

Steps to becoming a Correctional Officer.

Print this to help you in completing the process.

Step 1: You must first Apply Online.

- ◆ Click on the Apply Online button on the announcement and complete the application.
- ◆ Complete the Minimum Qualifications exam. You must pass in order to move to next exam.
- ◆ Take the Online Multiple Choice Written Exam. If you receive a passing score (60) then you are ready for Step 2.
 - **Note:** The Online Multiple Choice Written Exam is a timed exam. Once you begin you have 60 minutes to complete it. You want to start the exam when you will not be interrupted and have the hour to complete this exam. Be sure to have a calculator, pencil and paper. If you do not pass this exam, you will have to wait 4 months until you can retake the exam.

Step 2: Next you must complete the Background Investigation Questionnaire (BIQ).

- ◆ Go to the Idaho Department of Correction (IDOC) website www.idoc.idaho.gov, click on Employment, click on Background Investigation Questionnaire (BIQ).
- ◆ Print the BIQ, complete it, and submit the finished document, a DD214 - Member 4 copy (if you were in the military), proof of education and proof of citizenship to IDOC.

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- **Note:** (Moved Information) If given an offer of employment and you have a criminal history you will need to submit written explanations, police reports, and court documents on all criminal charges of misdemeanor and/or above. Non-disclosure of criminal history can be grounds for disqualification. Even if charges have been dismissed or expunged, they must be listed on a criminal background check. You must report all charges.
- ◆ The department then reviews the BIQ, gathering the required supplements for accuracy and completeness. (On average this process takes 2 – 3 weeks) Note: If your Background Investigation Questionnaire is not filled out completely or accurately the background process is delayed significantly.
- ◆ Once your BIQ has met hiring standards and has been approved by management, you are eligible for the next step. If you do not meet requirements, you will be notified by email.

Step 3: Interview. IDOC will notify you by email and/or phone to schedule an interview. Top candidates will be selected and given a Conditional Offer of Employment.

Step 4: Conditional Offer of Employment. Once you have been given this offer you will be required to pass a **medical screening, vision, and hearing exam** in accordance with POST requirements.