

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. CORSCISPA74N
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## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-OAKS FACILITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facilities Administration
<b>4. Civil Service Position Code Description</b> CORRECTIONS SECURITY INSPECTOR	<b>10. Division</b> Oaks Correctional Facility
<b>5. Working Title (What the agency calls the position)</b> Inspector	<b>11. Section</b> Custody & Security
<b>6. Name and Position Code Description of Direct Supervisor</b> CLOUSE, JEFFREY D; STATE DEPUTY WARDEN-1	<b>12. Unit</b> Deputy's Suite
<b>7. Name and Position Code Description of Second Level Supervisor</b> BURGESS, MICHAEL L; SENIOR EXECUTIVE WARDEN	<b>13. Work Location (City and Address)/Hours of Work</b> 1500 Caberfae Highway, Manistee, MI 49660 / 40 hours per week; Mon. - Fri.; 8 am - 4:30 p.m.

**14. General Summary of Function/Purpose of Position**

The Inspector serves as the overall supervisor for security operations of the facility, including the areas of tools, keys, locks, lock shop and arsenal. This position reports directly to the facility Deputy Warden on all facility security matters, completes investigations as assigned by the WARDEN/Deputy Warden, and works as the facility administrator for the prisoner telephone system. The Inspector is the facility STG coordinator which includes gathering and monitoring all information concerning STG matters. This position works directly with the Michigan State Police on any facility related matters.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:** **Percentage: 35**

Monitor and investigate staff and prisoner related rule violations. Gathering and screening information concerning staff and prisoner security violations.

**Individual tasks related to the duty:**

- Complete investigation regarding staff and prisoners as assigned
- Review material received for security matters
- Monitor security equipment for possible security violations
- Monitor and restrict any security item from entering the facility grounds
- Work with various law enforcement agencies concerning security matters
- Authorize and complete LEIN checks as needed

**Duty 2**

**General Summary:** **Percentage: 25**

Work with staff assigned to the arsenal, lock shop and tool control areas of the facility.

**Individual tasks related to the duty:**

- Monitor the key system for the facility
- Assign keys as needed
- Authorize all key and lock changes for the facility
- Review all maintenance requests concerning keys, locks, doors or any assigned security matter
- Reviews tools and key/lock inventories
- Monitors staff assigned to the arsenal checking on a random basis that staff are completing daily inventories of all assigned equipment
- Monitors staff to ensure all equipment is servicable and ready for issue

**Duty 3**

**General Summary:** **Percentage: 10**

Facility administrator for the prisoner telephone system.

**Individual tasks related to the duty:**

- Monitor/assign staff to monitor the prisoner telephones/calls
- Review and process all prisoner telephone requests
- Troubleshoot any prisoner telephone problems
- Contact outside agency for any telephone matters when needed

**Duty 4**

**General Summary:** **Percentage: 10**

Establish and issue Security Monitoring Exercises (SMEs) for the facility.

**Individual tasks related to the duty:**

- Draft Security Monitoring Exercises for the facility
- Distribute Security Monitoring Exercises on a monthly basis
- Review completed Security Monitoring Exercises, addressing problems with appropriate staff as necessary

**Duty 5**

**General Summary:** **Percentage: 10**

Monitor Security Threat Group (STG) prisoners housed at the facility.

**Individual tasks related to the duty:**

- Maintain a tracking system for all designated Security Threat Group prisoners
- Screen verbal and written prisoner communications as needed
- Distribute files as needed on incoming and outgoing prisoners
- Review any items noted for Security Threat Group issues
- Complete any needed paperwork concerning prisoners noted or who may be noted in this group
- Review the Security Threat Group information noted on the Security Threat Group system

**Duty 6**

**General Summary:**

**Percentage: 10**

Complete other duties as assigned by the Deputy Warden.

**Individual tasks related to the duty:**

- Attend various meetings
- Consult other agencies and facilities to clarify security issues

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Evaluate security needs and practices for staff and prisoners.

Determine the key control needs for the facility, working directly with the Locksmith.

Determine the tool control needs for the facility, working directly with assigned staff.

Determine procurement needs for all areas assigned.

Determine all security needs for the facility.

Determine the approval for prisoner telephone number access.

**17. Describe the types of decisions that require the supervisor's review.**

Disciplinary action as a result of a staff investigation

Final approval on any written procedural change

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Physical activities include, but are not limited to, standing, sitting, climbing, stooping, kneeling, crouching, reaching, lifting, carrying, walking, running, bending, with the use of hearing and sight. Environmental conditions could include wet, cold, heat, noise, dust, fumes, fire, and other contaminants typically found in a prison environment. The intensity of each condition depends on circumstances.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

Knowledge of all security systems operation and trouble shooting. Full understanding of security related policies and procedures. Able to complete accurate and objective investigations. Have a good knowledge of key and tool control policy.

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of Corrections.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.  
Job Duties have not changed. Updated hours of work to include days of the week/scheduled hours. Updated education requirements per job specifications.

25. What is the function of the work area and how does this position fit into that function?  
The work area has overall responsibility for institutional security. This position is critical in maintaining that responsibility.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**  
Completion of 15 semester (23 term) college credits in any field.

**EXPERIENCE:**  
Two years of experience equivalent to a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11; OR, one year equivalent to a Corrections Shift Supervisor 12 or Resident Unit Manager 13.

**KNOWLEDGE, SKILLS, AND ABILITIES:**  
Knowledge of all security systems operation and trouble shooting. Able to complete accurate, objective investigations. Good knowledge of key and tool control policy. Full understanding of security related policies and procedures.

**CERTIFICATES, LICENSES, REGISTRATIONS:**  
N/A

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.  
N/A

*I certify that the entries on these pages are accurate and complete.*

HOLLY HAYWOOD  
\_\_\_\_\_  
Appointing Authority

9/19/2024  
\_\_\_\_\_  
Date

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date