEASE READ THIS FORM CAREFULLY. Any falsifications, omissions, or misstatements of fact may be sufficient to disqualify you. ‘Convicted’ or ‘Conviction’ includes a plea of guilty; a plea of no contest, nolo contendere, or the equivalent; or a verdict or finding of guilt by a jury, judge, magistrate, or other duly constituted, established adjudicating body, tribunal, or official, either civilian or military. You must list any and all convictions regardless of the date of offense and the disposition to include “**Prayer for Judgment (PJC)**” or any other disposition where you entered a **plea of guilty**. If any doubt exists as to whether or not a plea of guilty was entered, you should list the charge(s) to ensure full disclosure. You must include convictions regardless of whether or not the convictions were expunged, pursuant to NCGS 15A-145.4 and 15A-145.5. Juvenile convictions must be listed.

STEP 4. EMPLOYMENT APPLICATION ADDENDUM

Correctional Officer applicants should provide up-to-date personal, education, and work history information to be included as part of the original Employment Application. If your name, address, phone, e-mail, education and/or work history information has changed since your original application, please complete the Employment Application Addendum enclosed and bring this form to your appointment. Work experience should include the number of hours per week so that appropriate credit is given for full time and/or part time work.

STEP 5. REQUIRED DOCUMENTS TO BRING TO YOUR APPOINTMENT AT THE REGIONAL EMPLOYMENT OFFICE

1. **Driver's License.** Must have a valid driver's license. A picture ID is required for security and testing purposes.
2. **Proof of U.S. Citizenship.** (birth certificate, naturalization papers, etc.). U.S. citizenship is a CJETS requirement.
3. **Social Security Card.** Your social security card must be provided for proof of legal name.
4. **Proof of Education:** High School graduation or GED, and/or degree(s) completed (if applicable).
Original documents are required.
 - For proof of high school graduation: the high school diploma or an official transcript or letter from the school is acceptable.
(Proof of high school is not required if a college degree was obtained from an appropriately accredited college.)
 - If you have completed college, bring the official sealed transcript to verify your degree. If you are unable to obtain the official transcript in time for your appointment, you may bring the original college diploma as unofficial proof of education and the official degree verification shall be required within 90 days of employment.
 - If you obtained education outside the US and its territories, official validation of the equivalent US education level is required.
 - Proof of education must be provided in the English language.
5. **I-9 Employment Eligibility Documents.** Please review Form I-9 list of acceptable Government issued photo IDs and Employment Authorization documents.
6. Completed **NC-4 Employee Withholding Allowance Certificate**
7. Completed **W-4 Employee Withholding Allowance Certificate**
8. Completed **Mandatory Direct Deposit Notification**
9. Completed **Direct Deposit Enrollment And Change Form**
10. All military veterans must provide an undeleted copy of a **DD214, Report of Separation (long form)**. If you received infractions, charges or convictions while in the military, contact the Regional Employment Office for additional instructions.
11. Completed **Form F-5A** (unsigned).
12. Completed **Employment Application Addendum** (if applicable).
13. **Medical Examination** documentation in a sealed envelope (unopened) from the agency's medical provider.
(Note: If you are not provided a sealed envelope, please confirm with the medical provider how the results will be transmitted to DPS before you leave your medical appointment.)
14. **Be prepared** to provide court documentation and/or arrest records on any charges or convictions. Pending charges must be disposed in court and meet agency and Criminal Justice certification standards before hiring approval may be granted.
15. **Be prepared** to provide employment and certification information if you were previously employed at a law enforcement agency, corrections agency, or security agency.

USE **BLACK INK** TO COMPLETE ALL FORMS

Employment Application Addendum

(Accepted for Continuous Posting positions ONLY)

Use additional addendum pages if necessary.

**STATE OF NORTH CAROLINA**An Equal Opportunity Employer
North Carolina State Government

HR Use Only:

Date Rec'd: _____

HR Initials: _____

PERSONAL INFORMATION

POSITION TITLE:	EXAM ID #:
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NAME: (Last, First, Middle)	SOCIAL SECURITY NUMBER (last 4 digits):
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ADDRESS: (Street, City, State, Zip Code) No change Change per below:

PHONE NUMBER: <input type="checkbox"/> No change <input type="checkbox"/> Change per below:	EMAIL ADDRESS: <input type="checkbox"/> No change <input type="checkbox"/> Change per below:
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EDUCATION No change Add per below:

DATES:	SCHOOL NAME:
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LOCATION: (City, State)	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED:
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MAJOR:	UNITS COMPLETED:
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WORK EXPERIENCE No change Add per below:

DATES:	EMPLOYER:	POSITION TITLE:
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ADDRESS:	COMPANY URL:
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POSITION TITLE::	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
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HOURS PER WEEK:	SALARY:	# OF EMPLOYEES SUPERVISED:
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DUTIES:

REASON FOR LEAVING:

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: GS 126-30, GS 14-122.1). I also understand that it is my responsibility to update my contact information should there be any changes in my name, address, phone number, or e-mail address.

Applicant Signature:

Date:



North Carolina
Office of the State Controller

Mandatory Direct Deposit Notification

(To be signed by all new hires, and rehires on and after August 1, 2007)

In accordance with the State Controller's Policy issued July 1, 2007, as a condition of employment, a person hired or appointed to a position in a state agency on or after August 1, 2007, and who is serviced by a payroll center administered by the Office of the State Controller, shall be required to accept all payroll related payments by direct deposit. The policy may be viewed at the State Controller's Website - http://www.ncosc.net/sigdocs/sig_docs/payroll/Payroll_Forms.html.

I understand that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the policy and enroll in the direct deposit feature within 30 days of being hired or rehired, and remain enrolled in the direct deposit feature during the tenure of my employment. I understand that I can apply for an exemption from this requirement as provided by the policy. I understand that if I am not granted an exemption, I may be subject to dismissal.

Applicant Name (Please Print) _____

Applicant Signature: _____ Date: _____

To be completed by employing agency:

Advertised Position #: _____ Position Title: _____

Hiring Agency Name: _____

Hiring Supervisor or HR Official: _____

Copy 1 - Agency Human Resources Office; Copy 2 – Employee



**DIRECT DEPOSIT
ENROLLMENT AND CHANGE FORM
BEACON HR/Payroll System**

Bi-Weekly Payroll

Monthly Payroll

Personnel Area # _____
(to be completed by Payroll Office)

<input type="checkbox"/> ENROLL me in direct deposit		<input type="checkbox"/> CHANGE my direct deposit	
<input type="checkbox"/> for my Main Bank		<input type="checkbox"/> for my Other Bank	
EMPLOYEE ID NUMBER:	FIRST NAME:	MI:	LAST NAME:
AGENCY:	WORK E-MAIL ADDRESS:	WORK PHONE NUMBER:	

NAME OF BANK OR FINANCIAL INSTITUTION:

Deposit to my **CHECKING** or **MONEY MARKET** account *(my name is on this account)*

Deposit to my **SAVINGS** account *(my name is on this account)*

I am ATTACHING *(check one and STAPLE HERE)*

a **PHOTOCOPY** of a **CHECK** with my preprinted name and current address

a **CHECK** marked "**VOID**" with my preprinted name and current address

an official **BANK FORM**, certified and stamped by a banking official, which provides my account number and the bank routing number

a **DEPOSIT SLIP** for my savings account **PLUS** the bank routing number shown below:

PLEASE NOTE:

The Office of the State Controller (OSC) will transmit your payment electronically based on the information you have provided. If the payroll transmission fails because you have given your Payroll Office incorrect or outdated information, the State can only provide a replacement payment **AFTER** a refund from the financial institution has been received. It is important that you provide correct account and bank routing numbers, and that you notify your Payroll Office **immediately** if you change banks or account numbers. The OSC has the right to retract and correct payments, as necessary.

This completed form must be received in your Agency Payroll Office no less than 15 days prior to your next pay date for the direct deposit to be effective for the next pay period.

I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). Check one of the following:

*I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount **is not** subject to being transferred to a foreign bank account.*

*I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount **is** subject to being transferred to a foreign bank account. I understand that any electronic payments that may be remitted to me may be labeled with "IAT" as the standard entry class. I acknowledge that availability of funds credited to the account will be subject to my receiving financial institution's policies and procedures.*

I authorize the Office of the State Controller to initiate direct deposit entries each pay period, and if necessary, adjustments for any direct deposit entries in error, to the financial institution and account identified on the attached certification document. I understand and accept the conditions of participation in the direct deposit program. This authority will remain in effect until I cancel it in writing.

SIGNATURE:	DATE:
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Adult Correction-CJ Certified: Pre-employment package to Selected Candidate

Links to Forms/Documents that must be printed and given to applicant

The forms/documents listed below must be printed and given to the applicant; most reside on the DPS forms page. To ensure the most current version of the forms/documents listed is always used, please do not save them to your hard drive. The links should be accessed and forms/documents printed via the links for each applicant.

Required forms/documents are listed in Step 5 of the [Applicant Instructions](#) document. Links to applicable forms/documents are provided below. These are direct links to the form owner's website to ensure the most current version is always available.

- [List of Acceptable I-9 documents](#): This link is to the Form I-9. Please **print the last page of this form** for a **List of Acceptable I-9 documents**.
- [Form F-5A \(Adult Correction\)](#): Report of Appointment/Application for Certification
- NC Department of Revenue Employee's Withholding Allowance Certificates
 1. [NC-4](#)
 2. [NC-4 EZ](#)
- [W-4](#): Internal Revenue Service Employee's Withholding Allowance Certificate
- [Form F-1 \(Adult Correction\)](#): Medical History Statement
- [Form F-2 \(Adult Correction\)](#): Medical Examination Report



INSTRUCTIONS:

- Please read instructions on Form F-5A carefully!
- Applicants must answer ALL questions in their own handwriting.
- If YES answer to any question, applicant must provide a statement to explain the specific details.
- The question number must be included next to each explanation provided.
- Below are details that must be included in your statement for each YES answer.

Question Number

1(a).

- List complete name of Agency – DO NOT USE ABBREVIATIONS
- List complete address for each Agency
- List position held and dates of employment for each Agency

1(b).

- List complete name and address of Agency, date and detailed reason why your certification was revoked or suspended

1(c).

- List complete name of Agency – DO NOT USE ABBREVIATIONS
- List complete address for each Agency
- List date and detailed reason for denial

2.

- List name of relative and relationship to you
- Specify whether relative is in prison, jail, probation or parole
- Provide name and location of prison, jail , probation or parole

3(a).

- List name of drug(s) used
- List date(s) drug(s) used and explain the situation when usage occurred

3(b).

- List name of drug(s) used
- List person that you received drug(s) from
- List date you used drug(s)

3(c).

- List details, drugs involved and date for each occurrence

3(d).

- List details, drugs involved and date for each occurrence

IMPORTANT NOTE TO APPLICANT: If you were previously **CHARGED or CONVICTED of a drug offense**, you must provide a separate statement explaining the circumstances surrounding the drug charge(s). The statement **MUST** include if the drugs or drug paraphernalia belonged to you, the final outcome of the case and **whether or not** you used or possessed illegal drugs.

Question Number

4. ****Please read instructions on Form F-5A carefully!****

- List name and your relationship to each person involved
- List complete address where it occurred
- List details explaining each conviction and outcome of case
- **Offense Charged:** List actual offense charged at the time of arrest; and check box (Misdemeanor or Felony)
- **Offense Convicted:** List actual offense convicted of; and check box (Misdemeanor or Felony)
- List offenses where you pled guilty to get the case dismissed

5.

- List name of offense and date charged
- List court docket number, and check appropriate box (Misdemeanor, Felony , or Traffic Violation)
- List County/State where charge occurred, and next scheduled court date
- Provide details surrounding charge and court documentation

6.

- List name of offense, date charged, type of probation (supervised or unsupervised)
- List complete address where charge occurred and agencies involved
- List details surrounding charge, final outcome, name and location of court

7.

- List date issued and expiration, circumstances involved, relationship to person involved, county and state where it occurred

8.

- All questions and appropriate boxes must be completed
- If served on active duty for more than one occasion, must provide and list all active duty periods where a DD-214 was issued

9.

- List all dates, circumstances, charges and agencies involved for any disciplinary actions taken against you while serving in the military.
- Documentation from the military will need to be provided.
- If convicted, the conviction will also need to be listed for Question #4.

IMPORTANT NOTE TO APPLICANT:

The North Carolina Criminal Justice Education and Training Standards Commission (CJETS) shall review all answers included on your Application for Certification (Form F-5A) against all previous forms you completed in North Carolina for a law enforcement, corrections, or security agency monitored by the North Carolina Department of Justice. Additionally, a full background investigation is conducted for verification of all information included and not included on your Application for Certification. **Any omissions, falsifications, or misrepresentations of fact may result in denial, suspension or revocation of certification at any time.**

Please be prepared to provide any supporting court records, military records (if applicable), employment references, and other supporting documentation for consideration with your Application for Certification. Additional documentation may be requested before or after employment as part of the application for certification process.

ESSENTIAL JOB FUNCTIONS CORRECTIONAL OFFICER

1. Effectively communicate with other staff, inmates and members of the general public in verbal and written form and by utilizing existing communications systems including, but not limited to, telephones, two radios, intercoms and computer systems.
2. Perform searches of persons, vehicles, mail, objects/places capable of concealing contraband, personal property, buildings and large outdoor areas using metal detectors and the senses of sight, hearing, touch and smell to detect contraband.
3. Perform searches on inmates (clothed and unclothed). This will include the visual inspection of body cavities and the possible exposure to body fluids.
4. Comprehend and abide by policy, post orders, standard operating procedures, emergency plans, memoranda, legal documents and other directives, both written and verbal, governing daily activities even under conditions of little or no immediate supervision.
5. Work split, rotating or fixed shifts, weekends and holidays as schedule requires. Respond at any time called upon to emergency situations for extended periods of time when necessary.
6. Conduct continuous visual and audio surveillance of daily activities of inmates within the scope of assigned post (post may be located either indoors or outdoors and neither are climate controlled), including climbing stairs, working for extended period of time on elevated surfaces such as guard towers, standing and walking for extended periods of time and physically checking doors, windows, gates, barred sections, fences and other areas to ensure proper security, sanitation and safety practices.
7. Perform crisis intervention functions to include suicide prevention, counseling, recognizing abnormal behavior and making sound, reasoned decisions and taking appropriate action in accordance with established procedures.
8. Conduct investigations and complete comprehensive witness statements, activity logs and other necessary investigative and operational forms and reports.
9. Transport inmates by operating Department approved vehicles in a safe and secure manner, utilizing approved restraints and observing relevant laws, policies and procedures at any time of day and in any traffic, road and weather conditions.
10. Perform rescue functions during emergencies, disasters and at accident scenes to include administering CPR and basic emergency first aid, physically

removing people away from dangerous areas, extinguish fires using fire extinguishers, fire hoses and self-contained breathing apparatus and evacuating and securing people from confined areas.

11. Engage in duties associated with the apprehension of escaped/fleeing inmates including but not limit to; running, jumping, climbing, crawling, balancing on narrow or uneven surfaces, jumping down from elevated surfaces and using bodily force to gain entrance through barriers. Use reasoned judgment in determining the degree of force and in the exercise of deadly force in the apprehension and control of inmates. Load, unload, aim and fire handgun, shotgun and rifle at the level of proficiency required.
12. Defend oneself or another against attack by violent persons utilizing unarmed self-defense, batons or other approved self-defense techniques and devices.
13. Effectively subdue and restrain, using a reasonable degree of force if necessary, violent or uncooperative inmates using handcuffs, restraints and other approved restraint techniques and devices in order to prevent escapes, injury to persons, damage to property and to gain compliance with lawful orders.
14. Successfully complete the Department's In-Service Training of Firearms, CPR, Unarmed Self-Defense and OC (pepper) spray on an annual basis. During initial training, full exposure (defined as being sprayed in the face) to OC spray is required.
15. Distinguish between color coded emergency signals, keys, safety signs and clothing.
16. Properly accept, process and release inmates to include inventorying personal property, counting money and issuing receipts and taking photographs and legible fingerprints.
17. Operate various locking devices including electronic gates and perimeter security systems, padlocks and heavy doors with ability to accurately recognize, identify and count various types of keys.
18. Maintain a professional demeanor and emotional self-control at all times, especially when subject to verbal and mental abuse by inmates and others and during unexpected crises, emergencies and other highly stressful situations.
19. Conduct accurate head counts of persons as directed.
20. Visually identify persons prior to allowing entry into or exit from facility.
21. Properly accept negotiable instruments from inmates, visitors and mail for appropriate deposit to inmate trust fund accounts and properly handle daily canteen purchases.

NORTH CAROLINA DEPARTMENT OF CORRECTION
OFFICE OF STAFF DEVELOPMENT AND TRAINING
BASIC CORRECTIONAL OFFICER TRAINING
ESSENTIAL FUNCTIONS TO COMPLETE MANDATED TRAINING

MENTAL AND PHYSICAL EXPECTATIONS

1. The trainee is expected to be able to sit in a classroom and be attentive eight (8) hours.
2. The trainee is expected to be able to read and comprehend all classroom material which will include departmental policies.
3. The trainee is expected to be able to hear the instructions of course material including films/videos, and see blackboards, flipcharts, and any audio visual equipment.
4. The trainee is expected to be able to effectively and verbally communicate with the instructor and other trainees.
5. The trainee is expected to have writing skills and be able to take notes to be prepared for successfully passing written examinations.
6. The trainee is expected to be able to comprehend step-by-step procedures involved in overall prison security.
7. The trainee is expected to be able to comprehend the definition of contraband in association with various methods of how inmates may make or use contraband against the staff or for their own pleasure.
8. The trainee is expected to be able to identify various drugs and their symptoms.
9. The trainees are expected to stand, bend their knees, and squat down while maintaining their balance, and mentally focus on conducting a safe search of another person.
10. The trainee is expected to stand motionless with their arms outstretched horizontally to the floor for 2-5 minutes while a fellow trainee conducts a standing search on their person.
11. The trainee is expected to comprehend the definition of supervision as well as the fundamentals and techniques for major supervisory tasks.
12. The trainee is expected to comprehend the meaning of various safety procedures and verbal instructions on the proper operations and functions of the three standard weapons including revolver, rifle, and shotgun.
13. The trainee is expected to possess the mental aptitude and physical dexterity to properly operate each of the three (3) standard weapons both during hands-on classroom training and formal courses of fire.
14. The trainee is expected to be able to draw, hold properly with one hand or two, shoulder or carry, load, unload and fire each of the three (3) standard weapons.

15. The trainee is expected to be able to walk to and from the classroom to the firing range and stand for extended periods of time, up to eight (8) hours, during normal and extreme weather conditions while maintaining mental alertness and safety.
16. The trainee is expected to be physically capable of firing formal familiarization and qualification course of fire which require standing, kneeling, bending, and concealing the body behind barricades while firing each of the three standard weapons from either a one-hand-hold, a two-hand-hold or shoulder position.
17. The trainee is expected to be able to see at distances of from 3 yards to 50 yards and recognize a man size target at each distance while using the dominant eye or both eyes to properly sight each of the three (3) standard weapons as they continually function and fire each weapon properly.
18. The trainee is expected to be capable of mentally and physically withstanding the vibration, recoil, and extreme loud noises produced by firing each of the three (3) standard weapons.
19. The trainee is expected to be physically capable of holding and carrying each of the three (3) standard weapons weighing from approximately 2 lbs. to 12 lbs. both at rest and during formal courses of fire.
20. The trainee is expected to be mentally and physically capable of wearing safety glasses, in addition to prescription glasses and hearing protectors, and capable of seeing and hearing while wearing these safety appliances.
21. The trainee is expected to be mentally and physically capable of firing up to 170 rounds with the revolver, 30 rounds with the rifle and 5 rounds with the shotgun while attempting to fire the minimum qualification score with each of these weapons.
22. The trainee is expected to be capable, both mentally and physically, of firing additional rounds and phases of qualification in the event a trainee would fail to qualify on previous attempts.
23. The trainee is expected to be capable of comprehending classification policies and procedures as they relate to entry, assessment, and assignment of inmates incarcerated in the Department of Correction.
24. The trainee is expected to be capable of understanding the need and coordination of various programs provided to the inmate population and the relationship of the correctional employee's role in their success.
25. The trainee is expected to be capable of identifying various classification forms by name, numbered code, and their purpose.
26. The trainee is expected to be mentally prepared to discuss emotional subject matter of suicide and suicidal tendencies of inmates.

27. The trainee is expected to be able to comprehend what prison emergencies are, and how they escalate.
28. The trainee is expected to be able to identify methods of preventing prison emergencies and controlling disturbances.
29. The trainee is expected to be capable of mentally and physically participating in baton drills requiring the trainee to properly hold the baton, and execute blocks, strikes, and releases with same. This also includes walking, reaching, jogging, bending, stretching, and squatting as well as the dexterity to twist and turn the upper torso and arms in order to execute these techniques during normal and extreme weather conditions.
30. The trainee is expected to have good verbal skills which is required in radio communications.
31. The trainee is expected to be capable of comprehending division policies as they relate to use of restraints, use of radio, and transporting inmates.
32. The trainee is required to identify various mechanical restraints that are used.
33. The trainee is expected to stand, bend their knees, and squat down while maintaining their balance, and mentally focus on correct application of handcuffs and leg cuffs to fellow trainees without injury. This training also requires manual dexterity to work with handcuff keys and stand motionless or with very slight movement for five to ten minutes while a fellow trainee places waist chain, handcuffs, and leg cuffs on their person.
34. The trainee must possess emotional stability to be placed in mechanical restraints; i.e., waist chains, handcuffs, and leg cuffs for up to ten minutes as part of a restraint practicum.
35. The trainee is expected to use the radio, to understand the federal and state regulations relative to radio communications, including types of radios, 10 signals, and the phonetic alphabet. Manual dexterity is required in operation of buttons on the radio and the microphone.
36. The trainee is expected to have the physical abilities to resuscitate a manikin using the American Red Cross Cardiopulmonary Resuscitation methods and/or the American Heart Association Resuscitation methods and/or the American Heart Association Resuscitation methods which involves the trainee getting on their knees on a non-padded floor, being able to properly position the manikin and adequately ventilate the manikin utilizing mask to mouth/nose and mouth to mouth.
37. Good listening skills, vision, and ability to comprehend and then demonstrate in order to pass a proficiency test is required.
38. Trainee is expected to understand legal responsibilities of the Correctional Officer in relationship to Health Services of the Division of Prisons. Trainee must comprehend a discussion of AIDS and its impact upon the correctional employee and his/her occupational environment.

39. Trainees must possess adequate writing skills to write mock reports on designated DOC forms and demonstrate understanding of the forms to the satisfaction of the instructor. Trainee is required to be able to identify specific DOC forms including the proper titles, numbers, and purposes of each form. The trainee is expected to comprehend and demonstrate proper writing methods and techniques.
40. The trainee must understand the legal process involved in inmate lawsuits, and the legal liabilities involved in the use of force and other inmate rights and privileges. Trainee is expected to comprehend the various Division of prisons forms which must be used in use of force and other incidents. The trainee is expected to understand numerous divisional policies in such areas as visitation, mail, religion, and inmate grievances and disciplinary action.
41. Verbal communication is required. Non-verbal communication skills include standing and positioning which necessitates the ability to move around during role plays.
42. Trainee must hear and see practical demonstrations by the instructor, and possess mental capability to comprehend basic concepts and principles of the Department of Correction type of self-defense.
43. The trainee must have the stamina to exercise for a minimum of 20 minutes prior to actually performing the required techniques. These exercises require that the trainee bend, twist, turn, squat, walk in place, stand, and lie on the mats, which works virtually every joint, muscle, and limb of the body, including the cardiovascular and respiratory systems.
44. Trainee is expected to be mentally and physically capable of hearing, comprehending, and performing the various defensive techniques and controls to the satisfaction of the instructors.
45. Trainee must obtain a satisfactory rating on performance of self-defense techniques to pass.
46. Trainee is then required to demonstrate the specific techniques on a fellow trainee. These control techniques are a series of wrist locks and wrist controls which cause a trainee's wrist and arms to be bent in various fashion in order to effect compliance and control through pain.
47. The trainee is expected to execute a take-down technique while maintaining proper control of the trainee and placing the fellow trainee in handcuffs, searching the fellow trainee with the use of both hands, taking the trainee to a seated position, and then to a standing position.
48. The trainee is then required to demonstrate an escort technique. Techniques require the participant to bend, twist, squat, kneel, turn, pull, lie, sit, touch, and be touched. It requires the use of two hands in the control techniques. It requires that male and female participants search each other and work as partners.
49. Understand the procedure for assisting in an investigation which is criminal in nature and how to collect necessary evidence for court. Demonstrate the proper etiquette involved in a court hearing and giving sworn testimony.



Western Foothills Regional Employment Office

309 Colombo Street SW, Suite 102 • Valdese, NC 28690

Phone: (828)757-5601 • Fax: (828)757-5600

From I-40 take Exit 112 toward Mineral Springs Road/Valdese. Turn Right onto Eldred Street SE.

Turn left onto Main Street SE/US-70 W. Turn Left onto Colombo Street SW.

(McDonalds will be on the left.)

