

# Correctional Peace Officer Recruitment

## Public Safety and Emergency Services

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The Government of Alberta is currently recruiting Correctional Peace Officers (CPOs) within our Adult and Young Offender Centres through an ongoing, open job competition. This competition will be used to fill multiple current and future vacancies across the province.

### CPO Recruitment Process

#### Step 1. Application and Documentation Submission –

Candidates are required to include the following when applying online:

- Resume
- Cover letter
- Personal Disclosure Questionnaire (PDQ)
- Satisfactory 5-year Commercial Driver's Abstract issued within the last six (6) months
- Certified Criminal Record Check with fingerprinting (or adequate proof of submission) issued within the last six (6) months
- Please note: Applicants seeking employment at Young Offender Centres are also required to submit a Vulnerable Sector Check that has been issued within the last six (6) months

**Step 2. Application Screening** – Candidate applications are reviewed against the advertised qualifications and assets. Candidates who screen in will receive an email providing updates on next steps and other required documents.

Incomplete applications or applications that do not meet minimum qualifications will be screened out. Candidates may reapply during the next competition. Candidates are encouraged to regularly review their application status through their GoA Jobs profile, as updates will be reflected in the system as the competition progresses.

#### Step 3. Virtual Interview and Written Assessment

– Candidates will be invited for a 45-minute Microsoft Teams interview and asked to complete a 30-minute written assignment immediately after the interview. Candidates who pass the virtual and written assessments will receive an email with instructions to complete or provide proof of successful completion of COPAT (Correctional Officer Physical Ability Test) or an equivalent PARE (Physical Abilities Requirement Evaluation).

#### Step 4. Panel Interview

– Candidates will be invited to a 45-minute panel interview on Microsoft Teams. Correctional centre leadership will be on the interview panel. Successful candidates will be required to submit a copy of valid Standard First Aid and cardiopulmonary resuscitation (CPR) Level C certification with an Automated External Defibrillator (AED).

#### Step 5. Pre-employment Checks

– Candidates will be contacted for a list of references. References and post-secondary credentials are verified (as applicable).

#### Step 6. Job Offer

– Once all the pre-employment steps are completed, qualified candidates are verbally offered a position, if available. A written offer letter will be provided once a candidate accepts.

## Qualifications

- High school diploma plus a minimum of two years of related experience (equivalencies will be considered on the basis of one year of experience for one year of education, or one year of education for one year of experience).
- Experience in conflict management and de-escalation techniques.
- Candidates must be at least 18 years of age.
- Candidates must be physically capable of performing the duties and responsibilities of the position.
- Candidates must possess a minimum of a valid unrestricted Class 5 Canadian Driver's License at the time of application.
- A Criminal Record Check with Fingerprinting (or adequate proof of submission) within the last six (6) months
- A satisfactory 5-year commercial driver's abstract issued within the last six (6) months at the time of application.
- Valid Standard First Aid and CPR Level C certification, including an Automated External Defibrillator (AED).
- For positions in Young Offender Centres, a Vulnerable Sector Check issued within the last six (6) months is also required.

## Notes:

- Timelines vary based on vacancy levels and location; only candidates moving forward will be contacted.
- Positional opportunities may be Permanent or Wage.
- Permanent positions are generally offered only on a full-time basis, with candidates required to be available for a variety of shifts: days, afternoons, nights, including weekends and holidays.
- Wage positions may suit candidates who are looking for a more flexible or casual work schedule instead of full-time hours. Wage employees are paid for shifts worked rather than receiving a consistent salary. Wage employees are able to identify their availability to work in line with other commitments, but particular shifts or hours are not guaranteed.
- Any costs associated with obtaining the required documents/checks and any costs related to interview travel will be the responsibility of the candidate. (Out-of-province applicants can obtain the required documents/checks from the province they currently reside in.)

## Contacts

For more information about the CPO recruitment process, contact [JSG.CPORecruit@gov.ab.ca](mailto:JSG.CPORecruit@gov.ab.ca).



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