

How to Become a Pine County Sheriff's Department, Corrections Officer

Education

Correctional officers must have at least a high school diploma or equivalent. Law enforcement or military experience is given added consideration.

Hiring Process

- Complete a County Application - submit
- Pre-employment Screening – scheduled by Jail Administration
 - Multiple choice questionnaires - (PEI, Personnel Evaluation, Inc.)
 - Physical ability screening
 - Problem solving questionnaire
- Personal Interviews
- Background Checks – release of information waiver needed
- Psychological exam to determine compatibility to work environment
- Physical examination
- Drug and alcohol testing

Once Hired

Correctional officers typically attend training at an academy before being assigned to a field training officer. Correctional officers go through a training academy and then are assigned to a field training officer for on-the-job training. Correctional officers must be 18 years of age or older and be a U.S. citizens or permanent residents, and must have no felony convictions.

Training

Academy trainees receive instruction in a number of subjects, including self-defense, institutional policies and procedures, operations, medication delivery and custody and security procedures. After formal academy instruction, the jail provides on-the-job training, including training on legal restrictions and interpersonal relations. Trainees typically receive several weeks of training under the supervision of an experienced field training officer. New correctional officers must undergo formal training within the first year of employment, as directed by MND0C 2911. Correctional officers are trained to respond to disturbances, riots, hostage situations, and other dangerous circumstances.

Advancement

Qualified officers may advance to the position of correctional sergeant. Sergeants are responsible for maintaining security and directing the activities of other officers. Qualified officers may also accept special assignments such as Transport Officer, Court Holding Officer, and other assignments as directed by Jail Administration

Important Qualities

Good judgment. Correctional officers must use both their training and common sense to quickly determine the best course of action and to take the necessary steps to achieve a desired outcome.

Interpersonal skills. Correctional officers must be able to interact and communicate effectively with inmates and others to maintain order in our correctional facility.

Negotiating skills. Correctional officers must be able to assist others in resolving differences in order to avoid conflict.

Physical strength. Correctional officers must have the strength to physically subdue inmates or others.

Self-discipline. Correctional officers must control their emotions when confronted with hostile situations.