

CO 1 LIMITED SCOPE CORRECTIONAL OFFICER HIRING PROTOCOLS

The following protocols are intended to provide guidance in the selection of the Limited Scope Correctional Officer 1 (Non-Perm, On-Call Position Only) screening and selection process.

Completed Online Application:

Continuous vacancy opportunities are posted online at <http://doc.wa.gov/about/jobs>. These positions are also accessible through the State of Washington Careers site at www.careers.wa.gov. Applications to these positions must be submitted online. The position announcements include information for applicants in need of accommodation in the application process. Application periods will be for the duration of the job posting, with open recruitment postings running non-stop concurrently; applicants are encouraged to make note of posted closing dates and to apply as soon as possible. Applicants are required to complete a full application. Candidates who have submitted all required information will move forward to the minimum qualifications review step.

Minimum Qualifications:

All Correctional Officers must possess the following:

High school diploma or G.E.D.
Valid driver's license.
The legal (Constitutional) right to carry a firearm.

Disqualifying Criteria:

- No consumption of any illegal or non-prescribed narcotic in the last 5 years
- No more than 1 DUI in last 5 years
- Zero felony convictions within the last 5 years
- No dishonorable discharge (enlisted) or dismissal (officers) from any branch of the armed forces within the last 5 years

All applications will be screened to ensure that the candidates meet the minimum qualifications listed above. Screening for required qualifications is an automated process utilizing the score from the supplemental questionnaire each candidate completes during the application process. The responses to the Supplemental Questions may be used for additional screening. Candidates may check the status of their application online. Those who do not meet the required qualifications for the position are encouraged to apply again once they possess the minimum qualifications.

Self-Scheduling for Hiring Event:

Candidates that successfully complete their application and meet the required qualifications will be invited to self-schedule to attend a phone interview. Invitation emails will include information for the applicants in need of accommodation in the interview process (e.g. to request accommodations in the interview process, please contact).

Completion and Submittal of all Required Documentation:

Candidates will be asked to complete and submit the following forms no later than the day prior to the hiring event (phone interview).

- Authorization to Release Information DOC #03-068
- Criminal History Disclosure DOC #03-031
- Request for Criminal History (NCIC) DOC #05-370
- Institutional Employment/Service Disclosure (**PREA**) DOC #03-506
- Willingness Checklist DOC #03-325

and

Employment History Disclosure/Profession References

A review of criminal history will be conducted as part of the selection process, and prior to the Appointing Authorities File Review. Information obtained will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

Pre-Employment Hiring Event:

Candidates will attend a phone interview made up of 2 DOC employees (minimum 1 custody). They will be provided a short question and answer period after the interview that will allow candidates the opportunity to learn about the Limited Scope Correctional Officer 1 role from experienced staff members.

Interviews: In a structured process, candidates will be interviewed by a panel consisting of designated staff to assess the applicant's suitability, using approved interview questions.

Interview Scoring: Each candidate will be scored per question using the approved 1-5 rating scale. An overall averaged score of *1–5 will be awarded the candidate per each interviewer.

The overall score for each interviewer will be averaged for the final score (example: interviewer #1 awards 5 points, interviewer #2 awards 3 points, The total score of 8 would be averaged for an overall final candidate score of 4).

Final Scoring: A final overall candidate score of 1-5 will be awarded each candidate that interviews using the method above. An overall score of 1-2 will automatically be marked as “fail” in NEOGOV. A score of 3 or higher will be automatically be marked as “pass”. Candidates who are not progressed forward in the hiring process after the hiring event will have a 3 month waiting period applied for the Limited Scope CO1 position. Applications submitted during waiting period may be considered.

Professional References:

The hiring facility will review the results of the interviews to identify the most competitive candidates. Subsequent to the interviews, at least three (3) professional reference checks should be conducted for each candidate. References should include a candidate's current supervisor, if applicable, and at least 2 former supervisors/employers. DOC defines a professional reference as someone who has been paid to supervise a candidate's work and can attest to his or her work performance, technical skills, and job competencies. Other non-related professionals, such as educators or other professional associates may be accepted as references if other professional references are limited or unavailable.

Appointing Authorities File Review:

After all of the following has been obtained; the Appointing Authority, or designee shall conduct a thorough file review of the applicants:

- A background investigation of previous criminal history
- PREA background checks
- Reference Checks
- Candidate’s hiring packet/interview score

This will include; a review of the criminal history, PREA checks, interview notes and scores, reference checks and the candidates application. After the review is completed, the Appointing Authority or a designee will contact the recruitment team informing them

which candidates have been selected to move forward in the hiring process and be given a conditional offer of employment. *The conditional job offer will be given by the recruitment team.

*Option for facility HR staff to do this if requested.

Conditional Offer of Employment:

A conditional offer of employment is extended to those candidates who are determined to be the most qualified based on the information gathered during the Appointing Authority or designees File Review. All the following conditions must be met by the candidate in order to continue employment:

- Reporting to selected facility at designated new hire orientation date/time.
- Completing a drug screen (6 panel instant cup) during first day of facility new hire orientation, which results in a favorable screening.

Final offers will be given at initial day of facility orientation.

6 Panel Instant Cup Drug Screen:

The 6 panel instant cup drug screening test will be administered by designated facility staff. Failure to complete the drug screen test within the specified timeframe will result in withdrawal of the conditional offer. Only candidates who pass the drug test will continue in the facilities new hire orientation. If a candidate refuses testing, it is considered the same as a failing result. After receiving a *failing drug test result, candidates will have their conditional offer withdrawn, and are ineligible to retest for a period of 6 months.

*Failing drug tests that are contested, due to a current prescription by a licensed physician, may be referred to the CO recruitment team to be scheduled for a drug screen at a vendor facility. If the test results are deemed negative by the chief medical officer, the candidate can be considered for hire for the next scheduled Accelerated On-Boarding Training (AOBT) date.

Drug Test Results and Recordkeeping:

Hard copies of drug test results for those who become DOC employees will be annotated and retained in accordance with Washington State archival requirements (GS 03012 Rev. 1) and DOC Policy (850.150 *Drug and Alcohol Free Workplace*) in the employee's occupational health record, separate from the personnel file. For those who

are not selected, the results will be retained with the recruitment file for a period of three years (36 months).
Appropriate confidentiality will be maintained.

Candidate Waiting Periods:

When a candidate is not selected to continue in the hiring process after the hiring event interviews, or after the file review; a 3 month waiting period will be applied for the Candidate. Applications submitted during waiting period may be considered. When a candidate has received a conditional offer, and does not appear for the initial facility new hire orientation; a 6 month waiting period will be applied for the candidate.

Applicants that have went through a psych evaluation for a separate **Non-Limited Scope CO1/CO2 recruitment** and failed, have a 6 month wait from the date of the evaluation. Candidates that interviewed for a separate Non-Limited Scope CO1/CO2 recruitment and were not moved forward in the hiring process after interviews or references, will have a 3 month waiting period for the facility they processed for. Applications submitted during waiting period will not be considered. For waiting periods regarding failing drug test results, please see **6 Panel Instant Cup Drug Screen**.

Post Hire Conditions of Employment:

Requirements for continuous employment after being hired: The following conditions must be met following employment:

- 1. *FBI Fingerprint criminal history check:*** This can take up to four months after the employee has started work. However, if there is any incompatible information, the employee may be terminated.
- 2. *Successful completion of the Limited Scope Correctional Worker Accelerated On-Boarding Training (AOBT):*** New Correctional Officers must attend and successfully complete the next scheduled AOBT date. An employee may be terminated if this requirement is not met.

Additional Information:

Department of Corrections employees currently in a Non-Custody role:

The hiring process for current non-custody staff when applying for a CO1 Limited Scope position will include the following steps:

- Hiring event interviews
- File review

Current DOC employees will not be required to complete a drug screen.