



Illinois Department of Corrections

Administrative Directive

Number: 03.02.305	Title: Qualifications and Screening for Correctional Treatment Officer Trainees	Effective: 1/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	03.02.305 effective 12/1/2020

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1A-07 and 13, 5-ACI-1C-01 – 07, 10, 11, 14 – 16, 20, 23, 5-ACI-1D-01, 11, 5-ACI-1F-01, 02, 04, 06 – 08, 5-ACI-2F-01 – 03, 5-ACI-6B-08
Referenced Policies: 01.02.107, 03.02.100, 03.02.109, 03.02.201	Referenced Forms: CMS 100 – Employment Application DOC 0031 – Applicant Information Sheet DOC 0035 – Background Investigation Release and Consent DOC 0037 – Employment Reference Check DOC 0169 – COT/CTOT Screening Summary DOC 0450 – PREA Pre-Employment Self-Report DOC 0523 – Notice to Applicant DOC 0524 – COT/CTOT Conditions of Employment

I. POLICY

The Department shall establish standard minimum qualification and screening requirements and a centralized screening process for Correctional Treatment Officer Trainees to ensure consistent screening of applicants and nondiscriminatory selection of the most qualified individuals.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the minimum qualifications and the centralized screening process for Correctional Treatment Officer Trainees.

B. Applicability

This directive is applicable to the Central Screening Unit and to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. The Department shall establish a centralized screening process for Correctional Treatment Officer Trainees that shall be administered by the Central Screening Coordinator.

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2. The Central Screening Coordinator shall:
 - a. Establish and maintain a screening schedule that includes quarterly screening in locations deemed necessary by the Manager of Employee Services. Additional screenings may be conducted more frequently if needed.
 - b. Receive all screening applications for Correctional Treatment Officer Trainee positions and schedule applicants for the next available screening session.
 - c. Schedule screening personnel for each screening session that shall include:
 - (1) Certified screeners;
 - (2) Certified Screening Team Leaders;
 - (3) Support staff; and
 - (4) At least one security staff member who is certified in CPR and basic first aid.
 - d. Ensure at least one certified screener who is a current security staff member is assigned to each interview team.
 - e. Ensure all needed equipment is available at the screening location.
 - f. Ensure all screening information is input on an ongoing basis in the Correctional Treatment Officer Trainee System (CTOTS).
 - g. Process required background investigations in accordance with Administrative Directive 01.02.107.
 - h. Maintain screening files, including background information, in a central location.
 - i. Process applicant files that require eligibility determination or Administrative Review.
 - j. Notify applicants of eligibility, disqualification or deferral of employment decisions or record unsuccessful attempts to contact the applicant.
3. Each facility shall have certified screeners.
 - a. The names of the screeners shall be submitted to the Central Screening Unit upon the approval of the respective Deputy Director.
 - b. Training shall be received from and certified by the Central Screening Unit as approved by the Manager of Staff Development and Training. The training shall consist of inventory, testing and scoring procedures.
 - c. Screeners that conduct interviews shall maintain CMS Interview and Selection Certification.
4. The Central Screening Coordinator shall select Team Leaders from the available certified screeners. Team Leaders shall receive special training in team leadership from the Central Screening Unit.
5. Eligibility lists shall be maintained for Correctional Treatment Officer Trainees. The lists shall be accessible from the CTOTS system.

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6. The following eligibility lists shall be updated on an ongoing basis:
 - a. County A List – a list by county of eligible applicants who indicated that county as their primary preference.
 - b. County B List – a list by county of eligible applicants who indicated that county as their alternate preference.

F. Minimum Qualifications to Screen

An applicant must:

1. Be at least 21 years of age.
2. Have a valid Driver's License.
3. Have a four-year degree from an accredited college:
 - a. In criminal justice, penology, psychology, social work or another closely related social science field; or
 - b. In another field of study; and
 - (1) At least one year of experience providing direct service in a field of mental health; and
 - (2) At least one year of experience in the field of corrections.
4. Be a citizen or national of the United States, a permanent U.S. resident or a registered alien who is authorized to work in the United States.
5. Be able to speak, read and write in English.
6. Not have been denied through the DOC Administrative Review process within the last 6 months.
7. Never have been dishonorably discharged from the Armed Forces of the United States or convicted by any court of any crime punishable by imprisonment for a term exceeding one year or a misdemeanor crime of domestic violence. A misdemeanor crime of domestic violence offense that has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim. This definition is intended to encompass any domestic violence crime as defined under the Federal Gun Control Act and it includes all misdemeanors that involve the use or attempted use of physical force if the offense is committed by one of the defined parties, regardless of whether or not the offense is labeled "domestic violence".

NOTE: Illinois residency is required for employment as a Correctional Treatment Officer Trainee. Non-residents may be screened; however, non-residents shall not be considered until the list of all qualified Illinois residents has been exhausted. If selected, non-residents must establish Illinois residency prior to employment.

G. Documents Required for Screening

The applicant must provide the following proof of identity for qualifications and employment eligibility:

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1. Birth Certificate or a certified letter of birth verification from the courthouse if born in the United States. If born outside of the United States, a birth certificate or other documentation showing proof of minimum required age and an affidavit stating why a birth certificate is not obtainable.
2. Military Discharge DD214 - Member 2, 4, 5, 6 or 7 Edition (must contain "Character of Service" information), certificate from reserves or a National Guard Bureau form NGB22, if applicable.
3. Registration number with the Federal Selective Service for U.S. males 18-26 years of age, if applicable.
4. College transcripts or diploma or both.
5. Photo identification, such as a state identification card, employee identification card, etc.
6. Valid driver's license.
7. Documentation showing citizenship or status as a registered alien authorized to work in the United States such as a birth certificate, U.S. passport, foreign passport with employment authorization attached, alien registration card or other acceptable documents as listed on the federal Employment Eligibility Verification form (Form I-9).

H. Screening Process

1. The Central Screening Unit shall provide to applicants, via electronic or postal mail, all forms required to be completed and brought to screening. Forms shall also be maintained on the Department's website.
2. Applicants must bring the following completed forms to screening:
 - a. An Employment Application, CMS 100.
 - b. An Applicant Information Sheet, DOC 0031.
 - c. Employment Reference Check, DOC 0037. One DOC 0037 must be completed for each of the applicant's employers during the past five years or the applicant's three previous employers, whichever is greater.
 - d. A Background Investigation Release and Consent, DOC 0035.
3. Applicants shall be provided with and must complete the following forms at the screening location:
 - a. A Prison Rape Elimination Act Pre-Employment Self-Report, DOC 0450;
 - b. Notice to Applicant, DOC 0523;
 - c. COT/CTOT Conditions of Employment, DOC 0524; and
 - d. A Request Pertaining to Military Record, standard Form 180, if applicable.
4. Applicants shall be given the following required screening examinations. Once an applicant fails any portion of the required examinations, no further testing shall be conducted.
 - a. Observation/comprehension examination and shall be evaluated for military experience; and

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- b. Physical agility examinations.
5. A structured oral interview shall be conducted with each applicant.
6. Each applicant shall receive an overall screening score based on the scores for the required screening examinations and interview.
7. A Screening Team Leader or Central Screening staff member shall audit and verify the test scores.
8. Written verification of actual overall scores shall be provided to the successful applicants at a later date by the Central Screening Unit.
9. For any applicant that is not a current Department employee, a complete background investigation and drug test shall be conducted prior to employment.
10. Applicants who meet minimum qualification requirements shall be eligible for hire for a period of three years from the date of initial screening, unless the Director has deemed the applicant unsuitable for security employment at this time in accordance with Administrative Directive 03.02.100. Eligibility shall expire in three years on the last day of the same month in which the applicant initially screened. For example, eligibility of an applicant screened during July of 2017 would expire on the last day of July of 2020.
 - a. Employment decisions shall be deferred pending: final disposition of pending criminal charges; notification of successful completion of court supervision, parole or probation; or verification of Illinois residency, education or any other screening criteria.
 - b. The Central Screening Unit shall notify any Correctional Treatment Officer Trainee applicant when the employment decision is being deferred or when the applicant's name has been removed from the eligibility list for reasons other than expiration of the eligibility period.
11. Screening files shall, at a minimum, be maintained on file at the Central Screening Unit in a CONFIDENTIAL file until the time of hire or four years from the screening date.
 - a. Upon hire, the applicant's screening documentation shall be forwarded to the hiring facility.
 - b. Four years from the initial screening date, remaining files may be transferred or disposed of in accordance with the approved records retention schedule.

I. Requirements for CTOT Eligibility Lists

1. Personal and screening data shall be recorded by the Central Screening Unit upon completion of each screening session on the COT/CTOT Screening Summary, DOC 0169. All information shall be reported on the CTOTS system for each applicant screened.
2. The Central Screening Unit shall submit a report of screening activities to the Manager of Employee Services following each screening.
3. The Central Screening Unit shall be responsible for updating the screening records on an ongoing basis.
4. Screening scores shall be valid for at least three years. If an applicant chooses to rescreen within that time, the most current screening score overrides the previously reported score.

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5. The appropriate eligibility list for the hiring facility shall be used to select applicants for hire. The eligibility list shall include all applicants who successfully completed screening pending background investigations and follow-up Administrative Reviews, as applicable. The list shall be in order of highest-ranking score.
6. The Manager of Employee Services and other offices as designated by the Director shall have electronic access to the screening eligibility lists.

J. Requirements for Hiring Correctional Treatment Officer Trainees

1. Applicants for hire shall normally be selected from their county eligibility list based on the highest total screening score. The selection process shall be coordinated by the Central Screening Unit.
 - a. The eligibility list in effect on the date of receipt of authorization to hire shall be utilized.
 - b. An applicant may be skipped where an employment decision is being deferred or due to unavailability of the applicant.
 - (1) An applicant may be deemed unavailable if he or she refuses to accept an offer of employment or if he or she cannot be contacted at the telephone numbers provided.
 - (2) A minimum of three documented attempts to contact the applicant shall be made prior to offering employment to the next available applicant. One of the contact attempts shall be made during the evening or a weekend, when time permits.
 - c. When applicants receive the same overall screening score, employment shall be offered to applicants based upon a lottery, such as coin tosses or drawing names.
 - d. Exceptions may be requested by the Chief Administrative Officer or the Administrator of Affirmative Action to hire comparably qualified applicants based upon documented under representation of minorities or females and existing affirmative action goals. Exceptions shall be reviewed on a case-by-case basis and shall have prior approval from the respective Deputy Director in consultation with the Administrator of Affirmative Action.
 - e. Where applicants have been skipped, reasons shall be noted on the eligibility list or be documented in another manner.
2. With prior approval of the Chief of Staff and the Administrator of Affirmative Action, a facility may utilize another county or regional list as a recruitment tool. However, no applicant may be hired from another facility's eligibility list with a score lower than an applicant on the hiring facility's county list.
3. The Central Screening Unit shall select applicants for hire. Where a computer criminal history check has not been ran within the last 90 days, the Central Screening Unit shall request the Background Investigations Unit to run an updated inquiry and shall advise the hiring facility of the results. Nothing herein shall preclude additional background investigations as deemed necessary by the Manager of Employee Services.
4. Employment decisions shall be subject to administrative approval in accordance with Administrative Directive 03.02.100.
5. Applicants offered employment shall be subject to the Department's physical and vision examinations in accordance with Administrative Directive 03.02.109.

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6. Applicants offered employment shall be subject to a drug test, provided by the Department, in accordance with Administrative Directive 03.02.201.

NOTE: In the event the applicant fails the drug test, the hiring facility shall make verbal notification to the applicant informing them of the failed test that shall result in his or her ineligibility for future employment and volunteer service with the Department. An email shall be sent to the Central Screening Unit confirming the verbal notification, including date and time of notification.

7. Upon hire, the Central Screening Unit shall forward the applicant's screening documentation to the hiring facility who shall file the material in a CONFIDENTIAL file in the Personnel Office.
 8. The hiring documentation shall be maintained in chronological order by date of hire by facility. Each file for date of hire shall include:
 - a. A copy of the eligibility list used to contact applicants;
 - b. The number of positions being filled;
 - c. Documentation to justify why the highest-ranking applicant was not hired, such as unsuccessful attempts to contact or applicant refused employment; and
 - d. Screening documentation for applicants hired, excluding confidential medical records.
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