

Careers with the West Virginia Division of Corrections and Rehabilitation

What are the minimum requirements for becoming a Correctional Officer I?

- Must be at least 18 years of age
- Must have a high school diploma or GED
- Must have no felony convictions
- Must be able to carry a weapon
- Must be able to pass a drug screen
- Must be able to successfully complete a pre-agility exam and agility test
- Must be able to successfully complete a psychological assessment
- Must have a valid driver's license
- Must be willing to work any shift. Shift assignments are not permanent and are subject to change
- More information on Correctional Office 1 through 5 positions is available on the DOP website

What is the Correctional Officer Exam?

The Correctional Officer Exam is a psychological assessment administered as part of the overall hiring process. If you are applying for Correctional Officer I, you will need to take the assessment as soon as possible after you submit your application, as it is required for you to be placed on the hiring register, if you otherwise meet the minimum requirements of the position. If you are applying for Correctional Officer II through V, you do not need to take the assessment immediately. If you are contacted for an interview, arrangements will be made for you to take the assessment on or near your interview date.

This assessment is administered online at many of our facilities, as well as local WorkForce WV offices. To arrange to take the assessment at one of our facilities, call the facility directly and speak with Human Resources staff. To find out when the assessment is offered at WorkForce WV offices, please refer to the DOP website or call DOP at (304) 558-3950.

If I fail my Correctional Officer Exam, when would I be allowed to re-test?

If an applicant fails the Correctional Officer I exam, they may re-test after 6 months.

If I am offered employment with the WV Division of Corrections as a Correctional Officer, what training will I undergo?

Once an applicant has been offered employment with the WV Division of Corrections the employee must attend the Division's Training Academy, which is located in Glenville, WV. The Academy traditionally schedules two Basic Training classes each quarter of the Training Year, to run concurrently. Basic Training has been a vital tool in the introduction, development and establishment of "esprit de corps", the importance of quality and teamwork, a common base of theoretical and operational knowledge, skills and abilities, and fosters an environment, which stresses continuing training and education for career-minded individuals. Basic Training accomplishes these ends through many means. One of the most valuable parts of the Academy experience is the residential nature of Academy Basic Training. Basic Training is conducted in a six-week residential format, seven weeks with Firearms training.

From day one until completion, each student begins, ends and spends his or her day with peers. This has and continues to yield many positive results for the Division of Corrections and in turn the people of West Virginia. Trainees are required to be in training eight hours a day, perform work details, stand inspections, participate in fitness training and are subject to curfew. Personal behaviors and habits are strictly monitored. In summary, the Academy becomes the trainee's work site for six weeks and the trainee must act accordingly. Staff supervision is critical for success of the program. A Class Advisor guides trainees through the program, and a staff duty officer provides supervision in the evening hours. Employees will travel from their facility on Monday morning, stay at the Academy through Friday and come home on the weekends.

As a condition of employment, all WVDOC staff must complete a minimum number of Continuing Education hours every year. In order to meet this demand, the WVDOC Training Academy is equipped with a state of the art computer lab and classrooms where training staff teach courses that add both variety and discipline to the workplace.

What opportunities are there for advancement with a career with WVDOC?

As an employee of the WVDOC you are offered many opportunities for advancement in your career. As a Correctional Officer I, after your 12-month probationary period, if conditions are met, you will be reallocated to a Correctional Officer II, which includes a pay increase to the next pay grade. There are seven levels of Correctional Officer, so it is possible to advance into higher level positions. There is also a Special Operations team that includes K-9, CERT (Corrections Emergency Response Team) and CNT (Crisis Negotiation Team).

Depending on your educational background and past work experience, you could also advance into non-uniformed positions, such as Correctional Counselor, Probation and Parole Officer, Unit Manager, and a variety of administrative positions. The opportunities are endless!

What type of benefits are there with employment with WVDOC?

Employees of the State of West Virginia receive a wide variety of financial and personal job benefits. The benefits package includes all financial rewards that are generally not paid directly to the employee. These indirect benefits are a significant part of employee "total compensation". Below is a summary of the competitive benefits that are available. The benefits listed apply to most permanent, full-time employees appointed to merit system classified jobs. If you receive an employment offer, you should request specific benefits information from the hiring organization.

- **Salary and Wages** - Most employees in the classified service are paid twice a month. State employees, with a specific leave balance; qualify to participate in a direct deposit program placing their paychecks into a banking account of choice. Base salary ranges are based on job classification. Employees may receive salary increases based on regular job performance evaluation. Employees are also eligible for salary and salary range adjustments authorized by the legislature.
- **Promotion Opportunities** - With over 20,000 classified positions in state government, there are many opportunities to compete for transfer or promotional appointment. Employees may bid on jobs within their own or any other agency.
- **Medical Insurance** - WV Division of Corrections offers a comprehensive indemnity health insurance plan, which includes benefits for hospital, surgical, major medical, prescription drug, and other medical expenses. WV Division of Corrections also offers medical insurance through a variety of Health Maintenance Organizations (HMO). WVDOC pays the major portion of the insurance premium. Employees paid premiums for health insurance vary by salary.
- **Mountaineer Flexible Benefits (Optional Insurance)** - The Mountaineer Flexible Benefits program allows tax-free deductions for dental, vision, and disability insurance, as well as medical expenses not reimbursed by regular insurance coverage (such as deductibles and co-payments) and child/dependent care expenses.
- **Life Insurance** - The state provides a \$10,000 decreasing term life policy with accidental death and dismemberment benefits. Additional group rate insurance is available.
- **Retirement Plan** - The state offers an outstanding defined benefit pension plan. The Plan provides qualifying employees with a lifetime benefit in the years after their State service ends. Active employees with five or more years of contributing service, are eligible for full retirement benefits at age 60, OR whether employed or not when the employee's age plus years of contributing service are equal to or greater than 80, with a minimum age of 55. Each employee contributes 4.5% of salary to the retirement system (tax-deferred).

- **Deferred Compensation** - State employees have a unique opportunity to build retirement savings and reduce today's taxes by participating in a Section 457 deferred compensation plan. A 457 plan is a program that allows an employee to defer compensation on a pre-tax basis through payroll deduction. Income taxes are deferred until the funds are withdrawn. Accumulated investment earnings are also tax-deferred. A 457 plan is similar to the 401K plans offered by private companies. Annual contributions are made through salary deduction up to 100% of taxable income or \$12,000, whichever is less. Many 457-plan investment options are available.
- **Annual Increment Pay** - Employees with 3 or more years of qualifying service receive annual increment pay in recognition of the value of their past and present service. The annual increment is \$60 for each full year of qualifying service, and is paid in July of each year. For example, an employee with 10 years service would receive an additional \$600 before normal payroll deductions.
- **Holidays** - The state offers 12 paid holidays in each year. The number of paid holidays is above the national average for both public and private sector employees. In addition, employees generally do not work on statewide primary and general election days.
- **Vacation** - State employees receive a generous amount of annual or vacation leave based on length of service. The amount of leave an employee may carry forward to the next year also varies by years of service.

Service Category	Accrual Rate	Carry-forward Maximum
Less than 5 years	1.25 days/mo = 15 days/year	30 days
5 years, less than 10	1.50 days/mo = 18 days/year	30 days
10 years, less than 15	1.75 days/mo = 21 days/year	35 days
15 years or more	2.00 days/mo = 24 days/year	40 days

- **Military Leave** - State employees who are members of the National Guard or the U.S. Armed Forces are eligible for paid military leave.
- **Paid Sick Leave** - The state offers an outstanding paid leave benefit in the event of employee illness or injury. All full-time classified employees earn paid sick leave at a rate of 5.55 hours per bi-weekly pay period, which equates to 18 paid days per year. There is no limit to the amount of sick leave an employee can accumulate year to year. Sick leave may also be used for death in the immediate family or for family illnesses/injuries and medical appointments. Also, unused annual and sick leave may be used to increase employee retirement benefits or to extend employer paid medical/health insurance.

- **Family Medical Leave** - The federal Family and Medical Leave Act and the WV Parental Leave Act provide for up to 12 weeks of unpaid time off work during specific family/medical-related situations.
- **Leave Donation Program** - This program allows employees to voluntarily donate accrued annual leave to a designated fellow employee who is suffering an extended medical emergency.
- **Training, and Developmental Opportunities** - As a large and diverse organization, state government offer employees many opportunities for advanced training and education. Formal in-house training classes include basic job skills, communications skills, supervision/leadership, computers, and information technology.
- **Suggestion Award Program** - Employees may receive monetary award up to 20% of the first year savings for any approved and implemented work improvement suggestion.
- **Credit Union** - Employees may participate in the West Virginia Public Employees Credit Union. A wide range of financial services are offered, including: checking accounts, ATM cards, drive-through service, Christmas/vacation clubs, direct deposit, 24-hour banking, traveler's checks, and loans. All deposits in the credit union are insured up to \$100,000 by the National Credit Union Administration.
- **Day Care** - State approved child Day Care facilities are located at the Capitol Complex.
- **Wellness Programs** - Many state agencies provide special wellness and health related services to employees. Examples include: free health screening, special seminars and presentations, organized health related activities, health contact information, wellness promotion events, and healthy lifestyle information.