

Middlesex Sheriff's Office

Correction Officer Examination - Frequently Asked Questions

Q: What are the steps in the hiring process to become a Correction Officer at the Middlesex Sheriff's Office?

Please click on the link to watch our hiring process video - <https://youtu.be/fsEZmj3Caw4> - that outlines the hiring process.

Step 1) Pass a written examination consisting of three parts: a human relations video test, a counting test, and a reading comprehension test. You can register for the written exam by following this link - <https://bit.ly/3oA0Oyu>. Candidates will be provided their pass/fail score in writing via US mail within seven (7) days from the date of their exam.

Step 2) If you pass the written exam, you will then need to pass a physical fitness test. Please follow this link - <https://bit.ly/3oA0Oyu> - for information regarding the standards for the test. You can also review and obtain all the required medical waiver and clearance forms that must be provided at the time of the physical fitness test.

Step 3) If you successfully pass both the written examination and physical fitness test, you will need to pass a background investigation. Once you provide written consent for the investigation, the Investigator will contact you directly to set up an interview. Please ensure you gather all the required materials requested by the Investigator to make the process flow smoothly.

Step 4) Once you pass the written exam, physical fitness test and background investigation, you will be asked to participate in an in-person interview with a panel of members from the MSO Human Resources team and Training Academy.

Step 5) After the written exam, physical fitness test, background investigation and in-person interview, a decision will be made by the Sheriff to invite you to attend the next Basic Training Academy. Invitations will be made in writing via US Mail to successful candidates.

Step 6) As a condition of your potential employment, you will then be required to pass a psychological and medical evaluation that will include a drug test.

Q: If I do not pass the written examination, can I re-take the exam?

You cannot re-take the written examination during the same period it is offered. You can take the exam the next time it is offered. The MSO is attempting to offer the examination bi-annually. Please continue to monitor the MSO website - <https://www.middlesexsheriff.org/>

Q: How do I study for the written examination?

Please review this link - <https://bit.ly/3m3uVwR> - regarding written examination details and practice test. These materials are provided through our testing vendor Ergometrics.

Q: I need an accommodation in order to take the written examination. Who can I contact about this?

If you need special testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability, please submit a letter via email to Scott Lennon, Assistant Superintendent/Director of Human Resources at slennon@sdm.state.ma.us detailing your request. Please include updated contact information with your submission. You must also submit a letter of support from a qualified medical professional detailing what type of accommodation you require at the exam site. This information is requested only to provide reasonable accommodation for the exam, and will not be used for any other purpose. The documentation required above must be received seven (7) days prior to your scheduled exam date. You can also send your information via fax to 781.960.2912.

Q: I am scheduled to take the written examination on a certain day but now have a conflict. Can I reschedule my written examination?

Yes. Please contact Luana Soares at lsoares@sdm.state.ma.us for assistance.

Q: I am a member of the armed forces and interested in a position at the MSO. How do I take the written examination if I am deployed or on active duty?

You can send a copy of your orders in an email to Scott Lennon, Assistant Superintendent/Director of Human Resources at slennon@sdm.state.ma.us.

The MSO will work with you to schedule a test at a mutually convenient time. Current military personnel who have active military orders that indicate their unavailability to take the entrance exam due to military service will be allowed to take a make-up examination. Military personnel must submit a written request with their official military orders via email to Scott Lennon, Assistant Superintendent/Director of Human Resources at slennon@sdm.state.ma.us by Monday, October 25, 2021 at 5:00 PM. You can also send your information via fax to 781.960.2912.

Q: How will I hear from the MSO to know if I passed or failed the written examination? How long does it take until I hear something?

You will receive a letter via US Mail informing you whether you passed or failed the written examination. Please allow seven (7) days from the date of your examination. If you do not receive anything from the MSO after seven (7) days, please contact Luana Soares at lsoares@sdm.state.ma.us for assistance.

Q: I already work in the field of Corrections. Can I laterally transfer to the MSO?

The MSO does not accept transfers. The MSO requires all candidates, regardless of your current occupation or position, to go through our entire hiring process.

Q: I have previously taken the MSO written exam and MSO physical fitness test and passed one (or both). Do I need to take them again?

Yes. You will need to re-take these tests during the hiring period even if you had previously passed one (or both). All candidates are required to follow the hiring process, detailed in question one above, from start to finish.