

Correctional Officer Applicant Guide



Contents

BC Corrections: Adult Custody Division	3
Becoming A Correctional Officer: Do You Have What It Takes?	4
How To Apply	6
Step 1: Job Requirements	7
Step 2: Applying	10
Step 3: Testing	11
Step 4: The Interview	13
Step 5: Checks & Screening	14
Step 6: Offer and Job Exposure	16
Step 7: On Board	17
Step 8: Training	17



BC Corrections: Adult Custody Division

Inspiring Excellence, Changing Lives

The Adult Custody Division of BC Corrections protects B.C. communities and works to reduce re-offending. The Division is responsible for providing safe and secure custody of inmates who have been sentenced to prison terms of less than two years, or who are awaiting trial, as well as immigration detainees.

Our business is public safety and the people who work for us are dedicated corrections professionals who believe in fairness, dignity and respect. The Division's integrated programs and services are built on a foundation of effective communication and rooted in due process. The focus of these programs and services is on supporting positive change.

What We Do

The Adult Custody Division operates ten correctional centres located around British Columbia. These play a central role in our justice system, housing about 2,800 inmates at any one time.

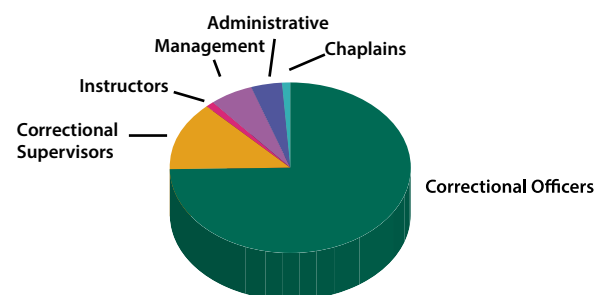
Our employees work directly with inmates, supporting positive change in their lives and working toward successful reintegration into society.

The Division works with a range of partners in our criminal justice system, including the Community Corrections and Corporate Programs Division of BC Corrections, which is responsible for people who are serving their sentences in the community or who have been released on bail.

Our People

The Adult Custody Division has about 1,600 full-time employees who work as:

- Correctional officers
- Correctional supervisors
- Managers
- Administrative and business staff
- Instructors
- Chaplains



Most of our employees are correctional officers, who receive training to assist them in effectively influencing inmate behaviour through day-to-day interaction as well as education and work programs. Correctional officers are role models who can assist inmates to make positive change in their lives through programs designed to address each person's particular behavioural and social problems.

Every day, our employees make a difference in the lives of those they work with and help make our communities safer.

Becoming A Correctional Officer –Do You Have What It Takes?

Role Of The Correctional Officer

Correctional officers carry out critical work that is vital to fulfilling Adult Custody Division's mission. They are responsible for maintaining the security and safety of inmates while consistently following Branch and centre policies, procedures and standards.

Correctional officers work directly with inmates in living units, programs and work settings at the centre and in the community. They supervise, direct and correct inmate behaviour and manage programs. Correctional officers assist with case management, facilitate core programs and perform a range of specialized duties. Generally, each correctional officer will rotate through a range of posts at the centre, carrying out somewhat different duties in each.

The entry rank and training position is security officer, a position that provides you with experience in a variety of settings. After successfully completing the required training, you will be promoted to correctional officer.

What To Expect On The Job

A correctional centre is quite different from other work environments. We rely on our correctional officers to ensure the safety and security of inmates and our communities 24 hours a day, seven days a week, so, like other first responders, correctional officers work nights, weekends and holidays. All our centres are secure facilities, meaning every movement, door locking and gate closing is monitored and controlled.

Correctional officers are in direct contact with inmates throughout the day. Some people find comparing a correctional centre to a small city helpful in understanding the complexity of our facilities—all aspects of an inmate's life such as food, shelter, healthcare, recreation, education and spiritual support are provided within a correctional centre. There are living units where inmates sleep, eat, watch TV, make phone calls and visit with each other. Outside of the living unit, inmates have access to a health clinic, library, visit room, recreation facilities and school classroom. Many centres also operate vocational programs where inmates work, such as carpentry shops, bicycle repair shops and greenhouses.

As a correctional officer starting out, you can expect to work in a living unit—ensuring safe and secure custody of inmates, leading them through their daily routines and assisting them with various requests. Throughout your career, you may want to vary your experience and work in other areas of the centre. Many officers work a number of posts during their careers, like admissions and discharges, sentence management, health care or inmate programs.

To maintain a safe and secure environment, officers are provided with various tools such as extensive and ongoing training, a supportive team of experienced officers ready to lend a hand and a network of technology that keeps them connected throughout the facility.

Watch 'Do you have what it takes' Video: <https://www.youtube.com/watch?v=MX3ztK3wECI>



The Benefits Of Working With Us

In addition to providing varied and challenging work, being a correctional officer also brings other benefits:

- A competitive salary (the training wage as of April 2016 was \$21.26/hr, while the correctional officer wage ranges from \$22.83 – \$31.71)
- An excellent benefit and pension package
- Training provided in partnership with the Justice Institute of British Columbia
- The availability of scholarships and student loan forgiveness through Pacific Leaders
- The opportunity to make a difference in your community, maintaining public safety and helping inmates change their lives for the better

What We're Looking For In Candidates

Correctional officers are peace officers who work as part of a team that interacts directly with inmates. To succeed as a correctional officer, you must possess the overarching quality of integrity and:

- Believe in the other values of the BC Public Service (curiosity, service, passion, teamwork, accountability and courage);
- Have the ability to thrive in a demanding work environment;
- Be highly motivated to work with inmates.



Successful correctional officers are good at problem-solving and communication. They are flexible and have the ability and willingness to lead by example.

In order to be considered for a correctional officer position, you must:

- Be 19 years of age or older
- Be legally permitted to work in Canada
- Have completed Grade 12 or equivalent
- Have completed English 12 with a final grade of at least 70 per cent, or equivalent
- Possess a valid Class 5 BC Driver's Licence
- Possess a valid Occupational First Aid (OFA 1) certificate through a program endorsed by WorkSafe BC
- Successfully complete the Correctional Officer Physical Abilities Test (COPAT)
- Successfully complete the REACT skills and job suitability testing
- Successfully pass a behavioural event panel interview
- Successfully complete enhanced security screening
- Successfully complete a medical assessment

Detailed information on these requirements is provided later in this guide.

The most important competencies for a correctional officer are in the following areas:

- Leadership
- Listening, understanding and responding
- Conflict management
- Self-confidence
- Problem-solving and judgement
- Developing others
- Teamwork and cooperation
- Integrity

During the hiring process, the Division looks for these attributes in each applicant.

How To Apply

The following sections of this guide describe in detail how the online application process works. If you see yourself as a candidate for a career with BC Corrections, we look forward to your application.

Applying To Be A Correctional Officer

This guide describes eight steps to becoming a correctional officer in B.C.:

1. Learning about the job & its requirements
2. Applying
3. Testing
4. The interview
5. Checks & screening
6. Offer & job exposure
7. On board
8. Training

Careful review of the information in the following sections will help guide you through the process.



Step 1: Learning About The Job & Its Requirements

There are several good ways to learn more about BC Corrections and working for the Adult Custody Division:

Attend an Information Session

The Justice Institute of BC offers free information sessions to introduce potential applicants to the corrections profession and highlight what is required to work at a B.C. correctional centre. These sessions are held at various locations around the province. They are usually three to four hours long, covering topics such as how Corrections fits into the larger justice system, the roles and duties of a correctional officer, the nature of the facility population and what's involved in the hiring process.

* To find out where the next information session is being held, visit our career page:

<http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/featured-careers/bc-corrections>

Find Information Online

The BC Corrections Career Page (<http://www.gov.bc.ca/bccorrectionscareers>) has information on BC Corrections, becoming a correctional officer, the work environment and current job postings. If there are current competitions, this information will include job descriptions for positions that are open.

Reviewing a job description can be useful in helping to decide whether you are qualified and interested in working as a correctional officer. Pay particular attention to the listed competencies, which are the areas the selection committee will be focusing on in job interviews.

Check Whether You Meet the Minimum Qualifications

As listed in the previous section, there are several qualifications you must have in order to apply for a job as a correctional officer with the Adult Custody Division. You can make the process as quick and easy as possible by reviewing these qualifications before you start the application process and making sure you have electronic copies of all required documents (pdf format is ideal).

Age requirement

You must be 19 years of age or older in order to apply. If your application is successful, you will be required to show a recruitment officer your birth certificate prior to participating in the COPAT and REACT tests, which are part of the application process.

Driver's license

You must have a valid class 5 B.C. driver's license at the time of application. You will be required to show a recruitment officer your license prior to participating in the COPAT and REACT tests.

Legal entitlement to work in Canada

You must be legally permitted to work in Canada at the time you apply for a position. To apply to be a correctional officer this requires that you be a Canadian citizen, a permanent resident of Canada, or a landed immigrant in Canada. If you are otherwise legally entitled to work in Canada please contact a recruiter directly to discuss this. Proof of this can be in the form of your Canadian passport, citizenship papers etc. You will be required to show a recruitment officer proof of your legal entitlement to work in Canada prior to participating in COPAT and REACT Tests.



Occupational first aid certificate

You must have a valid level 1 first aid certificate (OFA 1) at the time you apply. This certification must be endorsed by WorkSafe BC. You will be required to show a recruitment officer documentation of this prior to participating in the COPAT and REACT tests.



CPR certificate

If you are applying to work at Alouette Correctional Centre only, in addition to OFA 1 you are required to have CPR C certification with AED. You will be required to show a recruitment officer documentation of this prior to participating in the COPAT and REACT tests.

Proof of Grade 12 graduation

When you apply, you will be required to upload documentation proving high school graduation, or the equivalent. You can do this by providing a copy of one of the following:

High school diploma (e.g. Dogwood Diploma BC)

Adult graduation diploma (e.g. Adult Dogwood BC)

GED certificate obtained between 1973 and 2014

Proof of post-secondary graduation with either a university degree or an associate diploma/degree

If your high school graduation, degree or diploma is from an institution outside of North America or the United Kingdom, you may be required to have this credential verified by the International Credential Evaluation Services (<http://www.bcit.ca/ices>).

Proof of English language proficiency

One of the duties of a correctional officer is to communicate clearly and effectively in writing. To make sure you meet at least the minimum writing standard, when you apply, you must provide proof of English language proficiency in one of the following forms:

- A **final grade** of at least 70 per cent in BC English 12
- A **final grade** of at least 70 per cent in a post-secondary credit course in English that is at least equivalent to BC English 12 and qualifies the applicant for admission to a university that is a member of Universities Canada (it is the responsibility of the applicant to prove equivalency)
- Proof of graduation with either a university degree or an associate diploma/degree from a Canadian post-secondary institution that is a member of Universities Canada, or a U.S. university that appears in the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs, or a United Kingdom university that is listed as a recognized body on the UK government website (the degree or diploma courses must have been taught in English)
- Proof of graduation with a degree or diploma from a program taught in English at an institution outside of North America or the United Kingdom, with this credential verified by the International Credential Evaluation Service



- Achievement of a minimum score in one of the following English language assessment tests:

TOEFL iBT	80 with no sub-score less than 19
TOEFL paper-based with TWE	55 each for reading, listening, writing & 4.0 on TWE
IELTS	6.0 with no part less than 5.5
CAEL	60
CAE	176 with 169 in each area
CPT	41-47
CPE	C
PTE Academic	56
MELAB	81
LPI	4
CLB	9+
CELPIP	4L
CanTEST	4.5 with no part less than 4.0
Accuplacer	80 in reading with WritePlacer of at least 6

Links

International Credential Evaluation Service (<http://www.bcit.ca/ices/>)

Universities Canada (<http://www.univcan.ca/universities/member-universities/>)

U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs (<http://ope.ed.gov/accreditation/>)

Recognized Universities in the United Kingdom (<http://www.legislation.gov.uk/uksi/2013/2992/made>)

Review the Lifestyle Questionnaire

As part of the application process, you will need to complete an online questionnaire designed to demonstrate how you meet the job requirements and whether you are suited to taking on the responsibilities of a correctional officer. It is essential that you complete this questionnaire truthfully.

It is important to review the questionnaire (http://www2.gov.bc.ca/local/myhr/documents/jobs_hiring/corrections_lifestyle_questionnaire.pdf) before you start filling it out. The questionnaire must be fully completed and saved in PDF format before emailing. By reviewing the questions beforehand, you will be in a better position to complete it when you are asked to submit it.

Getting Help

If you have any questions or concerns before starting the online application process, please contact a recruiter: <http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/featured-careers/bc-corrections/learn-more>



Step 2: Applying

Once you have fully reviewed information about working as a correctional officer and the requirements to apply, if you remain interested, then we invite you to apply!

Have Your Documentation Ready

Before you begin the online application process, make sure you have collected all the information and documents you will need. This includes electronic copies (in pdf format) of your high school graduation documents and proof of English language proficiency and photo copies of other required documents. See the previous section for more details on these requirements.

You should also have information at hand on dates and other information relating to your education and work experience that you will need to fill out your application. Remember, once you start the online application process, you will need to complete the whole process in one session, which will expire after 60 minutes. It is not possible to save your application part-way through and come back to it later.

Complete Your Online Profile/Resume

You may begin the online application process by clicking on the link at the job posting. This will take you to an online form where you will be able to answer a series of multiple choice questions about your qualifications, as well as several longer answer questions where you will be asked to describe your relevant education and experience.

Complete the Lifestyle Questionnaire

After you have completed your online profile/resume, if you are selected to move forward in the process, you will be contacted by a Recruitment Officer. They will provide you with directions on submitting your completed lifestyle questionnaire. While it is good to complete the questionnaire now, we ask you to save it to submit at a later stage of the process, if and when we request it.

Please note that when completing the lifestyle questionnaire, it is imperative that you answer all questions truthfully and in as much detail as space allows. If you pass all steps in the application process to the point of advanced security screening, you will undergo computer voice stress analysis testing to verify the answers you have provided on the lifestyle questionnaire.

Honesty, integrity, and lifestyle are areas that are scrutinized closely in considering correctional officer applications. It is important for you to understand that deceit, dishonesty, or non-disclosure in response to questions in the lifestyle questionnaire will result in your disqualification from the competition.

Hearing Back from Us

Once we have reviewed your application, we will contact you either to move to the next stage of the process or to let you know that you do not meet the minimum qualifications. If you left out any required information in your application, we will let you know about that too, however, we may not be able to consider your application unless you have provided the missing information prior to the closing of the competition.

Step 3: Testing

If you successfully pass through our initial screening, we will ask you to complete three mandatory tests that measure areas that are important to being a correctional officer.

The Correctional Officer Physical Abilities Test (COPAT)

The COPAT is a timed physical test designed to determine whether applicants have the physical ability to carry out the duties of a correctional officer. The test simulates and measures your physical ability to respond to a critical incident. Watch COPAT Video:

<https://www.youtube.com/watch?v=ZClqSilC-s8>

See more information on the COPAT Test:

<http://employment.gov.bc.ca/sites/default/files/documents/corrections/COPAT.pdf>



We will ask you to register to take the COPAT during one of the scheduled times it is offered.

Remember: you may only register after you have passed initial screening and are contacted by a recruiter.

Prior to taking the COPAT Test, you will be required to have a medical clearance form signed, stamped and dated by a physician. Bring this form to the COPAT Test.

You will also be asked to bring the following documents to the test:

- Your valid B.C. Driver's license (Original and a photocopy for our file)
- A copy of your driving record (also known as 'driver's abstract'), which you may get by applying online here: <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>
- Your valid Level 1 Occupational First Aid certificate
- Proof of eligibility to work in Canada
- Accepted COPAT Equivalencies

If you have successfully completed any of the following similar tests with a verified law enforcement agency, within the last six months, you will not need to take the COPAT: Sheriff Officer Physical Abilities Test (SOPAT), Police Officer Physical Abilities Test (POPAT) and Physical Abilities Readiness Evaluation (PARE).

If you are taking a test out of BC contact a recruitment officer for information.



If You Do Not Pass

If you are not successful at passing the COPAT, the facilitator may give you an opportunity to repeat the test.

Register for the REACT Test

REACT is a four-part test that includes:

- A video-based human relations test
- A reading test
- A math test
- A report writing test.

The test takes two hours to write. You will be contacted to register for a REACT test session. Remember: you can only register when you are contacted by a recruiter, after you have passed initial screening.

If you do not pass the REACT Test you will not be eligible to proceed in the competition further and we will notify you of this by email. For more information visit the national testing network website:

<https://nationaltestingnetwork.com/publicsafetyjobs/ntn-test-corrections.cfm>

Submit Lifestyle Questionnaire

If you pass the COPAT Test and the REACT Test, a Recruitment Officer will contact you and ask you to submit your completed lifestyle questionnaire. When completing your questionnaire ensure you fill out every question truthfully and ensure complete authenticity. Provide detailed information including specific dates and/or year something occurred rather than a general reference ('September 1998' rather than 'when I was in high school').

Should you have any questions or concerns related to your answers, contact the Assistant Deputy Warden responsible for recruitment at the centre to which you are applying. All issues must be disclosed in advance of the interview and Computer Voice Stress Analysis examination. Failure to do so may result in you being disqualified from this competition for employment with the BC Corrections Branch.

****Note, if you have applied for a position as a correctional officer previously and have submitted a lifestyle questionnaire, we will compare your completed forms. It is better to add details, dates and times as well as a rationale as to why information has been enhanced and/ or changed from previous submissions.***



Step 4: The Interview

If you meet all the minimum requirements and pass testing, you will be offered a competency-based behavioural event interview. This is a panel interview that aims to get detailed information about how you go about doing your work. This is accomplished by asking you to describe your behaviours, thoughts and actions in actual situations.

Competencies

Competencies describe the behaviours and attributes you demonstrate when doing your job. A competency is an underlying characteristic that makes the difference between being an average performer and a superior one.

Eight specific competencies have been identified for correctional officer positions. Your interview will focus on three or four of these competencies.

Learn more about interview-based competencies:

<http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/career-development/competencies-in-the-bc-public-service/interviews-hiring>

Correctional Officer Competencies

- **Leadership**
- **Listening, Understanding and Responding**
- **Conflict Management**
- **Self-Confidence**
- **Problem Solving and Judgement**
- **Developing Others**
- **Teamwork and Co-operation**
- **Integrity**

Preparing for your Interview

In your interview, you will be asked three or four main questions. You may also be asked some clarifying questions to help you give enough detail for the panel to get a sense of your relevant competencies. Each main question is designed to explore a single competency.

You will be given some or all of the main questions in advance of the interview, giving you time to develop your response. Your response should provide detailed information on your past performance that demonstrates the competencies.

In preparing for the interview, you should think of examples (stories) from your past experience where you have demonstrated each competency. Any reference material you prepare should be for you to use as a reference in the interview, not a script to be read. Describe the situation; the task that needed to be accomplished; your actions (the steps you took to accomplish task or your role in the situation, what you do or say); and the result (include what happened, what was accomplished, how was the situation resolved).

It is very important that you take adequate time in advance of the interview to prepare for the interview, as this is a critical part of the hiring process. For additional information, the B.C. Public Service Agency has prepared tips on how to prepare for your behavioural event interview:

<http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/application-process/interview-assessment>

Please note that there will also be offerings of Behavioural Event Interviewing preparatory sessions; be sure to ask your Recruiter about this if you have passed the testing stages of the hiring process.



Names and Contact Information for References

We ask you to bring to your interview contact information for your most recent supervisor plus two or three other references who can speak to your past work performance. We also ask you to bring contact information for references who can validate the competency stories you tell in your interview. Sometimes, these two lists of references will include some or all of the same people. This is acceptable.

Please ensure you provide current and accurate contact information for each reference. If you have not had four recent work supervisors, you may use coaches, volunteer supervisors, or the like, as references.

Step 5: Checks & Screening

The hiring panel will rate your responses during the behavioural event interview and determine whether you pass. If you pass your interview, we will check your references. If you do not, you will receive a letter from us indicating this and be free to apply again in the future.

Reference Checks

We will interview the references you provided at the interview (see the previous section for more information) based on the principle that the best way to predict future job performance is to learn about past job performance. For this reason, reference checks are an important part of the decision-making process.

In most cases, we carry out reference checks by telephone or by conducting an in-person interview. Reference checks may take up to 30 minutes to complete and we will ask each reference questions to verify your skills, abilities and competencies as well as past work performance.

Conditional Offer

If you have passed the interview and the results of your reference checks are positive, then we will make you a conditional offer of employment as a security officer, subject to passing all security screening and medical checks.

Security Screening

We will request several security screening checks, which may include one or more of the following:

- Level 4 police record check
- JUSTIN/ CORNET search
- Certified criminal record check
- Lifestyle questionnaire with Computer Voice Stress Analysis (CVSA) interview
- Credit check
- Five year driver's licence abstract



The Personal Security Screening Office carries out these checks. They will email you a consent form with instructions and will ask you to provide documents directly to them. This is to ensure privacy and confidentiality.



Computer Voice Stress Analysis (CVSA)

The CVSA is software on a laptop computer that analyses verbal responses to detect stress. It is used with an interview form that asks you specific questions related to your integrity and lifestyle. Remember that when you complete the lifestyle questionnaire, it is imperative that you answer all questions truthfully and in as much detail as space will allow. Honesty, integrity and lifestyle are areas we scrutinize closely in considering correctional officer applications. As a Peace Officer, you will be held accountable for maintaining an enhanced standard of personal conduct.

Credit check

A credit check will explore any significant/consistent financial concerns you may have or had in the past. The focus is on financial responsibility as opposed to financial difficulties of a relatively isolated nature. The stability of your credit history will help us assess the likely stability of your future behavior. We are concerned with your ability to organize your life and not become vulnerable to temptations.

Medical checks

Tuberculosis (TB) testing results

You must complete Tuberculosis testing prior to receiving confirmation of employment. You must pay for this test.

You can get the test done at a local public health unit or a travel medicine clinic. The test costs between \$40 and \$45 and results generally are available three days after the test is taken. It is important to book the test early, as wait times can be between two weeks and a month. Test results remain valid for six months. To arrange this test please contact one of the following:

Travel Medicine & Vaccination Centre
(18 locations in BC)
Telephone: 888-288-8682
website: <http://www.TMVC.com>

New Westminster
Tuberculosis Control Clinic
Telephone: 604-707-2698

Vancouver
Tuberculosis Control Clinic
Telephone: 604-707-2692

Occupational Health Program Medical Assessment

You must successfully complete a medical examination conducted by Occupational Health and Rehabilitation in order to be hired as a correctional officer.

This medical exam will determine if you are medically fit and medically suitable for this line of work. Correctional officers must:

- Be emotionally stable
- Have good physical strength, endurance and agility
- Be able to stand for extended periods of time
- Be able to run short distances and climb stairs
- Be physically capable of responding to an emergency situation, including pursuing and restraining inmates.

During the medical examination, you will be asked a series of health history questions, will be physically examined by a physician and undergo a variety of lab tests. You will also undergo hearing and vision testing.



You must not have established medical condition(s) – active, latent, acute, or chronic – that would interfere with or prevent you from safely or effectively undertaking the responsibilities of a correctional officer.

Occupational Health and Rehabilitation advises us whether you are medically fit for hire. No other details of the medical examination are divulged to the Corrections Branch.

For more information about medical suitability as outlined in the medical standards, contact your recruitment officer.

Request for Feedback

If you are not hired, you have five days from the date of the letter sent to you to request feedback from the hiring panel as to why you were unsuccessful.

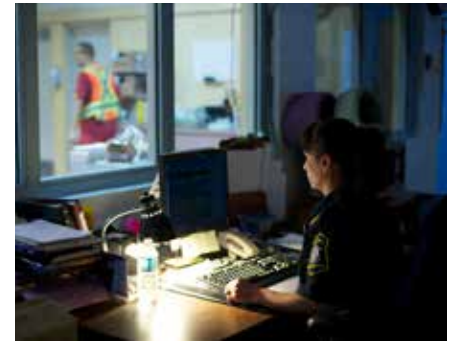
Step 6: Offer And Job Exposure

Once we get confirmation that you have passed all security screening and checks, we will send you a letter notifying you that your employment is confirmed. If you are to be placed on an eligibility list, the letter will outline your ranking and the duration of the list.

Job Exposure

You will be asked to take part in job exposure at the worksite where you are being hired. The main purpose of this is to provide you with a chance to experience the correctional work environment and the basic functions of a correctional officer so you can confirm whether this is the career path you want to take.

You will receive one day (up to 12 hours) of job exposure. This includes on-site orientation followed by an opportunity to interact with various correctional personnel and view a range of areas and functions at the



correctional centre. These may include living units, work, recreational and leisure programs, admissions and discharge, segregation, special handling, core program delivery and informational systems. During this time, you will always be in direct contact or sight of correctional personnel.

Should time allow, you may be able to do other pre-hire activities as well, such as being sized for a uniform, going over documentation requirements or completing employment-related forms.



Step 7: On Board

Congratulations! As a new employee, you will have a range of forms to fill out and information to review. This may include the following:

- Medical Services Plan
- Extended health care
- Dental plan
- Long-term disability plan
- Short-term illness and injury plan
- Group life insurance
- TD1 tax deduction form
- Public Service Pension Plan information
- Salary scale for your position, first pay day and standard deductions (e.g. income tax, Canada Pension Plan, Employment Insurance)
- Direct pay deposit
- Travel expense claims
- Pay provisions for staff absent from duty
- Annual vacation, statutory holidays
- Occupational health and safety practices (WorkSafeBC) – responsibilities of staff
- Leave of absence (application form, policy)

We will provide you with your uniform and photo ID along with information on the correctional officer training course that you will be taking.

Step 8: Training

You will undergo a significant amount of training during your early weeks of employment, including 231 hours, or 33 days, in the Security Officer Training Program. You will be required to make a significant commitment to this training, including the following:

- You will be expected to review a significant amount of knowledge content as homework
- Ongoing skill and knowledge testing is incorporated in the training program
- You will be expected to successfully complete the on-site orientation training checklist under the supervision of selected trainers
- A final comprehensive exam is administered prior to the end of the course and you must achieve a mark of at least 80 per cent to pass



The training program includes the following:

- Week 1: Overview of the B.C. government and the Ministry of Justice; peace officer status and responsibility; introduction to the criminal justice system
- Week 2: Foundations for effective communication with offenders; conflict resolution and crisis intervention skills
- Week 3: Force options to ensure staff manage offenders safely and minimize risk to all
- Week 4: Orientation to the correctional centre; policy, procedures and daily routines; how to manage inmates in a living unit
- Week 5 and 6: Practical application of training and orientation to your appointed post, supervised by an experienced correctional officer
- Basic training graduation to six months: Continue to develop correctional officer competencies. At the completion of six months, officers return to the classroom for additional training
- Six to 18 months: Officers become proficient, developing competencies and gaining a solid foundation for success. At the end of the program, officers complete advanced training and receive full correctional officer status

See additional information on the training program here:

<http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/featured-careers/bc-corrections/paid-training>

Mentoring Program

In addition to training, you will take part in the Adult Custody Division's mentoring program. This program is designed to support new employees through a mentor/mentee partnership, which will enhance your knowledge and confidence and promote a team atmosphere where all staff can grow and develop. The program helps new employees adapt to the work environment, reduce stress, improve morale, promote a positive work environment, provide resources and create a positive network of support for all staff.

The mentoring program fosters staff development through the sharing of expertise, values, skills and abilities. You will build on your skills and knowledge while attaining career development goals. The mentoring relationship is voluntary and places equal responsibility on you and your mentor to collaborate on your development. You are jointly accountable for what is to be learned and how the transfer of learning will take place.

Call Board Placement

You will get shifts by being on the centre's call board. Placement on the call board is done by merit. Centres use a combination of behavioural event interview scores and training test scores for placement on the call board. The weighting is 75 per cent training test scores, 25 per cent BEI score.

Still have questions? Talk to a Recruiting Officer:

<http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/featured-careers/bc-corrections/learn-more>



BC Correctional Centres



Alouette Correctional Centre for Women
Maple Ridge · 152 Employees



Ford Mountain Correctional Centre
Chilliwack · 47 Employees



Fraser Regional Correctional Centre
Maple Ridge · 253 Employees



Kamloops Regional Correctional Centre
Kamloops · 167 Employees



Nanaimo Correctional Centre
Nanaimo · 102 Employees



North Fraser Pretrial Centre
Port Coquitlam · 246 Employees



Okanagan Correctional Centre
Oliver · 240 Employees



Prince George Regional Correctional Centre
Prince George · 171 Employees



Surrey Pretrial Services Centre
Surrey · 258 Employees



Vancouver Island Regional Correctional Centre
Victoria · 200 Employees



BC Corrections - Adult Custody Division

Vision

Inspiring Excellence, Changing Lives.

Mission

As dedicated corrections professionals, we provide safe and secure custody of inmates and deliver programs that promote public safety.



A career to be proud of.. Contact a recruiter today!



Ministry of Public Safety
and Solicitor General