



## Delaware Department of Correction

# Correctional Officer Hiring Process Checklist



### Step 1: Apply

Complete the Correctional Officer application at [JoinDelawareDOC.com](http://JoinDelawareDOC.com)

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### Step 2: Attend a Correctional Officer Hiring Event

After an initial review, applicants are contacted by DOC Human Resources to schedule their participation in a Correctional Officer Hiring Event. During the Event, applicants complete the following:

#### ▶ In-Person Interview

Applicants provide information and answer questions about their work experience, education and skills, decision-making ability, conflict resolution, leadership, and interpersonal communication.

#### ▶ Physical Fitness Test

In under three minutes applicants complete one 400-yard run, three full repetitions carrying restraint equipment over a set of stairs, and one 25-yard 150 pound dummy drag.

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### Step 3: Background Investigation

After successful completion of Steps 1 and 2, applicants complete a Personal History Statement (PHS) packet, which includes employment and residence history, personal references, and other information required to perform a background investigation. Completed PHS packets are due one week after the Hiring Event.

#### ▶ Contacted by Background Investigator

A background investigator makes contact and schedules an interview. During this process, applicants complete a fingerprint scan with the State Bureau of Identification (SBI).

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### Step 4: Psychological Exam, Drug Screen, Physical

Applicants who pass the background investigation are contacted by DOC Human Resources to schedule a psychological exam, drug screening, and physical examination.

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### Step 5: Conditional Hire

Applicants who meet all requirements are offered conditional hire in the next available Correctional Officer Academy class! This paid three-month training is held Monday - Friday at the DOC Steven R. Floyd Sr. Training Academy, located at 245 McKee Road, Dover.