



WP2 – NATIONAL SITUATION PAPER

Project: *European Career Counselling Guidelines for Staff Working in Criminal Correctional Justice System – CCJ4C – No. 12883-EPP-1-2019-1-RO-EPPKA3-PI-FORWARD*, financed by ERASMUS + programme.

The system of professional training and training of civil servants in the prison administration system includes:

- a) specialized training through courses and practical-applicative activities during the internship period of the debutant civil servant;
- b) courses for career development;
- c) the training organized by the penitentiary units;
- d) the training provided by the personnel training units;
- e) self-planned training of personnel.

The specialized training of civil servants in the penitentiary administration system is organized for all beginner civil servants who have occupied by competition or examination a public function in the National Penitentiary Administration or in the subordinate units.

The organization of the specialized training system of the beginner civil servants in the prison administration system is carried out in 3 phases, as follows:

- career debut;
- specialization;
- formation of practical skills.

The career debut lasts for two weeks and is intended to familiarize newcomers with the professional problems of the position they occupied through the competition. During this phase the civil servant will not be entrusted with any responsibility, his activity being permanently under the control of the designated tutor. A special training program is prepared for each category of civil servants.





CORRECTIONS

CAREERS

Beginner civil servants attend specialized courses in vocational training units lasting at least 3 months. The courses will cover topics such as: penology and social reintegration, the application of detention regimes, security of detention, prison management and penitentiary administration. The specialized training will be supplemented with the physical training, the use of the immobilization means, the shooting with the equipped armament, as well as the practical activities in the detention facilities.

The courses will be finalized with an exam.

After completing the specialization courses, the new civil servant will be assigned to the activity and invested with the responsibility of fulfilling the duties provided in the job description, under the direct guidance of the designated person.

The duration of the specialization courses of the civil servants beginners in the prison administration system is 6 months for civil servants officers or agents, who carry out activities of application of the penitentiary regime and security of detention. Except for the civil servants, newcomers graduates of the Police Academy and the graduates of the Training and Improvement School of the Penitentiary Vocational Training, and 3 months for civil servants, of other categories.

The examination for graduation of specialized training courses consists of the following tests:

- a) specialized and legal training;
- b) prison management (only for officers).

The system of continuous training of the personnel, organized at the level of the central apparatus of the National Administration of Penitentiaries and of the subordinate units, is carried out by:

- a) programs by training categories;
- b) guidance and professional tutoring activities;
- c) complementary training programs;
- d) training programs with removal from professional activity.

The activities provided above can be realized by individual training, presentations, debates, training before entering the service, applications, demonstration exercises, convocations, methodical activities, symposia, seminars, etc.





CORRECTIONS

CAREERS

The self-planned training can be done through the masters, post-university courses, doctorates or other forms of education, according to the law.

THE CAREER OF PENITENTIARY POLICE AGENTS FROM THE SCHOOLS OF THE PENITENTIARY POLICE SYSTEM

Each penitentiary unit in the Romanian penitentiary system recruits annually, in two recruitment sessions, staff for the schools of its profile. The recruitments are made during spring and fall seasons, in high schools and universities, where the employment offer is being presented by officers and agents working in the HR department and other sectors.

1. Admission

- There are some conditions to be fulfilled when applying for a form of study in the penitentiary police system in Romania;
- There is a file the candidates need to complete, with documents that confirm their studies, their state of health, their juridical situation, CV, and the psychological certificate (there is a thematic psychological test sustained at the psychological service inside the penitentiary police system);
- Taking the eliminatory tests, consisting of:
 - Medical examination
 - Physical fitness exam
 - Written exam: Romanian Language and Romanian History.

2. Studies

- Studies take place in the National School for Penitentiary Police Agents;
- It is a one-year school;
- There are theoretic modules, as well as practice modules, which take place in units of the penitentiary system (usually the ones closer to pupils' homes).
- The National School for Penitentiary Police Agents ensures the uniforms, accommodation, meals, medical insurance and a monthly rent to support students' stay in school during the school year.





CORRECTIONS CAREERS

3. The distribution at the penitentiary where the future agent will work is made:

- upon request – only for the ones with the best graduation results;
- by placement in the penitentiary where newly graduates are mostly needed.

At graduation, the former students will become employees of the penitentiary system; they will receive professional/military ranks, uniforms, food standards and rent compensations for an apartment to live in, if they do not own one.

4. The director of the penitentiary where newly graduates are placed establishes the sector in which the new employee will work.

They will complete one year of induction, when theoretical and practical training takes place, in all the sectors of activity.

After the one-year period, they take a final and decisive exam, and they become definitive employees, when they can be trusted with higher responsibilities and they are designated to a certain work sector.

5. The definitive employees have the opportunity to advance in their career *ex officio*, on an yearly basis, if they accomplish certain professional criteria (they have a good professional evaluation, they do not have sanctions or suspensions from office for the professional year).

6. The definite agents may become officers if they accomplish certain professional criteria:

- their professional qualifications and studies are according to the new position,
- they have a good professional evaluation, they do not have sanctions or suspensions from office for the professional year;
- they take an exam similar to the National School admission or a direct admission in the penitentiary system (a professional file with documents that confirm their studies, their state of health, their juridical situation, CV, and the psychological certificate - a thematic psychological test sustained at the psychological service inside the penitentiary police system, an interview, a practical test and a written exam.)





CORRECTIONS

CAREERS

CAREERS OF PENITENTIARY POLICE AGENTS COMING FROM AN EXTERNAL SOURCE

The penitentiary unit puts vacancies up for competition, advertising them online and at notice board outside the penitentiary, as well as with the help of the employees.

1. Admission

There are some conditions to be fulfilled when applying from an external source in the penitentiary police system in Romania.

- There is a file the candidates need to complete, with documents that confirm their studies, their state of health, their juridical situation, CV, and the psychological certificate (there is a thematic psychological test sustained at the psychological service inside the penitentiary police system);
- Taking the eliminatory tests, consisting of:
 - Medical examination
 - Physical fitness exam
 - Professional interview
 - Written exam, according to the specificities of the position applied for.

After taking all the exams, the new penitentiary police agents are employed, they receive professional/military ranks, uniforms, food standards and rent compensations for an apartment to live in, if they do not own one.

There is one year of induction, in which they will follow modules of theoretical and practical activities in the field they applied for. Then they will take exams to become definitive penitentiary police agents.

The definitive penitentiary police agents have the opportunity to advance in their career *ex officio*, on an yearly basis, if they accomplish certain professional criteria (they have a good professional evaluation, they do not have sanctions or suspensions from office for the professional year).





CORRECTIONS CAREERS

The definite agents may become officers if they accomplish certain professional criteria:

- their professional qualifications and studies are according to the new position,
- they have a good professional evaluation, they do not have sanctions or suspensions from office for the professional year;
- they take an **exam** similar to a direct admission from an external source in the penitentiary system:
- a professional file with documents that confirm their studies, their state of health, their juridical situation, a CV;
- the psychological certificate: a thematic psychological test sustained at the psychological service inside the penitentiary police system;
- an interview;
- a practical test;
- a written exam.

THE CAREER OF PENITENTIARY POLICE OFFICERS FROM THE POLICE ACADEMY AND OTHER PROFILE UNIVERSITIES

Each penitentiary unit in the Romanian penitentiary system recruits annually, in two recruitment sessions, staff for the academies/universities of its profile. The recruitments are made during spring and fall seasons, in high schools and universities, where the employment offer is being presented by officers and agents working in the HR department and other sectors.

1. Admission

- There are some conditions to be fulfilled when applying for a form of study in the penitentiary police system in Romania;





CORRECTIONS

CAREERS

- There is a file the candidates need to complete, with documents that confirm their studies, their state of health, their juridical situation, CV, and the psychological certificate (there is a thematic psychological test sustained at the psychological service inside the penitentiary police system);
- Taking the eliminatory tests, consisting of:
- Medical examination
- Physical fitness exam
- Written exam: Romanian Language, Romanian History and a Foreign Language.

2. Studies

- Studies take place in the **"Alexandru Ioan Cuza" Police Academy, Bucharest**, **"Mihai Viteazul" National Academy of Information Bucharest**, **"Nicolae Bălcescu" Land Forces Academy Sibiu**, **Bucharest Military Technical Academy**, **"Carol I" National Defense University, Bucharest** ;
- They are 3-year universities;
- There are theoretic modules, as well as practice modules, which take place in units of the penitentiary system (usually the ones closer to pupils' homes).
- **"Alexandru Ioan Cuza" Police Academy, Bucharest** ensures the uniforms, accommodation, meals, medical insurance and a monthly rent to support students' stay in school during the school year.

3. The distribution at the penitentiary where the future officer will work is made:

- upon request – only for the ones with the best graduation results;
- by placement in the penitentiary where newly graduates are mostly needed.

At graduation, the former students will become employees of the penitentiary system; they will receive professional/military ranks as penitentiary police officers,





CORRECTIONS CAREERS

uniforms, food standards and rent compensations for an apartment to live in, if they do not own one.

4. The director of the penitentiary where new officers are placed, establishes the sector in which the new employee will work.

They will not complete any period of induction, being already definitive officers when graduating the Academy; they can already be trusted with higher responsibilities and they are designated to a certain work sector.

5. The definitive officers also have the opportunity to advance in their career *ex officio*, on an yearly basis, if they accomplish certain professional criteria (they have a good professional evaluation, they do not have sanctions or suspensions from office for the professional year).
6. The definite officers may accede to leading or management positions if they accomplish certain professional criteria:
 - their professional qualifications and studies are according to the new position;
 - they have at least 3 years since they became definitive police officers;
 - they have a good professional evaluation, they do not have sanctions or suspensions from office for the professional year;
 - they take an exam similar to the Academy admission or a direct admission in the penitentiary system (a professional file with documents that confirm their studies, their state of health, their juridical situation, CV, and the psychological certificate - a thematic psychological test sustained at the psychological service inside the penitentiary police system, an interview, a practical test and a written exam.)

CAREERS OF PENITENTIARY POLICE OFFICERS COMING FROM AN EXTERNAL SOURCE

The penitentiary unit puts vacancies up for competition, advertising them online and at notice board outside the penitentiary, as well as with the help of the employees.





CORRECTIONS CAREERS

1. Admission

There are some conditions to be fulfilled when applying from an external source in the penitentiary police system in Romania.

- There is a file the candidates need to complete, with documents that confirm their studies, their state of health, their juridical situation, CV, and the psychological certificate (there is a thematic psychological test sustained at the psychological service inside the penitentiary police system);
- Taking the eliminatory tests, consisting of:
 - Medical examination
 - Physical fitness exam
 - Professional interview
 - Written exam, according to the specificities of the position applied for.

After taking all the exams, the new penitentiary police officers are employed, they receive professional/military penitentiary police officer ranks, uniforms, food standards and rent compensations for an apartment to live in, if they do not own one.

There is one year of induction, in which they will follow modules of theoretical and practical activities in the field they applied for. Then they will become definitive penitentiary police officers.

The definitive penitentiary police officers have the opportunity to advance in their career *ex officio*, on an yearly basis, if they accomplish certain professional criteria (they have a good professional evaluation, they do not have sanctions or suspensions from office for the professional year).

The definite officers may accede to leading or management positions if they accomplish certain professional criteria:

- their professional qualifications and studies are according to the new position;
- they have at least 3 years since they became definitive police officers;
- they have a good professional evaluation, they do not have sanctions or suspensions from office for the professional year;

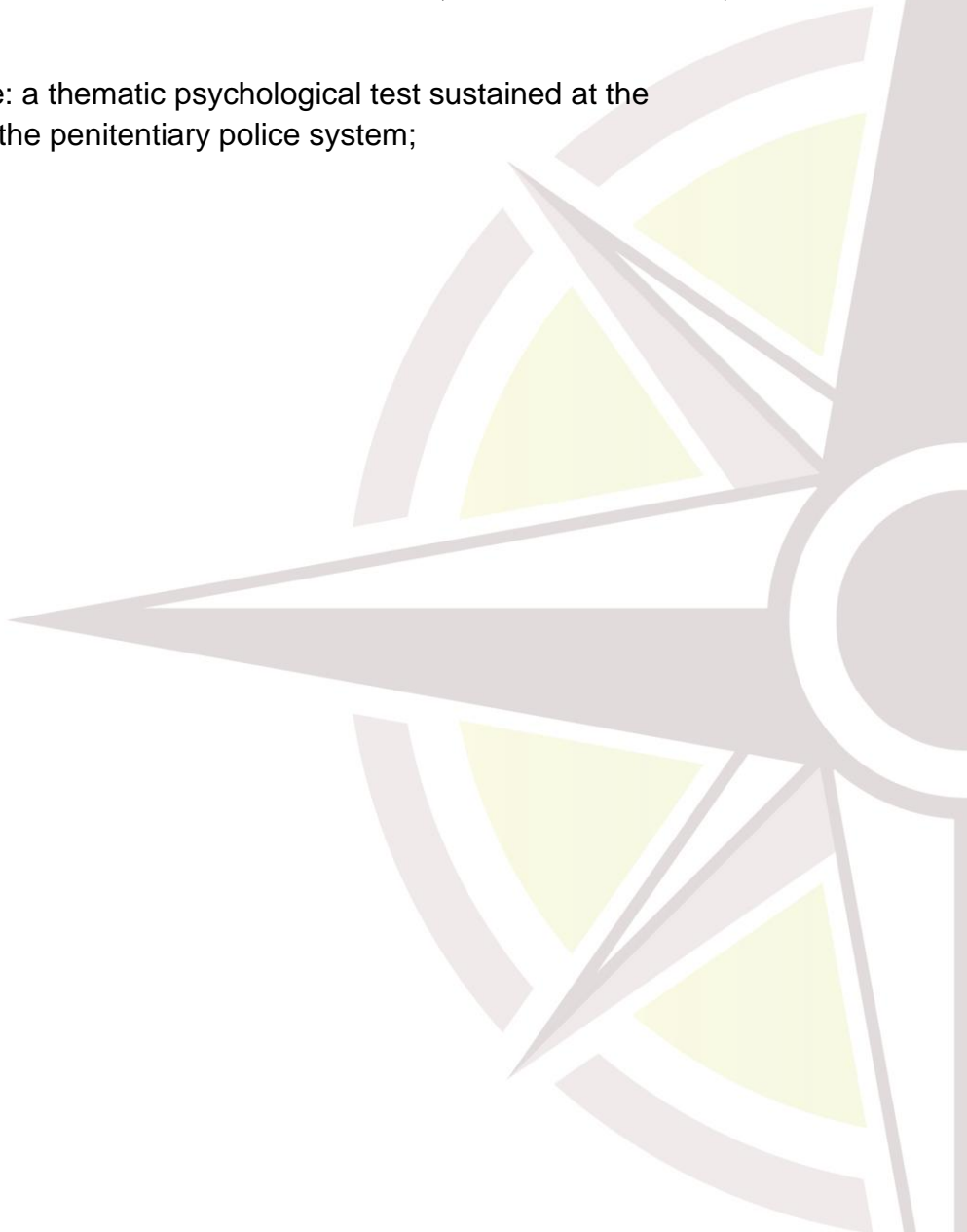




CORRECTIONS

CAREERS

- they take an **exam** similar to the admission for an Academy of the penitentiary system;
- a professional file with documents that confirm their studies, their state of health, their juridical situation, a CV;
- the psychological certificate: a thematic psychological test sustained at the psychological service inside the penitentiary police system;
- an interview;
- a practical test;
- a written exam.



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