

INTERESTED IN A NEW CAREER?



Department of Corrections

NOW HIRING IN THE UPPER PENINSULA

CORRECTIONS OFFICERS

**Looking to hire up to 3,000
positions over next three years**

Get your Corrections Certificate NOW!!

10 week accelerated course offered at Lake Superior State University
will get you the 15 Credits needed
to apply for up-coming Corrections Academies

Tuition assistance may be available for qualified candidates through



Michigan Works! Service Center
1118 E. Easterday Ave.
Sault Ste. Marie, MI 49783

Michigan Works Service Center
Satellite offices located at:

501 W. Harries St.
Newberry, MI 49868

6 Spring St.
St. Ignace, MI 49781

Michigan Works! and The Michigan Department of Corrections are Equal Employment Opportunity Employers



ARE YOU QUALIFIED?

NOW HIRING MICHIGAN CORRECTIONS OFFICERS



HELP MAKE THINGS RIGHT

REQUIREMENTS...

- At least 18 years-of-age
- Possess a high school diploma or GED, and:
 - Fifteen semester (23 term) college credits in Corrections, Criminal Justice, Psychology, Sociology, Guidance and Counseling, Pastoral Counseling, Family Relations, Social Work, Law Enforcement, OR
 - Thirty semester (45 term) college credits in any career or academic field, OR
 - A bachelor degree in any major, OR
 - Two years of satisfactory employment as a Corrections Officer at a state or federal prison

HOW TO APPLY...

Click [here](#) to apply for a Corrections Officer position or visit www.michigan.gov/MDOCJobs.

A copy of your official college transcript(s) with the seal or registrar's signature is mandatory. (Internet or student copies are not acceptable).

CRITERIA FOR PHYSICAL AGILITY TEST...

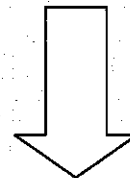
Prior to hire you must pass the Michigan Department of Corrections physical agility test that consists of:

- Sit-ups — 13 in 30 seconds
- Push-ups — 17 in 60 seconds
- Continuous walking up/down steps ranging up to 11 3/4" for six (6) minutes

You must have acceptable hearing, vision, be in general good physical health, and pass a drug screen.

For criteria pertaining to:

- Background check
- Recruit School



CRITERIA FOR BACKGROUND CHECK...

You will not be hired or considered if you:

- Have been convicted of a felony or domestic violence
- Are on misdemeanor probation
- Have outstanding warrants
- Have a controlled substance (drug) related conviction in any jurisdiction, including a drug-related military discharge

If convicted of any other misdemeanor, you will be eligible for consideration one year after satisfactory completion of any sentence imposed, including payment of fines and probation.

Recruit School...

On the first day of paid employment, a new corrections officer recruit attends Officer Recruit Training. Officer Recruit Training is delivered by Department of Corrections training staff. The program consists of 320 hours of academy instruction and two months of On-the-Job training (OJT). Eligible recruits receive room, board and travel expenses while attending the academy.

Once an officer recruit completes the 320 hours of academy instruction they will begin a two month, paid OJT program at the facility where they have been assigned.

OJT is intended to provide officer recruits with the opportunity to gain the knowledge and skills essential to performing the duties of a corrections officer. Officer recruits acquire the necessary knowledge and skill set through hands on experience and mentorship from experienced correctional employees. During OJT, officer recruits assume job duties and tasks under structured conditions until they demonstrate that they have learned appropriate skills. Successful completion of OJT is required in order to continue employment with the Department of Corrections.

Following successful completion of OJT, new corrections officers will begin to work independently as they complete their first year of probation.

If you have questions or need help with the application process call (517) 335-6711.



GREAT JOBS IN THE UP!

NOW HIRING ACROSS THE ENTIRE STATE OF MICHIGAN

[CLICK HERE TO FIND JOBS NEAR YOU](#)

Transcripts/Preferences for Military Personnel



ACE provides quality assurance and policy guidance to the Army, Navy, and Marine Corps for military transcripts. More than 2,300 colleges and universities recognize these transcripts as official documentation of military training and experiences and applicable ACE credit recommendations. Service members with valid credit recommendations can request official transcripts through the related link provided.

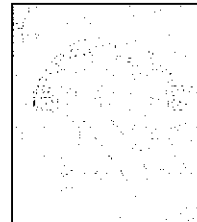
<https://jst.doded.mil/> or
google "JST" and click on "JST System" link

The Army, Marine Corps, and Navy are now using a *Joint Services Transcript (JST)*. The Coast Guard is also in the process of switching to the JST. The merge of AARTS, SMART, and CGI to a 'purple' transcript under a single name and program is a major accomplishment for the Military Voluntary Education Program and was enthusiastically promoted and supported by DANTES.

Other Preferences for Veterans:

- You may be eligible to be compensated through the G.I. Bill.
- You are given veteran preference on your interview score sheet for your military honorable military service and may be eligible for extra points if you have been an E5 or above in any branch of service.

Michigan Department of Corrections working with Veterans for
over 100 years.



GRANDVIEW PLAZA 206 E. MICHIGAN AVENUE
PO BOX 30003, LANSING, MICHIGAN 48905
www.michigan.gov/corrections • 517-325-3711

CORRECTIONS OFFICER

\$16.65 per hour (starting)

\$25.50 (maximum)

DUTIES:

Employees in this class series oversee and participate in the custody, security, and treatment of prisoners in correctional facilities including major institutions, camps, and corrections centers. An employee may be assigned to work any day of the week, or on any shift of assignment. Employees attempt to modify prisoners' attitudes and behavior through one-to-one group interaction and attempt to obtain prisoners' compliance with facility rules and regulations.

QUALIFICATIONS:

- Possession of a High School Diploma or G.E.D. and a minimum 18 years of age.
- To be eligible for consideration as a Corrections Officer, certain education requirements must be satisfied. Applicants have an educational background that includes at least 15 semester (or 23 term) college credit hours in Corrections, Criminal Justice, Psychology, Sociology, Family Relations, Guidance and Counseling, Pastoral Counseling, Social Work or Law Enforcement. **These credits must be earned prior to submitting an application.**
- Possession of 30 semester (or 45 term) college credits in any academic or degree prerequisite area meets the educational requirement. **These credits must be earned prior to submitting an application.**
- Any bachelor's degree or two years of satisfactory Corrections Officer employment at the state or federal prison level fulfills the educational requirements.

Military personnel may be eligible to receive college credit for their military training by obtaining a Joint Service Transcript. Website to obtain JST <https://jst.doded.mil/official.html>

Before being hired, an applicant must pass a physical fitness test given by the Michigan Department of Corrections which consists of:

- ✓ completing 13 sit-ups in 30 seconds;
- ✓ 17 push-ups in 60 seconds, and
- ✓ continuously walking up and down steps, ranging up to 11 ¾", for 6 minutes.

In addition, an applicant must have acceptable vision, hearing, and general good physical health, and pass a drug screen.

An individual who has been convicted of a felony or domestic violence cannot be hired. Consideration cannot be given to an applicant who is on misdemeanor probation, has outstanding warrants, or has a controlled substance (drug) related conviction in any jurisdiction, including drug-related military discharges. In addition, an applicant who has been convicted of any other misdemeanor shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including payment of fines and probation.

HOW TO APPLY: Applications are available at www.michigan.gov/statejobs and mi.gov/mdocjobs

Please Note: Make sure you attach the appropriate documentation with your Civil Service application (Neo Gov). Example: Official college transcripts (the transcript must state official copy on it). If you have served in the military, you must provide a copy of your final discharge documents (i.e., DD-214 Member 4, NGB 22, 256N) or currently in the Reserves or National Guard you will need to provide a letter of good standing from your commanding officer and/or employment history if you have Corrections Officer experience.

Minimum Education requirements at least 15 semester (or 23 term) college credits, from any of the below listed courses or any combination of the below listed courses.

1. **Corrections**
2. **Criminal Justice**
3. **Psychology**
4. **Sociology**
5. **Family Relations**
6. **Guidance and Counseling**
7. **Pastoral Counseling**
8. **Social Work**
9. **Law enforcement**

Michigan Colleges with Corrections Officer Certificate Programs

Alpena Community College
Baker College - Any Campus
Bay Mills Community College
C.S. Mott Community College
Delta College
Ferris State University
Gogebic Community College
Grand Rapids Community College
Jackson Community College
Kellogg Community College
Kirtland Community College

Lake Michigan College
Lake Superior State University
Lansing Community College
Mid-Michigan Community College
Montcalm Community College
North Central Michigan College
Northwestern Michigan College
Schoolcraft Community College
St. Clair County Community College
Wayne County Community College
West Shore Community College

Required Courses for Corrections Officer Certificate (15 semester hours)

1. Introduction to Corrections
2. Corrections Institutional / Facilities
3. Legal Issues in Corrections
4. Client Relations in Corrections
5. Client Growth and Development

MICHIGAN DEPARTMENT OF CORRECTIONS

ENTRY LEVEL POSITIONS

Business Administration	Salary	Human Services	Salary
Accountant 9, 10, 11, P12	\$19.44 – 32.88	Clinical Social Worker 9, 10, 11, 12	\$20.13 – 33.52
Human Resource Analyst 9, 10, 11, P12	\$19.44 – 32.88	Institutional Chaplin 9, 10, 11, 12	\$19.47 – 28.83
		Librarian 9, 10, 11, 12	\$20.82 – 32.88
		Parole/Probation Officer 9, 10, 11, 12	\$19.47 – 33.80
Administrative Support		Prison Counselor 9, 10, 11	\$19.54 – 26.94
Accounting Assistant 5, 6, E7, 8	\$15.31 – 22.68	School Principal 13, 14	\$28.95 – 45.74
General Office Assistant 5, 6, E7, 8	\$15.31 – 22.68	School Teacher 11	\$21.12 – 37.40
Secretary 7, 8, 9	\$17.46 – 24.21	Trades Instructor 11, 12	\$20.52 – 39.56
Word Processing Assistant 5, 6, E7, 8	\$15.31 – 22.68	Special Education Teacher 11	\$21.22 – 38.33
		Labor & Trades	
Health Care		Electrician 9, 10	\$19.64 – 27.54
Dental Hygienist 11	\$18.51 – 25.24	Industries Production Leader 8, 9, 10	\$17.93 – 27.54
Dentist P15, 16	\$35.49 – 55.91	Maintenance Mechanic 8, 9, 10	\$17.93 – 27.54
Practical Nurse- Licensed, E9, 10	\$19.35 – 26.65	Plumber 8, 9, 10	\$17.93 – 27.54
Medical Records Examiner 8, 9, E10	\$18.43 – 26.71		
Pharmacy Assistant E8	\$17.04 – 21.87	Public Safety, Security & Regulatory	
Pharmacist 10, 11, 12	\$23.07 – 40.38	Corrections Officer 8, 9	\$16.65 – 25.50
Psychiatrist 17, 18	\$57.68 – 85.44	Corr. Field Service Assistant 9, 10	\$16.93 – 25.48
Psychologist 9, 10, 11, 12	\$21.28 – 39.48		
Registered Nurse 11, 12, 13, 14	\$22.36 – 36.28		

Northern Michigan University

Criminal Justice

Contact Information

Address: 2500 Jamrich Hall

Phone: 906-227-2660

Fax: 906-227-1754

Web Address: www.nmu.edu/cj

E-mail: cj@nmu.edu

Interim Dean: Charles Mesloh

Criminal Justice at NMU

The Criminal Justice Department provides students with an understanding of the process by which justice is distributed in our society, the function and operation of the criminal justice system (law enforcement, criminal courts and corrections), and the role of individuals in the allocation of justice. The department offers bachelor's degrees in criminal justice and loss prevention, and associate degrees in criminal justice and law enforcement.

The curriculum prepares students for a range of careers in law enforcement, adult and juvenile corrections with federal, state or local criminal justice agencies, or for graduate study. The faculty is dedicated to providing a challenging learning experience and to graduating outstanding candidates for entry into their professional careers or graduate school. The department is committed to excellence in teaching, research and community service.

Local Corrections Certificate

This program is intended for persons employed as local corrections officers. The curriculum includes course work and hands-on experiences to update the officers in the required areas of the corrections field. In-service training is offered through the Public Safety Institute, Northern Michigan University.

For department information or additional degree requirements, [click here](#)

For related information from the bureau of labor statistics, [click here](#)

Total Credits Required for Degree	16
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Technical Concentration	16
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For Program information contact the Public Safety Institute,
131 Jacobetti Center, 906-227-1408

The local corrections diploma may be earned through the satisfactory completion of any 16 credit hours of unduplicated PSCR prefix courses. However, PSCR 011 Legal Update Training may be counted for a maximum of two of the 16 required credits hours.

GOGEBIC COMMUNITY COLLEGE
E4946 Jackson Road
Ironwood, MI 49938 - Telephone 906/932-4231
800/682-5910 Toll Free
gogebic.edu

SOCIAL SCIENCES

CORRECTIONS OFFICER PROGRAM

Certificate – 1 year

This program is for men and women with career goals in the field of corrections. Upon completion of the one year program, the college will award the student with a certificate of completion.

This program meets and exceeds the State of Michigan mandated requirements for local and state corrections officers and is certified through the Michigan Correctional Officers' Training Council. Courses included in this program would allow an individual to qualify for the 15 semester credits mandated by the State of Michigan in the Michigan Department of Corrections.

FIRST SEMESTER CREDITS

ORI 100 College Experience 1
CJC 101 Introduction to Corrections 3
CJC 102 Correctional Institutions/Facilities 3
CJC 103 Client Growth & Development/Criminology 3
ENG 101 English Composition I
or
ENG 105 Technical English 3
PSY 101 General Psychology 4
17

SECOND SEMESTER CREDITS

CJC 104 Client Relations in Corrections 3
CJC 105 Legal Issues in Corrections 3
ENG 102 English Composition II
or
ENG 250 Technical Writing 3
MTH 100 Basic Math 4
SOC 101 Introduction to Sociology 3
PED 203 Advanced First Aid &
Emergency Care 3
19
Total Credits: 36
CRIMINAL JUSTICE
Associate of Arts – 2 years

The Associate of Arts degree in Criminal Justice addresses modern crime and justice issues and is designed to provide a rigorous educational experience focusing on the theoretical, practical, and supportive skills needed to succeed in the modern criminal justice field.

The Criminal Justice program allows students to elect one of the three Criminal Justice tracks: **Corrections, Law Enforcement, or Homeland Security.**

Individuals already employed in the Criminal Justice field can increase their skills and prepare for supervisory positions. Courses included in this program would allow an individual to qualify for the 15 semester credits mandated by the State of Michigan as a requirement for a Corrections Officer position in the Michigan Department of Corrections.

Criminal Justice - CORRECTIONS

FIRST YEAR CREDITS

ORI 100 College Experience 1
ENG 101 English Composition I 3
ENG 102 English Composition II 3
PSY 101 General Psychology 4
PLS 101 Introduction to American Government 3
CJC 101 Introduction to Corrections 3
CJC 102 Correctional Institutions/Facilities 3
CJC 103 Client Growth & Development/Criminology 3
CJC 104 Client Relations in Corrections 3
CJC 105 Legal Issues in Corrections 3
CJC 110 Introduction to Criminal Justice 3
32

or

PED 203 Adv. First Aid & Emergency Care3
CJC 215 Juvenile Justice3
CJC 225 Community Based Corrections..... 3
General Science/Lab Science8
College Level Math4
Humanities Electives 6-8
General Transfer Electives6
** PE Electives.....

..

33-35

Total Credits: 64-67 77

SECOND YEAR CREDITS

PED 202 Responding to Emergencies3

Criminal Justice – LAW ENFORCEMENT – 2 years

FIRST YEAR CREDITS

ORI 100 College Experience	1
ENG 101 English Composition I	3
ENG 102 English Composition II	3
PSY 101 General Psychology	4
PLS 101 Introduction to American Government	3
CJC 101 Introduction to Corrections	3
CJC 102 Correctional Institutions/Facilities	3
CJC 103 Client Growth & Development/Criminology	3
CJC 104 Client Relations in Corrections	3
CJC 110 Intro to Criminal Justice	3
CJC 210 Law Enforcement Function	3

32

SECOND YEAR CREDITS

PED 202 Responding to Emergencies	3
or	
PED 203 Adv. First Aid & Emergency Care	3
CJC 215 Juvenile Justice	3
CJC 225 Community Based Corrections	3
CJC 235 Criminal Law	3
General Science/Lab Science	8
College Level Math	4
Humanities Electives.....	6-8
General Transfer Elective	3
** PE Electives.....	

32-35

Total Credits: 64-67

Criminal Justice – HOMELAND SECURITY – 2 years

FIRST YEAR CREDITS

ORI 100 College Experience	1
ENG 101 English Composition I	3
ENG 102 English Composition II	3
PSY 101 General Psychology	4
PLS 101 Introduction to American Government	3
CJC 101 Introduction to Corrections	3
CJC 102 Correctional Institutions/Facilities	3
CJC 103 Client Growth & Development/Criminology	3
CJC 104 Client Relations in Corrections	3
CJC 110 Introduction to Criminal Justice	3
CJC 210 Law Enforcement Function	3

32

SECOND YEAR CREDITS

PED 202 Responding to Emergencies	3
or	
PED 203 Adv. First Aid & Emergency Care	3
CJC 206 Introduction to Homeland Security	3
CJC 207 Emergency Management and Planning	3
CJC 235 Criminal Law	3
General Science/Lab Science	8
College Level Math	4
Humanities Electives.....	6-8
General Transfer Elective	3
** PE Electives.....	

32-35

Total Credits: 64-67

NOTES FOR ALL CRIMINAL JUSTICE TRACKS:

**Students pursuing baccalaureate degrees may also wish to complete future physical education requirements while at GCC. Check the requirements of the university in which you plan to enroll.

Students are encouraged to contact the Transfer Coordinator to determine which courses are accepted at their desired transfer institution. All courses must be completed with a minimum of a "C" to be eligible for transfer credit.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

CORRECTIONS OFFICER Certificate Program

- **ONLINE**
- **COMPLETE IN
ONLY 8 WEEKS**
- **QUALIFIES YOU
TO APPLY FOR
THE MICHIGAN
CORRECTIONS
ACADEMY!**
- **FINANCIAL AID**

**COST (4 COURSES)
NOT INCLUDING TEXTBOOKS**

Delta Co. Resident - \$2300
Dickinson Co. Resident - \$3164
In-State & Reciprocity - \$3596



BAY COLLEGE

906.217.4038 • 906.217.4010



baycollege.edu/corrections

Dear ,

Welcome to our new, 8-week online Corrections Officer Certificate Program! My name is Susan Sundstrom-Young, and I am the Criminal Justice Coordinator/Professor here at Bay College.

I want to personally welcome you into this intense, eight week course and give you a few tips on how to proceed to complete the program successfully. I will also let you know what your next steps are to apply to the Michigan Department of Corrections.

First a few housekeeping items:

1. The Department of Corrections has restrictions regarding criminal history for its applicants. Specifically, the MDOC says:

An individual who has been convicted of a felony or domestic violence cannot be hired. Consideration cannot be given to an applicant who is on misdemeanor probation, has outstanding warrants, has a personal protection order against them, or has a controlled substance (drug) related conviction in any jurisdiction, including drug-related military discharges.

In addition, an applicant who has been convicted of any other misdemeanor shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including probation.

Any questions regarding the minimum qualifications should be directed to the Michigan Department of Corrections, Recruitment Section, P.O. Box 30003, Lansing, MI 48909, Phone 517-335-6711 or toll free 888-820-7129.

2. The Department of Corrections has certain physical requirements for the position. They include the following (taken directly from the MDOC website):

PHYSICAL EXAM. *Applicants passing Steps 1 through 5 (of the MDOC's hiring process) will then receive notification regarding a **medical physical, pulmonary function test and two step tuberculosis tests.** An applicant must be able to wear a gas mask and a self-contained breathing apparatus (SCBA) to be hired. Applicants with medical*

restrictions which would keep them from performing all essential job functions of the Corrections Officer's job cannot be hired.

It is in your best interest to make sure you meet all the minimum qualifications of the MDOC. Bay College is not responsible for determining your eligibility for the Department of Corrections. We are here to provide you the minimum educational requirements, through this eight week program, that will allow you to apply to the MDOC.

Make no mistake this is, and will be a very intense, concentrated online program. We normally offer this in a 16-week format on campus, but have condensed the program in order to speed up your eligibility process. We have NOT cut the content of the program, nor will we expect anything less of our students because of the time constraints. So be prepared to work! The payoff, of course, is the potential to earn a very decent wage (starting salary is \$33,400.00), along with great benefits and excellent job security! Not bad for an 8-week investment!

There are three instructors in this program.

1. Terry Pearson, a retired Escanaba Public Safety Detective, is a seasoned instructor and pioneer for us in the online criminal justice offerings. He has his Master's degree (received all online!) in Criminal Justice, along with commensurate experience. Terry will be teaching the CJUS112 Introduction to Criminal Justice, and CJUS213 The Criminal Courts classes.
2. Joe Pacheco, a retired Michigan State Police Officer, has been teaching as an adjunct for us for 9 years. He brings much experience to the program, and is an excellent instructor. Joe will be teaching the CJUS212 Introduction to Law Enforcement class.
3. Susan Sundstrom-Young (me!) – my expertise is in Corrections. I spent 4 years as a Deputy for Delta County, and almost 15 years running the jail and prison diversion program for the West-Central U.P. I have been teaching at Bay for 25 years, and have many students working (very successfully!) in uniform today! I am teaching the CJUS Introduction to Corrections class.

We have coordinated this program to be as seamless and consistent as possible. But again, we are condensing this into half the normal time frame so it will be critical for you to keep up on the assignments, and read each instructor's syllabus so you understand their structure and rules.

Once you have successfully completed the program, you will need to complete a Transcript Request. This form came to you in the initial e-mail sent to you by our Admissions Director, Jessica LaMarch. Once you receive your transcript, you can apply to the Department of Corrections.

APPLYING TO THE MICHIGAN DEPARTMENT OF CORRECTIONS:

The application process for the Michigan Department of Corrections can be initiated online. Once you have completed the 8-Week Program and have received your transcript, you can:

1. Click on the link below to begin the application process:

<http://www.michigan.gov/corrections/0,4551,7-119-68690---,00.html>

This will bring you to the MDOC Careers Page. You will see a button marked, "**APPLY NOW**".

2. When you click that button, it will bring you to the Michigan Civil Service page. About 1/3 of the way down on the right hand side of the page you will see an underlined tab marked, "**Print Job Information/Apply**". Click the **Apply** button and it will bring you to a page where you will create an account.
3. Click the **Create an account** tab and it will ask you for an e-mail and password, from there it will prompt you through the application process.

The hiring process can be found by clicking this link:

http://www.michigan.gov/corrections/0,4551,7-119-68690_68794_68691-330828--,00.html

Don't forget to complete the mandatory online orientation that will help you through the online process here at Bay. Good luck with your studies. I will "see" you all on Monday, March 14th when we begin this journey together!