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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

CORRECTIONAL CORPORAL

Code: 520600 **Pay Grade:** 17 ($16.72 – 21.15/hr)

Open for Recruitment: June 13, 2016 - Until Canceled

Only Employees With Promotional Status In The Department Of Corrections May Apply.

JOB DESCRIPTION

This position conducts investigative and protective services work involving the custody, security, discipline, treatment, and rehabilitation of persons committed to an adult correctional facility. As a Correctional Corporal, your responsibilities entail developing and gathering intelligence information concerning prisoner involvement in gangs, strong arming, and other activity that poses a risk to the facility. Other work includes performing investigations as authorized by pre-service law enforcement credentials which may involve properly searching and seizing evidence, issuing summons and/or search warrants, or arresting civilians outside a correctional facility.

Typical Duties

- Develops strategies in order to prevent introduction of contraband.
- Runs and evaluates drills in order to test security practices and procedures.
- Intervenes in and controls acts of negative behavior and violence using physical force, restraints, firearms, chemical weapons, and other methods in order to ensure and maintain order and security.
- Conducts regular searches within the prison population in order to identify contraband and other risks to the facility.
- Coordinates with applicable staff in order to ensure required urinalysis and/or DNA testing is completed.
- Stays current in gang identification and threat groups in order to track activities and threats to the facility and department.
- Preserves continuity of evidence in order to allow its use in fact finding and/or prosecution.
- Conducts investigations of alleged criminal violations in order to gather evidence and assist in the prosecution of criminals.
- Gathers intelligence and identifies prisoner violations of rules, regulations, policies, procedures, directives, and/or professional practices in order to gather evidence..
- Conducts interviews of suspected enemies in order to determine if threats exist and provide recommendations on the outcome, e.g. prisoner to prisoner conflicts.
- Interacts with prisoner population in order to establish a rapport and to promote trust and open dialogue.
- Interviews suspects and witnesses (within a correctional facility or outside in the community) in order to obtain evidence or establish facts.
- Assists in establishing and maintaining an intelligence program in order to gather, maintain, and coordinate information about inmate affiliation with activities that pose a risk to the facility.
- Uses specialized investigative equipment such as computers, recorders, telephone monitoring systems, fingerprint equipment, and video monitoring systems in order to record evidence and document conduct of inmates,

visitors, and/or civilians in the community.
- Uses non-deadly and/or deadly force (firearm) when authorized by Statute.
- Serves legal documents to prisoners, offenders, and/or civilians in order to assist in the prosecution of alleged violations and ensure compliance with applicable laws.
- Prepares and submits reports in order to provide information and documentation.
- Assists as directed in coordinating investigations involving other facilities and/or agencies in order to ensure investigations are completed effectively and efficiently.
- Trains correctional staff in order to provide current information involving procedures, mandates, and pertinent changes.
- Testifies in criminal cases and provides relevant facts in order to provide information and assist in the prosecution of cases.
- Observes, monitors, controls, and evaluates the activity and movement of prisoners within a specified area in order to ensure observance of institutional rules and to ensure security and safety.
- Communicates behavioral observations to treatment teams and makes recommendations relative to job placement at facilities and corrective actions in order to participate in treatment strategy development and implementation.
- Develops and submits operational risk management plans and intelligence reports related to external investigation activities in order to document actions, identify risks, and obtain approval.
- Counsels and advises prisoners regarding personal matters, institutional rules and regulations, health and safety standards, and treatment strategies in order to maintain order and assist prisoners in adjusting to institutional life.
- Evaluates community work locations to document risk assessment findings, make recommendations, and/or take corrective action in order to maintain order and security.
- Provides on-the-job training to officers, serves as job coach over investigative matters, and makes reports to supervisor in order to assist in the training.
- Observes and identifies illegal activities (criminal/civil) perpetrated by an individual(s) and documents, collects, and secures evidence in order to make arrests or obtain arrest warrants for possible prosecution.

MINIMUM REQUIREMENTS

In order to qualify, you must have graduated from high school or equivalent –AND– two years of experience as a Correctional Officer or equivalent.

LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS*: (These must be met by all employees prior to attaining permanent status in this class).*

- Completion of the Law Enforcement Pre-Service Training Course (Includes passing MCJA PFT and Alert Test).
- Certification of completion of the 80 hour Basic Corrections Training Course.
- Possession of a valid Maine driver's license.

Value of State-paid Dental Insurance: $13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): $428.24 biweekly
- Level 2: 95% State Contribution (employee pays 5%): $407.48 biweekly
- Level 3: 90% State Contribution (employee pays 10%): $386.73 biweekly
- Level 4: 85% State Contribution (employee pays 15%): $365.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2016

Value of State's share of Employee's Retirement: 20.85% of pay.