

1. Position Code
CORTOFREA27R

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Corrections
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Classification of Position Corrections Transportation Officer-E	10. Division Macomb Correctional Facility
5. Working Title of Position (What the agency titles the position) Transportation Officer	11. Section Custody
6. Name and Classification of Direct Supervisor Corrections Shift Supervisor-1	12. Unit Transportation
7. Name and Classification of Next Higher Level Supervisor Corrections Shift Supervisor-2	13. Work Location (City and Address)/Hours of Work 34625 26 Mile Road, New Haven, MI 48048 80 her per pay period
14. General Summary of Function/Purpose of Position This position transports prisoners of all security classifications throughout the state, and outside of the state, picking up prisoners and delivering them to various locations such as courts, jails, prisons, prison camps, medical centers, and other specified locations, while performing continuous custody duties.	
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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 60

Transports prisoners via passenger vehicles ranging from automobiles to buses, to various destinations such as courts, jails, prisons, medical centers or other specified locations, while ensuring that all Department security procedures are followed.

Individual tasks related to the duty.

- Plans and executes all aspects of the trip/run including: inspection of the vehicle and security items, determination of amount and types of restraints, selection of necessary weapons, planning special security precautions, emergency and escape procedures, timing and routing of the trip, accommodation of needs of prisoners, possession of all clearances and necessary travel documents, inspection and storage of prisoners' personal property and the insurance of a safe and controlled travel environment.
- Assumes responsibility for significant Departmental resources such as passenger vehicles, weapons and communications equipment.
- Performs mechanical inspection of the vehicle and all equipment (restraints, firearms, etc.) to ensure proper working condition.
- During necessary stops, inspects restrooms or other areas where a prisoner may be waiting or housed, for possible escape routes.
- Places restraining devices on prisoners for security purposes while transporting and assures secure environment when devices are removed.
- Maintains radio contact with state police posts while en route to/from all institutions.

Duty 2

General Summary of Duty 2

% of Time 30

Follows Department security policies and procedures. Maintains vigilant adherence to all Departmental policies and procedures.

Individual tasks related to the duty.

- Performs counts of prisoners and conducts thorough searches of prisoners and their property for contraband items such as weapons or drugs.
- Searches transportation vehicles for objects left by prisoners during previous trips/runs.
- Maintains proper court security coverage and prevents escapes.
- Shakes down courtroom and lock-up areas.
- Strip searches prisoners at level 2 and above, checking for escape paraphernalia, weapons, keys and other contraband.
- Verifies prisoners' identification with picture ID cards and other methods to be certain a prisoner is assigned to the proper detail.
- Contacts the prison to arrange 24 hour coverage if a prisoner is admitted to a medical facility and remains with the prisoner until properly relieved.
- Escorts prisoners into surroundings requiring contact with judges, prosecutors, and other court personnel, hospital personnel such as physicians, nurses and other medical staff, and the public.

Duty 3

General Summary of Duty 3

% of Time 10

Controls, restrains, and subdues disruptive prisoners to prevent possible escapes.

Individual tasks related to the duty.

- Observes and immediately responds to all incidents such as assaults on employees or prisoners, prisoner disturbances, or other situations threatening the security of the mission. Appropriate response may include the use of firearms, and/or deadly force.
- Determines the amount of force needed to maintain control and protect the general public from harm or danger.
- Minimizes contact of prisoners and the public to lessen the danger.
- Physically responds to emergency situations which may involve escape attempts. The physical response may involve physically subduing prisoners, or running to catch fleeing prisoners.

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

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Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Determines the correct course of action during emergencies according to Department policies, procedures, and work rules.

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

When to provide back-up during a serious emergency such as a riot, or to provide 24 hour coverage in a medical center admission.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Performance of strenuous physical tasks requiring muscular strength and coordination, and cardiovascular endurance such as physically subduing prisoners, using self-defense techniques, or running to catch fleeing prisoners.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

___ Complete and sign service ratings.

___ Assign work.

___ Provide formal written counseling.

___ Approve work.

___ Approve leave requests.

___ Review work.

___ Approve time and attendance.

___ Provide guidance on work methods.

___ Orally reprimand.

___ Train employees in the work.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

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

- 23. What are the essential duties of this position?**

The essential duties are transporting prisoners via passenger vehicles to various destinations such as courts, jails, prisons, and medical centers and other specified locations; following Department security policies and procedures, and all other policies and procedures; and controlling, restraining, and subduing disruptive prisoners to prevent escapes.

- 24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

The work area provides security for all prisoners assigned to the facility. This position transports prisoners of all security classification to various locations such as courts, jails, prisons, prison camps, medical centers and other specified locations.

- 25. What is the function of the work area and how does this position fit into that function?**

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Completion of at least 15 semester (23 term) credits in correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling or law enforcement.

EXPERIENCE:

Two years of experience equivalent to a Corrections Officer or a Corrections Medical Aide, including one year equivalent to a Corrections Officer 9 or Corrections Medical Aide 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of security policies, procedures, and techniques.
Considerable knowledge of Department policies, procedures, and work rules.
Considerable knowledge of techniques of self defense, disturbance controls, firearms, detection of weapons and other contraband, and escape and emergency procedures.
Ability to respond appropriately in an emergency situation.

CERTIFICATES, LICENSES, REGISTRATIONS:

Currently employed satisfactorily in a corrections position or have left corrections employment in satisfactory status.
An individual with a felony conviction, a controlled substance violation in any jurisdiction "including military", pending felony or misdemeanor charges, a domestic violence conviction or outstanding warrants, is ineligible for consideration for employment by Michigan Department of Corrections.
Applicants convicted of any other misdemeanor will not be eligible for employment until one year after satisfactorily completion of any sentence imposed, including probation.
Compliance with the Department of Corrections' grooming standards for Corrections Transportation Officers.
Successful completion of twenty-four hours of transportation training.
Satisfactory completion of physical fitness standards, annual recertification, and training.
Some positions may require a Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle with passenger rating. Some positions may also require the air brake portion of the CDL.
Qualified in the use of chemical gas agents.
Certification in the operation of various firearms including the ability to secure a concealed weapons permit. At the time of appointment, incumbent must have no limitation that would prevent the issuance of a concealed weapons permit.
May be required to be certified through training in first response medical response training.
May be required to be a certified ambulance driver.

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

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date