

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!