

Correctional Peace Officer Recruitment Process

Candidates looking to become Correctional Peace Officers (CPOs) must complete a series of steps throughout the recruitment process. Certain documents will be required to move from one step to the next.

To complete the entire CPO recruitment process, candidates will be required to complete or provide the documents below at various stages:

- Resume & Cover Letter
- Personal Disclosure Questionnaire
- COPAT (Correctional Officer Physical Ability Test) or PARE (Physical Abilities Requirement Evaluation) Results (*completed within the last 6 months*).
- Current Certified Criminal Records Check with fingerprinting (issued within the last 6 months)
- Standard First Aid and CPR Level-C certification with AED
- Valid Class 5 Driver's License (*Graduated (GDL) or learners licenses will not be accepted*)
- Current 5-Year Commercial Driver's Abstract
- Vulnerable Sector Check (required only for candidates interested in positions at Young Offender Centres)

The steps below outline the entire recruitment process and indicate the points at which you will be required to submit specific documents.

Step 1. Application and Documentation Submission

Documents and information you are required to submit at this step are:

- **Resume**
 - Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience, and relevant examples of required competencies.
 - To accurately reflect your related experience/education, please include dates (including months and years) associated with all education and work experience.
- **Cover Letter**
 - Please ensure your cover letter outlines how your experience aligns to the role and qualifications in the job posting.
 - Provide information in your cover letter that is not included in your resume (e.g. availability to begin employment, location preferences, employment history gaps, etc.).

- Your cover letter should include examples of how you have demonstrated the requested competencies and descriptions of key accomplishments you are most proud of.
- **Personal Disclosure Questionnaire**
 - The Personal Disclosure Questionnaire (PDQ) is required as part of your application. The information requested in the Personal Disclosure Questionnaire (PDQ) is essential for determining the suitability, eligibility and qualifications of the applicant for employment as a peace officer with Alberta Correctional Services. This form must be completed and signed digitally in Adobe Reader.

Although not required at the application step, you may also upload the following documents if you have them available:

- *COPAT (Correctional Officer Physical Ability Test) or PARE (Physical Abilities Requirement Evaluation) (completed within the last 6 months).*
- *Standard First Aid and CPR Level-C certification with AED*
- *Current 5-Year commercial driver's abstract*
- *Current Certified Criminal Records Check with fingerprinting (issued within the last 6 months)*
- *Vulnerable Sector Check – If you are interested in the Youth Offender Centers*

Once you've submitted your required documentation and answered the pre-screening questions, your application will be reviewed.

As part of the initial application process, candidates must indicate which centre(s) they are applying to. The availability of positions at each centre is subject to ongoing change. If no positions are available at a centre of your choice at the time of application, your application will be retained on file and you will only be contacted for further assessments and documentation if positions become available.

Step 2. Virtual Interview & Written Assessment

At this step, candidates will be invited to participate in a virtual interview and complete a written assessment immediately after the interview.

- **Virtual Interview**
 - Candidates that are screened in will be invited for a 40-minute virtual interview with a member of the Talent Pool Recruitment Team.
 - The format of this interview may be one-on-one interview or speed interview.
- **Written Assessment**
 - Immediately after the interview you will be required to complete a 30-minute written assessment via email.
 - The purpose of this written exercise is to evaluate your written communication skills.

Step 3: Post-Virtual Interview Document Submission

Candidates that pass the virtual interview and written assessment will be required to submit the following documents. Candidates are strongly encouraged to begin the process to secure this documentation as early as possible to prevent delays.

- **Proof of successful completion of COPAT (Correctional Officer Physical Ability Test) or PARE (Physical Abilities Requirement Evaluation)**
 - One of these two tests must be completed within the last 6 months.
 - If you have not recently completed one of these tests, the recruitment team will email you information on how to register.
 - Candidates may have the option to complete the testing at a correctional centre free of charge or through an external testing provider.
 - *Please note: If you live outside Alberta, we accept the successful completion of the COPAT or PARE test equivalent from the province you currently live in. Results must be uploaded to your candidate profile.*

- **Current Certified Criminal Records Check with Fingerprinting**
 - This must be issued within the past 6 months.
 - Positions at Young Offender Centres **also** require a Vulnerable Sector Check (issued within the last 6 months).
 - Online criminal record checks will not be accepted.
 - You may make an appointment to have a fingerprint-based check completed at an RCMP-accredited private fingerprint company. Any associated costs will be your responsibility.
 - You can also get your fingerprinting done at the Commissionaires - <https://commissionaires.ca/en/contact/>.

Applicants will not move to the next stage (Panel Interview) until copies of the above documentation are received and assessed.

Step 4. Panel interview

- Candidates who have submitted the required documentation will be invited to a virtual interview with Custody Operations managers and supervisors.
 - The interview will be 45 minutes in length, and it will be competency based, including both behavioral and technical questions.
 - You will be assessed on the competencies outlined in the job posting

Step 5. Post-Panel Interview Document Submission

If you are successful in the Panel Interview, you will be contacted to submit the following documents:

- 1. Copy of Valid Standard First Aid and CPR Level-C Certification with AED**
 - Learn how to get certified or recertified.
 - Approved First Aid Training Agencies: OHS Resource Portal. Approved first aid training agencies (alberta.ca)
- 2. Current 5-Year Commercial Driver's Abstract (issued within the past month)**
 - A CPO may have to operate a government vehicle to transport inmates throughout Alberta. For this reason, you are required to provide a current commercial driver's abstract that includes the last 5 years of your driving history.
 - Obtain your driver's abstract from a registry agent.
 - Please note: this is NOT a summary of a driving record.

Step 6. References and Academic Verification

At this stage, you be asked for employment references and the academic verification process will begin.

- **References**
 - Current or past supervisory references are recommended.
- **Academic Verification**
 - If applicable, verification of relevant academic credentials will occur.

Step 7. Orientation Training Session

- Once you have completed all previous steps you will be placed into a candidate pool for up to 6 months.
- If a vacancy becomes available during the 6-month period, you will be invited to attend an orientation at the location where you will be assigned to.
- Orientation will consist of classroom and computer (ORCA) training.
- It is a mandatory requirement that candidates successfully complete the full orientation session for the recruitment process to be complete.

Step 8. Offer of employment

- After you have successfully completed orientation, you will receive the official offer.