



An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service

INFORMATION BOOKLET

Open campaign for appointment to the established position of

Recruit Prison Officer
in the
Irish Prison Service 2008

Rms 08/018/06

The Public Appointments Service and the Irish Prison Service will run this campaign in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa-online.ie

The Public Appointments Service and the Irish Prison Service are committed to a policy of equal opportunity.

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Recruit Prison Officer in the Irish Prison Service

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Mission Statement

The mission of the Irish Prison Service is to provide safe, secure and humane custody for people who are sent to prison. The Service is committed to managing custodial sentences in a way which encourages and supports prisoners, in their endeavouring to live law abiding and purposeful lives as valued members of society.

1. INTRODUCTION

The Irish Prison Service is responsible for the provision of safe, secure and humane custody for those people committed to prison by the Courts. It is a key component in our country's criminal justice system ensuring safer community life. The Recruit Prison Officer (RPO) is the entry level to the Service and it is proposed to set up a panel from which vacancies arising in the Irish Prison Service may be filled.

Vacancies will be filled at Recruit Prison Officer level in an established capacity initially. Following the successful completion of 3 years service including probation, the Recruit Prison Officer will be appointed as an Established Prison Officer.

2. ABOUT THE JOB

Working as a Recruit Prison Officer can be complex and difficult, but it can be varied, challenging and highly rewarding. We are looking for individuals who have good interpersonal skills and can show initiative. They must also have the ability to think on their feet in dealing with situations which require security and control to be maintained whilst remaining sensitive to the needs of prisoners, some of whom have serious behavioural problems. A Recruit Prison Officer must have good

listening, influencing, negotiating and verbal communication skills. S/he must also have the capacity to be assertive where necessary while maintaining control.

The training and development required to undertake the role will be provided through a two year programme and syllabus which leads to the award of the national Certificate Level 6 HETAC Accreditation. The main focus of Recruit Prison Officers completing the Higher Certificate in Custodial Care (HCCC) programme is to ensure professionalism – that the officers are fully competent in the role. The HCCC will provide social, educational, legal and other skills and knowledge to Recruit Prison Officers, locating the profession within an expanded context of society, which provides the mandate, resources and support for the development of an effective prison system. The course provides an integrated approach to the values, standards and behaviour of international best practice.

A Recruit Prison Officer will need a high level of vigilance, in relation to security generally and must be constantly on alert for any circumstances which may give cause for concern. Although the job sometimes involves following standard procedures which entail repetitive tasks, the variety of tasks in the Prisons Service will present constant challenges.

The job entails a high level of interpersonal contact in a supervisory capacity – you will have an opportunity to help and contribute to the rehabilitation of those offenders with whom you are working.

Officers will be required to work a basic 2,035 hours per year based on an average roster of 39 hours a week, and can be required to work at night and at weekends.

There are also opportunities for suitable Officers to work in manufacturing and training workshops. Promotion up to and including Governor can be achieved through a career structure.

The Role of the Recruit Prison Officer includes:

- Following procedures and completing systematic activities in a structured environment.
- Supervision of people i.e. security, safety and caring purposes.
- Use of senses/vigilance i.e. hearing, visual and sensing.
- Anticipation of potential danger i.e. hostility, hazards, frustration and conflicts.
- Structured responses to procedures and unstructured responses to information.
- Communicating with prisoners, visitors, and other staff.
- Participating in offender rehabilitation programmes.
- General physical activity i.e. walking, running, standing, climbing which is necessary to carry out the functions of the grade.

3. ESSENTIAL REQUIREMENTS

To be eligible for selection as a Recruit Prison Officer, an applicant must, on the 1st September 2008:

- (i) Be at least 18 years of age (i.e. must have been born on or before 1st September 1990)
- (ii) (a) be a national of a European Union Member State, or
(b) a national of a European Economic Area State or the Swiss Confederation; or
(c) be entitled under section 3, 18 or 24 of the Refugee Act, 1996; to the rights and privileges specified in section 3 of that Act, or
(d) have had a period of one year's continuous residence in the State immediately before the 1, September 2008 and, during the eight years immediately preceding that period,

have had a total residence in the State amounting to four years. Periods of illegal residence or residence as an asylum seeker in the State do not count for this qualifying five year period.

(iii) Have obtained:

(a) a minimum of five subjects in the Leaving Certificate Established examination or Irish Leaving Certificate Vocational Programme. A grade not lower than C3 at Foundation Level or D3 at Ordinary level in English and/or Irish must be included in the five required subjects.

or

(b) the Merit Grade in the Applied Leaving Certificate programme, subject to modules in English and Communications, and/or An Ghaeilge Chumarsáideach being completed.

or

(c) like grades which are equivalent to those outlined at (a) and (b) above in at least five subjects (including English and/or Irish) in another examination or assessment of a kind, that in the opinion of the Public Appointments Service is not of a lower standard than the above.¹

A combination of two or more examinations or assessments may be permitted in determining eligibility.

You should note that qualifications/eligibility may not be confirmed until the final stage of the selection process, therefore, those candidates who do not possess the essential requirements, **on the date specified above i.e. 1st September 2008**, and proceed with their application are putting themselves to unnecessary expense and will not be offered a position from this campaign. Candidates who are unable to show that they hold the required qualifications may be withdrawn from the campaign at any stage. An invitation to test, interview or any element of the selection process is not acceptance of eligibility.

N.B. Candidates who hold International Qualifications

Applicants who hold international qualifications are advised to contact the National Qualifications Authority of Ireland to ascertain if the qualification(s) they hold “can be recognised as being broadly equivalent”. They can be contacted at info@nqai.ie. The National Qualifications Authority of Ireland also has a fact sheet and an application form available on their website at <http://www.nqai.ie/en/International/RecognitionofInternationalAwards/>.

4. HOW TO APPLY

Applications should be made on-line to the Public Appointments Service through www.publicjobs.ie

The closing date for the receipt of applications is **Thursday 9th October 2008**.

5. THE SELECTION PROCESS

Stage 1 Stage 1 of the selection process shall consist of 2 tests, a Visual Test and a Procedural Test. These tests will be held in provincial locations (as listed on the application form) on week commencing (w/c) 3rd November 2008 and w/c 10th

¹ Among the qualifications, which are considered as acceptable alternatives to the Leaving Certificate Examination, are the following: Matriculation of a recognised university; A General Certificate of Education (Advanced Level); NCEA / HETAC National Certificate; NCEA / HETAC National Diploma.

November 2008 and in Dublin on w/c 17th November 2008. Test Familiarisation Material will be posted by **24th October 2008** on www.publicjobs.ie in advance of the tests. It is important to give some time to studying this material before taking the tests. The number to be called to Stage 2 will be determined having regard to the number of vacancies to be filled.

Stage 2 Stage 2 will comprise an interview, a Group Exercise and Written Exercise.

Optional Language Test - If invited to Stage 2, you may have your ability to communicate effectively in Irish and English assessed. Your ability in the language in which the interview is conducted will be assessed at the interview itself and in the other language by a separate language test. This test will comprise conversation on ordinary topics. Candidates who satisfy the Public Appointments Service that they are proficient in both Irish and English will be awarded marks in respect of such proficiency. Please note that this test is optional and you should not apply unless you propose to undertake the test.

Stage 3 Those successfully selected to go forward from Stage 2 will be required to undergo and pass a pre-employment Medical and Physical Assessment (see paras 7 (a) and 7 (b) for further details.).

N.B. Please note that observations from the Gardaí will be sought on all candidates prior to their acceptance to the Irish Prison Service.

The tests at Stage 1 and Stage 2 of the selection process will be based on the skills/qualities that have been shown to be necessary for effective performance as a Recruit Prison Officer. All Applicants called to Stage 1 and Stage 2 will receive familiarisation and preparation material in advance from the Public Appointments Service.

Forms of authorisation to sit Stage 1 will be issued electronically by the Public Appointments Service prior to the tests. If applicants who apply to sit their examination do not receive a communication by the **24th October 2008** they should inform the Public Appointments Service (Recruit Prison Officer Recruitment Unit) immediately by phoning (01) 8587400.

Changes of address should be notified to the Public Appointments Service (Recruit Prison Officer Recruitment Unit), Chapter House, 26/30 Abbey Street Upper, Dublin 1, Ireland immediately in writing or alternatively email details to prisonofficer2008@publicjobs.ie.

6. KEY DATES TO REMEMBER

Closing Date	Thursday 9 th October 2008
Familiarisation material on selection process on website	w/commencing 20 th October 2008
Invitations issued to candidates	w/commencing 20 th October 2008
Test dates	Outside Dublin: 7 th and/or 8 th November 2008 13 th and/or 14 th November 2008 Dublin: 18 th and/or 19 th November 2008
Results of tests to issue	w/commencing 15 th December 2008

7. MEDICAL & PHYSICAL ASSESSMENTS

The job of Recruit Prison Officer entails a high level of interpersonal contact in a supervisory capacity with responsibility for the care, safety and security of prisoners. A Recruit Prison Officer needs to be constantly vigilant with regard to security and have a good level of physical fitness. The physical demands range from walking, standing, climbing stairs to responding in emergency situations, such as riots, fights and fires. Officers receive training in control and restraint techniques (C&R) and in the use of breathing apparatus both as part of their initial training and throughout the course of their working careers. They therefore need to be physically fit and have a standard of health such that neither their safety nor that of the prisoner should be compromised.

All candidates who have been selected to go forward to train as Recruit Prison Officers must undergo a pre-employment medical assessment.

The Irish Prison Service (IPS) has devised a physical fitness test which all candidates must pass before they will be accepted to train as Recruit Prison Officers.

The Civil Service Occupational Health Department (CSOHD) will determine whether or not a candidate is medically fit to undertake this physical fitness test and ultimately the training for a Recruit Prison Officer.

(a) Pre-employment medical

The standards which are set out below must be met by all candidates in order for them to be deemed fit to undertake the physical fitness test and / or to be accepted to train as a Recruit Prison Officer.

Candidates should be of good physique and be reasonably fit.

Vision

At entry level to the prison service the candidate should have a distant visual acuity uncorrected, of no less than 6/36 in each eye tested separately, corrected to 6/12 in each eye tested separately. All candidates must have normal colour vision and visual fields.

Any discrepancies in the test results will lead to a medical appointment for further evaluation.

The CSOHD may make the recommendation that corrective lenses must be worn for work purposes. Candidates should be advised that failure to meet the vision standards will result in exclusion from the position.

Obesity

Applicants must comply with the relevant height/weight guidelines.

Lung Function

Candidates with a peak flow reading of less than 80% of that predicted will be asked to attend the CSOHD for further evaluation. They may be asked to submit additional information on their respiratory status and may be requested to undertake the Chester Step Test. Each case will in this situation be viewed under its own merits; however candidates may be excluded from undertaking the fitness test on the grounds that it would be medically unsafe for them to do so.

Hearing Assessment (Audiology)

Candidates must submit a pre-employment audiogram. This is at the candidate's own expense. If a problem is identified the candidate will be asked to attend the CSOHD for further evaluation. Each case will be examined on its own merits. Defective hearing may result in exclusion from the position.

The pre-employment audiogram will be held on record in the CSOHD and will act as a baseline for future audiological screening should this be necessary.

Musculoskeletal assessment

At the time of the medical examination candidates are required to be of good physique i.e. they should be free from problems affecting their muscles and joints.

A past or current history of musculoskeletal problems will necessitate an appointment in the CSOHD for further evaluation and may if current, lead to deferral or exclusion.

Blood Pressure

A history of blood pressure or a finding of same at pre-employment medical will need further evaluation, such as a report from the candidates GP and perhaps an appointment in the CSOHD. Candidates with a repeated elevated blood pressure will not be allowed take the fitness test.

Past / present medical history of acute / chronic illness

Relatively recent or current chronic / acute medical conditions will need further evaluation.

Candidates to whom this applies will be asked to submit a confidential report from their GP or treating specialist (as appropriate) to the CSOHD. Cases will be viewed on an individual basis and the candidate may be given an appointment in the CSOHD.

Hepatitis B Vaccination, Mantoux Testing / BCG Vaccination

Candidates will be requested to take part in Hepatitis B vaccination programme and Mantoux / BCG programme in their training period and in their initial work placements.

Success at Stages 1 and 2 of the selection process is not to be taken as an indication that the Irish Prison Service considers a person as fulfilling the full range of essential requirements, and is not a guarantee of acceptance as a Recruit Prison Officer.

(b) Pre-employment Physical Competency Test

The Physical Competency Test will be conducted by the Irish Prison Service in its Training Centre at Beladd House, Portlaoise, Co. Laois. Applicants are required to be aerobically fit in order to safely undergo training and to subsequently carry out the duties assigned to them. It will consist of a series of tests designed to measure your physical performance in tasks that relate to the work of a recruit prison officer. All the tests must be passed. The tests have the same pass level for both sexes and every age. The tests will take about 60 - 90 minutes to complete, including several rest periods.

What preparation should you do for the tests? This depends upon your fitness and strength levels. Anyone with reasonable strength and fitness should be able to pass the tests. If you feel that your fitness or strength level may be insufficient to pass the tests, you may wish to participate in fitness / strength training at your local gym or sports club prior to the testing

What should you wear for the tests? You will need to bring standard PE or sports kit - shorts / top with sports shoes.

How will you know what to do? You will be given detailed instructions when you attend for the test and general guidelines will also be posted on the IPS website at www.irishprisons.ie

What will happen if you fail a test? All tests must be passed. You will have two opportunities to do so. If after two attempts you fail you will be told at the time that you have failed to make the minimum standard for a test. Feedback will be provided on whether you passed or failed the physical competency assessment.

The tests will comprise the following:-

(i) Running / carrying tests

Aerobic Test: *This tests cardiovascular endurance, and simulates running around a building, with constant changes of direction.*

This test involves running over and back between two points 15 metres apart. The test involves 40 continuous shuttle runs to give a total distance of 600 metres. You must complete this test in 210 seconds (3 min 30 seconds) or less.

Anaerobic Test: *This tests your ability to sprint, and simulates the response to an emergency.*

This test involves 7 shuttle runs (i.e. 7 x 15 metres) done as quickly as possible. You must complete this test in 35 seconds or less.

Fire-extinguisher carry test: *This tests your ability to carry a standard fire extinguisher through a building in an emergency.*

You should carry a standard fire extinguisher, weighing 14 Kg, 30 m (two shuttles) without dropping it. You must complete this test in 30 seconds or less.

(ii) Strength / power tests

These tests assess upper body strength, grip and hold strength required in control and restraint techniques.

Seated bench press: *You will complete 5 measured bench-presses using a concept-II ergo meter.*

The average bench press over the 5 should be 34 Kg or higher.

Seated bench pull: *You will complete 5 measured bench-pulls using the concept-II ergo meter.*

The average bench pull over the 5 should be 34 Kg or higher.

Grip Strength: *This is measured using a standard grip strength ergo meter. You will be asked to squeeze as hard as you can with right and left hands (you will get two attempts with each hand)*

Minimum strength to pass:

Dominant hand	32 kg
Non-dominant hand	30 kg

Shield Hold: *The test will require a standard riot shield, of about 6 Kg to be held in front of the body in a stipulated position. The shield must be held in position for a minimum of 60 seconds.*

8. CONDITIONS OF SERVICE (SUMMARY)

Salary

As of 1 September 2008 the following rates of pay apply:

PPC (Personal Pension Contribution) Scale:

€25,876 - €26,947 - €28,021.

Work on Saturday, Sunday, public holidays and nights attract premium payments. Recruit Prison Officers will also receive other allowances e.g. Rent Allowance and Operational Allowance (8% of annual salary). The allocation of up to 360 additional hours will attract further payments.

The Additional Hours System provides for extra attendance by staff and replaces the former overtime system. It involves the allocation of up to 360 hours maximum per person per annum. (Under this system a lower number of hours may be allocated, i.e. 240 hours, 112 hours, or nil hours.)

Tenure

- Appointment will be to a one year probationary contract to the position of Established Recruit Prison Officer in the Irish Prison Service.
- On satisfactory completion of the probationary period as a Recruit Prison Officer, including successful completion of all elements of the training programme, appointment as a Recruit Prison Officer will be confirmed.
- Any decision to offer you an established position as a Recruit Prison Officer will be subject to the existence of a fillable vacancy and your acceptance as being qualified for appointment to the position of Recruit Prison Officer.
- On completion of the third year as Recruit Prison Officer, you will be considered for appointment as an established Prison Officer.

Pension and Retirement

- The position is pensionable. A Prison Officer is entitled to a full pension after 30 years, whereas other Civil Servants must serve 40 years.
- Retirement is compulsory at 60 years of age.
- An Officer may retire at any time over age of 55 years provided s/he has 30 years actual prison service.

Opportunities for promotion

- Candidates are eligible for promotion after three years established service in the Prison Officer grade.

Additional benefits of working in the Prison Service

- Prison Officers enjoy Civil Service status.
- Access to promotion.
- Challenging working environment.
- Training and development programme.
- Award of a Level 6 HETAC Accreditation Higher Certificate for successful completion of the Recruit Prison Officer training programme.
- Third level fees are paid for many courses.
- Opportunities for study leave and other special leave.
- Opportunities for work-sharing.
- Opportunities for career breaks.
- Annual leave - 20 days (160 hours) rising to 22 days (176 hours) after 5 years service.

Where might I be working?

On recruitment and following initial training, Recruit Prison Officers will be assigned to vacancies in the major prisons in the Dublin area as well as the Prison Service Escort Corps. Recruit Prison Officers will be liable to be assigned to other areas of the Irish Prison Service from time to time according to the exigencies of the Service. See Appendix 2.

TRAINING

Recruit Prison Officers will initially receive nine weeks formal induction training which combines classroom tuition with job familiarisation. This induction training forms part of Semester 1 of the Higher Certificate in Custodial Care (HCCC) programme, which is delivered over the first two years of service. You must successfully complete the programme as a condition of appointment to Recruit Prison Officer. Completion of the programme leads to the award of a National Certificate Level 6 HETAC Accreditation. The Prison Service Training and Development Centre is in Beladd House, Portlaoise and is affiliated with the Sligo Institute of Technology. Classroom tuition includes lectures, practical exercises and group work. Elements of the training require a high degree of physical activity i.e. Control and Restraint and Breathing Apparatus.

An Officer will be required to pass all elements of the training programme, academic, physical and on-the-job. Should an Officer fail any element of the training, one further opportunity to pass will be afforded. Should this attempt be unsuccessful, the officer's employment as a recruit prison officer will be terminated.

9. PRINCIPAL CONDITIONS OF SERVICE

Principal Conditions of Service for a Probationary Contract for Period of One Year to an Established Position as Recruit Prison Officer in the Irish Prison Service

General

- 1 The appointment is subject to the Civil Service Regulations Acts 1956 to 2005 and the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Pay

- 2 The salary scale for this position (rates effective at 1 September 2008) is as follows:

PPC (Personal Pension Contribution) scale

€25,876.00 €26,947.00 €28,021.00

NORMAL MAX

Modified scale

€24,582.00 €25,600.00 €26,620.00

NORMAL MAX

Increments are granted annually subject to satisfactory service.

Starting Salary and Payment Arrangements

- 3 Entry will be at the minimum point of the scale. General round increases will be applied as they arise.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Human Resources Directorate of the Irish Prison Service. Statutory deductions from salary will be made as appropriate the Irish Prison Service.

An officer will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to an officer in accordance with the Payment of Wages Act 1991. In accordance with that Act, the Irish Prison Service will advise the officer in writing of the amount and details of such overpayment and give at least one week's notice of the deduction to take place and will deduct the overpayment, at an amount that is

fair and reasonable having regard to all the circumstances, within six months of such notice in accordance with the Act.

Tenure, Probation and Training

4 The appointment is to an established position on a probationary contract in the Irish Prison Service.

The probationary contract will be for a period of one year from the date of appointment. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of the probationary contract, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

- (i) has performed in a satisfactory manner;
- (ii) has been satisfactory in general conduct;
- (iii) is suitable from the viewpoint of health with particular regard to sick leave, and,
- (iv) has satisfactorily undertaken any training required, including academic, physical and on-the-job training.

On appointment the officer will receive formal induction training for a period of nine weeks. The formal induction training combines classroom tuition with role orientation and forms part of a programme which must be successfully completed in order for an officer to be eligible for confirmation of appointment to a position as a Recruit Prison Officer.

An officer will be required to pass all elements of the training programme, both academic and physical. Should an officer fail any element of the training, one further opportunity to pass will be afforded, should this attempt be unsuccessful, the officer's employment as a recruit prison officer will be terminated.

Prior to completion of the probationary contract a decision will be made as to whether or not the officer will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956-2005*. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iv) above. The detail of the probationary process will be explained to the officer by the Irish Prison Service.

Where an officer is an existing civil servant and is not considered as suitable to the position having been assessed against stated criteria, the officer will be notified in writing of the action to be taken prior to the expiry of the probationary contract and any extensions thereof.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances the contract may be extended and the probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended where an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness.

The employee may in these circumstances make application to the Irish Prison Service for an extension to the contract period.

Assignment to Position as Prison Officer

5 On satisfactory completion of the third year as Recruit Prison Officer the officer will be considered for appointment as a Prison Officer. Assignment to the grade of Prison Officer will be subject to satisfactory performance in line with the criteria laid down at paragraph 4 above.

Unfair Dismissals Acts 1977-2005

6 The Unfair Dismissals Acts 1977-2005 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

Duties

7 The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties. The officer will be subject to the terms of the Prison (Disciplinary) Code for Officers Rules 1996 and Prisons Rules 2007.

Headquarters

8 The officer's headquarters will be such as may be designated from time to time by the Head of the Irish Prison Service. When absent from home and headquarters on duty appropriate traveling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

Hours of attendance

9 Hours of attendance will be as fixed from time to time but basic attendance will be 2,035 hours per year on an average 39 hour week. A Recruit Prison Officer will have a 7 day week liability which may include nights or 5 day Monday to Friday liability. The attendance liability may vary depending on the assignment. A Recruit Prison Officer will be liable to work additional hours in accordance with agreed arrangements and will be subject to the terms of Time and Attendance rules.

Annual Leave

10 The annual leave allowance will be 160 hours (20 days) per year. The arrangements which currently apply in the Prison Service in respect of "unearned rest days" and "free days" in lieu of public holidays will also apply.

The Organisation of Working Time Act 1997

11 The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this employment.

Sick Leave

12 Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers, who will be paying the Class A rate of PRSI, will be required to sign a mandate authorising the Department of Social and Family Affairs to pay any benefits due under the Social Welfare Acts direct to the Irish Prison Service. Payment of salary during illness will be

subject to the officer making the necessary claims for social insurance benefit to the Department of Social and Family Affairs within the required time limits.

Secrecy, Confidentiality and Standards of Behaviour

13 Official Secrecy and Integrity

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. The officer will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

13.1. The officer will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Acts

13.2 The Ethics in Public Office Acts will apply, where appropriate, to this employment.

Prior approval of publications

14 An officer will agree not to publish material related to his or her official duties without prior approval by the Minister.

Political Activity

15 During the term of employment the officer will be subject to the rules governing civil servants and politics.

Personnel Code

16 All circulars are available on the website www.codpearsanra.gov.ie or from Human Resources Directorate of the Irish Prison Service.

Superannuation and Retirement

17 The provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 and the terms of the Contributory Pension Scheme for Established Civil Servants and of the Contributory Spouses' and Children Pension Scheme for Established Civil Servants will apply to this appointment. Membership of the scheme is compulsory for new entrants. Retirement will be compulsory at 60 years of age but an officer may be required to retire at any time after 55 years.

17.1. If an officer was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements, entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however, be made for the reckoning of previous service given by the officer for the purpose of any future superannuation award for which the officer may be eligible.

17.2. If an officer was previously employed in the Civil Service and was paid a marriage gratuity, pensionable service before marriage will not be reckoned for superannuation purposes unless an appropriate refund is made in respect of that gratuity.

IMPORTANT NOTE

Different conditions of service may apply if, immediately prior to appointment, the officer appointed is

- (a) already a serving civil servant who is paying the Class B rate of PRSI, or
- (b) serving in an non-established capacity in the civil service and has had continuous service in that capacity since 5 April, 1995, or

- (c) serving elsewhere in the public sector in a position in respect of which s/he is paying the Class B,C or D rate of PRSI contribution

Details of the salary scale and conditions of service applicable to such officers are available on request from the Public Appointments Service.

10. GENERAL INFORMATION REGARDING THE SELECTION PROCESS

(i) Confidentiality:

Certain items of information, not specific to any individual, are extracted from Computer records for general statistical purposes. Subject to the provisions of The Freedom of Information Act, 1997 & 2003 applications will be treated in strict confidence.

(ii) Equality:

The Public Appointments Service and the Irish Prison Service are committed to a policy of Equal Opportunity.

(iii) Canvassing will disqualify

(iv) Deeming of Candidature to be withdrawn:

Candidates who do not attend for interview or other tests when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence, as the Public Appointments Service require in regard to any matter relevant to their candidature, will have no further claim to consideration.

(v) Admission without liability

The admission of a person to a competition is not to be taken as implying that the Public Appointments Service are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position.

(vi) Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

(vii) Data Protection Acts 1988 & 2003

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held on computer is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. You are entitled under these acts to obtain, at any time, copy of information about you, which is kept on computer. The Public Appointments Service charge a fee of €6.35 for each request. You should enclose a cheque or postal order and address your request quoting reference to: **THE DATA PROTECTION CO-ORDINATOR, PUBLIC APPOINTMENTS SERVICE, "CHAPTER HOUSE", 26-30 ABBEY STREET UPPER, DUBLIN 1.** Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

NEED MORE INFORMATION?

For general information on the Irish Prison Service, you can visit their website at:

www.irishprisons.ie

11. CANDIDATES' RIGHTS – REVIEW PROCEDURES IN RELATION TO THE SELECTION PROCESS

The Public Appointments Service will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. A candidate can seek a review by a person in the recruiting body (initial reviewer). Where a candidate remains dissatisfied following this initial review, he/she may seek to have the conduct of the initial review examined by a “decision arbitrator”.

As an alternative to the above, it is open to a candidate to seek to have the matter resolved on an informal basis, as set out below. If a candidate remains dissatisfied following any such discussion it is open to him/her to seek a formal review.

The Codes of Practice are available on the website of the Commission for Public Service Appointments, www.cpsa-online.ie.

Informal process

- The candidate can avail of the Informal Review within 5 working days of notification of the initial decision, and should normally take place between the candidate and the person who communicated the decision (or relevant person).
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Formal process: Initial review

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed.
- A request for review must be made within 10 working days of the notification of the initial decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. The candidate will receive the outcome of the review by means of a written report.

- Should a candidate be dissatisfied with the outcome of the initial review, he/she may request a review by a decision arbitrator of the conduct of the initial review.

Review by the decision arbitrator

The decision arbitrator is appointed by the Chief Executive. The decision arbitrator is unconnected with the selection process and he/she will adjudicate on requests for review in cases where a candidate is not satisfied with the outcome of the initial review. The decision of the decision arbitrator in relation to such matters is final.

- A request made to the decision arbitrator must be received within 7 working days of the notification of the outcome of the initial review.
- The outcome of the investigation must be notified to the candidate in the form of a written report within 10 working days.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Appendix 1

Approximate Total Earnings for Recruit Prison Officer Grade @ 01/9/2008 (PPC)

Point on Scale	Basic	Operational Allowance	Rent Allowance	Total
1	€25,876	€2,070	€4,451	€32,397
2	€26,947	€2,155	€4,451	€33,553
3	€28,021	€2,241	€4,451	€34,713

In addition other allowances may be payable for attendance on Saturday, Sunday and unsocial hours etc. Also the allocation of up to 360 additional hours per annum will attract further payments. **Allowances and payments are not guaranteed and are dependent on working arrangements and opportunities pertaining in each institution.**

Irish Prison Service Discipline Grade Career Structure
Governor
Deputy Governor
Assistant Governor
Chief Officer I
Chief Officer II
Assistant Chief Officer
Prison Officer
Recruit Prison Officer

Appendix 2

The Prison Estate comprises:

Mountjoy Prison: A closed, medium security prison for males aged 17 years and over. It is the main committal prison for Dublin county and the largest penal institution in the State.

Dochas Centre: A closed medium security prison for females aged 18 years and over. It is the committal prison for females committed on remand or sentenced from all Courts outside the Munster area.

Training Unit: A semi-open, low security institution for males aged 18 years and over. It operates a drug free environment with a strong emphasis on work and training.

Wheatfield Prison: A closed medium security prison for males aged 17 years and over. It is the committal prison for counties Louth, Meath, Monaghan, Wexford and Wicklow.

Limerick Prison: A closed medium security prison for males and females aged 17 years and over. It is the committal prison for males for counties Clare, Limerick and Tipperary and for females for all six Munster counties.

Portlaoise Prison: A closed, high security prison for males aged 17 years and over. It is the committal prison for those sent to custody from the Special Criminal Court and prisoners accommodated here include those linked with subversive crime.

Midlands Prison: A closed, medium security prison for males aged 17 years and over. It is the committal prison for counties Carlow, Kildare, Kilkenny, Laois, Offaly and Westmeath.

St. Patrick's Institution: A closed, medium security place of detention for males aged 16 to 21 years, it accommodates both remand and sentenced persons.

Shelton Abbey: An open, low security prison for males aged 19 years and over who are regarded as requiring lower levels of security and are either serving short or nearing the end of long sentences.

Cork: A closed, medium security prison for males aged 17 years and over. It is the committal prison for counties Cork, Kerry and Waterford.

Loughan House: An open, low security centre for males aged 18 years and over who are regarded as requiring lower levels of security and are either serving short or nearing the end of long sentences.

Castlerea: A closed medium security prison for males aged 17 years and over. It is the committal prison for remand and sentenced prisoners in Connaught and also takes committals from counties Cavan, Donegal and Longford.

Cloverhill: A closed, medium security remand prison for males aged 17 years and over. It primarily caters for remand prisoners and is the committal prison for persons sent to custody on remand in the Leinster area.

Arbour Hill: A closed medium security prison for males aged 17 years and over. Its prisoner profile is largely made up of long term sentenced prisoners and sex offenders

Beladd: The Irish Prison Service Training College

Prison Service Headquarters: The main administrative centre for the Irish Prison Service.