



**Ministry of the Public Service  
and National Insurance**

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**TO: ALL PERMANENT SECRETARIES, HEADS OF DEPARTMENT,  
AND OFFICERS WITH RESPONSIBILITY FOR  
HUMAN RESOURCES MATTERS**

**CAREER PATH –  
THE BAHAMAS DEPARTMENT OF  
CORRECTIONAL SERVICES**

Please be advised of the amended requirements of The Bahamas Department of Correctional Services' Career Path (attached).

Kindly note – the amendments are with effect from 5<sup>th</sup> September, 2018.

Grateful if your post qualifications book is updated accordingly.

Donella Bodie (Mrs.)  
Permanent Secretary

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**Attachments**

## THE BAHAMAS DEPARTMENT OF CORRECTIONAL SERVICES - CAREER PATH

POST	REQUIREMENTS
<b>COMMISSIONER OF CORRECTIONS SCALE PR1</b>	<p>Applicants must possess a Bachelor's Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/Correctional Management; with a minimum of three (3) years experience as Deputy Commissioner of Corrections;</p> <p style="text-align: center;">Or</p> <p>Applicants must possess a Bachelor's Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/Correctional Management; with a minimum of ten (10) years experience in a comparable post and environment;</p> <p style="text-align: center;">Or</p> <p>Associate Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/ Correctional Management, with a minimum of five (5) years experience as Deputy Commissioner of Corrections.</p> <p style="text-align: center;">Or</p> <p>Associate Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/ Correctional Management, with a minimum of twelve (12) years experience in a comparable post and environment.</p> <p style="text-align: center;">Degrees in Law, Criminal Justice or Social Sciences would be an asset.</p>

## THE BAHAMAS DEPARTMENT OF CORRECTIONAL SERVICES - CAREER PATH

POST	REQUIREMENTS
<b>DEPUTY COMMISSIONER OF CORRECTIONS SCALE PR2</b>	<p>Applicants must possess a Bachelor's Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/ Correctional Management; with a minimum of three (3) years experience as Assistant Commissioner of Corrections;</p> <p style="text-align: center;">Or</p> <p>Applicants must possess a Bachelor's Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/ Correctional Management; with a minimum of eight (8) years experience in a comparable post and environment;</p> <p style="text-align: center;">Or</p> <p>Associate Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/ Correctional Management, with a minimum of five (5) years experience as Assistant Commissioner of Corrections;</p> <p style="text-align: center;">Or</p> <p>Associate Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/ Correctional Management, with a minimum of ten (10) years experience in a comparable post and environment.</p> <p style="text-align: center;">Degrees in Law, Criminal Justice or Social Sciences would be an asset.</p>

## THE BAHAMAS DEPARTMENT OF CORRECTIONAL SERVICES - CAREER PATH

POST	REQUIREMENTS
<b>ASSISTANT COMMISSIONER OF CORRECTIONS SCALE PR3</b>	<p>Applicants must possess a Bachelor's Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/Correctional Management; with a minimum of three (3) years experience as Chief Corrections Officer;</p> <p style="text-align: center;">Or</p> <p>Applicants must possess a Bachelor's Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/Correctional Management; with a minimum of six (6) years experience in a comparable post and environment;</p> <p style="text-align: center;">Or</p> <p>Applicants must possess an Associate's Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/Correctional Management; with a minimum of five (5) years experience as Chief Corrections Officer;</p> <p style="text-align: center;">Or</p> <p>Applicants must possess an Associate's Degree (from an accredited institution, approved for The Bahamas Government's purpose) and have been trained in Penal/Public Administration/Correctional Management; with a minimum of eight (8) years experience in a comparable post and environment.</p> <p style="text-align: center;">Degrees in Law, Criminal Justice or Social Sciences would be an asset.</p>
<b>CORRECTIONAL SERVICES TRAINING OFFICER (formerly Assistant Training Officer - Correctional Services) SCALE PR3A</b>	<p>Applicants must possess at least a Bachelor Degree (from an accredited institution, approved for The Bahamas Government's purpose), and professional teaching qualifications/certification from an approved institution and ten (10) years successful teaching experience.</p> <p style="text-align: center;"><b>AND</b></p> <p>Administrative experience in Adult Education, Educational Psychology, Curriculum Development and Personality Development.</p> <p style="text-align: center;"><b>Experience working in a Correctional Facility would be an asset.</b></p>
Post name changed to correlate with the Correctional Services Act (2014)	

## THE BAHAMAS DEPARTMENT OF CORRECTIONAL SERVICES - CAREER PATH

POST	REQUIREMENTS
<b>CHIEF CORRECTIONS OFFICER SCALE PR4</b>	<p>Applicants must possess a Bachelor of Arts Degree (from an accredited institution, approved for The Bahamas Government's purpose), with a minimum of three (3) years experience as a Principal Corrections Officer;</p> <p style="text-align: center;">Or</p> <p>Applicants must possess an Associate Degree (from an accredited institution, approved for The Bahamas Government's purpose), with a minimum of five (5) years experience as a Principal Corrections Officer;</p> <p style="text-align: center;">Or</p> <p>Five (5) B.G.C.S.E at grade " C" or above or equivalent (eg.Pitman/RSA Stage II, City &amp; Guilds II), (if BGCSE is not in English Language, then the applicant should have English Language at the BJC level or equivalent), with a minimum of seven (7) years experience as a Principal Corrections Officer;</p> <p style="text-align: center;">Or</p> <p>BTVI Certificate evaluated to at least five (5) BGCSE subjects (if English Language is part of the programme with a passing grade - otherwise English Language at the BJC is required along with the Certificate) with a minimum of seven (7) years experience as a Principal Corrections Officer.</p> <p>Applicants must also have participated in a Management Training Course and be successful in the Rank Examination (in the form of an Administrative Assessment Exercise).</p> <p style="text-align: center;">Applicants will be required to have a minimum of two (2) years management experience.</p> <p style="text-align: center;"><b>- This will be the last promotion for officers with BGCSE.</b></p>
<b>PRISON CHAPLAIN SCALE PR5</b>	<p>Applicant should be a Minister of the Gospel from a Registered Faith based organization and should have five (5) years experience as an Ordained Minister of the Gospel.</p>

## THE BAHAMAS DEPARTMENT OF CORRECTIONAL SERVICES - CAREER PATH

POST	REQUIREMENTS
<b>PRINCIPAL CORRECTIONS OFFICER SCALE PR6</b>	<p>Applicants must possess a Bachelor of Arts Degree (from an accredited institution, approved for The Bahamas Government's purpose), and three (3) years as a Corrections Sergeant;</p> <p style="text-align: center;">Or</p> <p>Applicants must possess an Associate Degree (from an accredited institution, approved for The Bahamas Government's purpose), with a minimum of five (5) years experience as a Corrections Sergeant,</p> <p style="text-align: center;">Or</p> <p>two (2) B.G.C.S.E at grade " C" or above or equivalent (eg.Pitman/RSA Stage II, City &amp; Guilds II) (if BGCSE is not in English Language, then the applicant should have English Language at the BJC level or equivalent), with a minimum of seven (7) years experience as a Corrections Sergeant;</p> <p style="text-align: center;">Or</p> <p>BTVI Certificate evaluated to at least two (2) BGCSE subjects (if English Language is part of the programme with a passing grade - otherwise English Language at the BJC is required along with the Certificate) with a minimum of seven (7) years experience as a Corrections Sergeant;</p> <p style="text-align: center;">Or</p> <p>five (5) BJC passes at grade " D" or above including English Language or equivalent (eg. Pitman/RSA Stage I, City &amp; Guilds I), with a minimum of nine (9) years experience as a Corrections Sergeant.</p> <p>Applicants must also have participated in a Management Training Course and be successful in the Rank Examination (in the form of an Administrative Assessment Exercise).</p> <p style="text-align: center;">Applicants will be required to have a minimum of two (2) years supervisory experience.</p> <p style="text-align: center;">This is considered the first rank of management levels.</p> <p style="text-align: center;"><b>This would be the last promotion for officers with the minimum requirements at the BJC level.</b></p>



## THE BAHAMAS DEPARTMENT OF CORRECTIONAL SERVICES - CAREER PATH

POST	REQUIREMENTS
<p><b>CORRECTIONS SERGEANT SCALE PR7</b></p>	<p>Applicants must possess an Associate Degree (from an accredited institution, approved for The Bahamas Government's purpose), with a minimum of five (5) years experience as a Corrections Corporal;</p> <p style="text-align: center;"><b>Or</b></p> <p>two (2) B.G.C.S.E at grade "C" or above or equivalent (eg. Pitman/RSA Stage II, City &amp; Guilds II), (if BGCSE is not in English Language, then the applicant should have English Language at the BJC level or equivalent), with a minimum of seven (7) years experience as a Corrections Corporal;</p> <p style="text-align: center;"><b>Or</b></p> <p>BTVI Certificate evaluated to at least two (2) BGCSE subjects (if English Language is part of the programme with a passing grade - otherwise English Language at the BJC is required along with the Certificate) with a minimum of seven (7) years experience as a Corrections Corporal;</p> <p style="text-align: center;"><b>Or</b></p> <p>five (5) BJC passes at grade "D" or above including English Language or equivalent (eg. Pitman/RSA Stage I, City &amp; Guilds I), with a minimum of nine (9) years experience as a Corrections Corporal.</p> <p style="text-align: center;">Applicants must also have participated in a Supervisory Level Training Course and be successful in the Rank Examination.</p> <p style="text-align: center;">Applicants will be required to perform supervisory duties.</p> <p style="text-align: center;"><b>This is considered supervisory level.</b></p>

## THE BAHAMAS DEPARTMENT OF CORRECTIONAL SERVICES - CAREER PATH

POST	REQUIREMENTS
<p><b>CORRECTIONS CORPORAL SCALE PR8</b></p>	<p style="text-align: center;">Applicants must possess a minimum of</p> <p style="text-align: center;">five (5) BJC passes at grade " D" or above including English Language or equivalent (eg. Pitman/RSA Stage I, City &amp; Guilds I).</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">one (1) B.G.C.S.E at grade " C" or above or equivalent (eg. Pitman/RSA Stage II, City &amp; Guilds II), (if BGCSE is not in English Language, then the applicant should have English Language at the BJC level or equivalent);</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">BTVI Certificate evaluated to at least one (1) BGCSE subject (if English Language is part of the programme with a passing grade - otherwise English Language at the BJC is required along with the Certificate);</p> <p style="text-align: center;">AND</p> <p style="text-align: center;">Minimum of three (3) years relevant experience as a Corrections Officer including one (1) year experience in one of the Housing Units (i.e. Maximum, Medium, Minimum, Female, Remand Centre and Central Intake).</p> <p style="text-align: center;">Applicants must have also participated in a Supervisory Management Level Training Course offered by MPS&amp;NI (PSCHRD) and be successful in the Rank Examination.</p> <p style="text-align: center;">Officers at this level will be required to supervise.</p> <p style="text-align: center;"><b>This is considered supervisory level.</b></p>



## THE BAHAMAS DEPARTMENT OF CORRECTIONAL SERVICES - CAREER PATH

POST	REQUIREMENTS
<b>CORRECTIONS OFFICER SCALE PR9</b>	<p style="text-align: center;">Applicants must possess a minimum of                      five (5) BJC passes at grade " D" or above including English Language or equivalent (eg. Pitman/RSA Stage I, City &amp; Guilds I).                      Or                      one (1) B.G.C.S.E at grade " C" or above or equivalent (eg.Pitman/RSA Stage II, City &amp; Guilds II), (if BGCSE is not in English Language, then the applicant should have English Language at the BJC level or equivalent);                      Or                      BTVI Certificate evaluated to at least one (1) BGCSE subject (if English Language is part of the programme with a passing grade - otherwise English Language at the BJC is required along with the Certificate);                      AND                      Satisfactory completion of one (1) year probation which includes success in the final examination.</p> <p style="text-align: center;"><b>Officers at this level must successfully complete the Rank Examination in order to advance beyond this post.</b></p>
<b>TRAINEE CORRECTIONS OFFICER SCALE PR10</b>	<p style="text-align: center;">Applicant must be a Bahamian between the age of eighteen (18) and thirty (30) years and possess a minimum of                      five (5) BJC passes at grade " D" or above including English Language or equivalent (eg. Pitman/RSA Stage I, City &amp; Guilds I);                      Or                      one (1) B.G.C.S.E at grade " C" or above or equivalent (eg.Pitman/RSA Stage II, City &amp; Guilds II), (if BGCSE is not in English Language, then the applicant should have English Language at the BJC level or equivalent);                      Or                      BTVI Certificate evaluated to at least one (1) BGCSE subject (if English Language is part of the programme with a passing grade - otherwise English Language at the BJC is required along with the Certificate).</p> <p style="text-align: center;"><b>Additional requirements:</b>                      Police Certificate, Positive Policy Vetting and Medical Assessment.</p>

Effective date of amended career path - 5th September, 2018