

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

Position Code 1. CORROFRE

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Corrections Officer-E	10. Division
5. Working Title (What the agency calls the position) Corrections Officer - E	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; Corrections Shift Supv-2 12	13. Work Location (City and Address)/Hours of Work / various hours

14. General Summary of Function/Purpose of Position

Corrections Officer(s) oversee and participate in the custody and security of prisoners. Duties include observation of prisoner activities, count of prisoners several times per shift, searching of prisoners, employees, Housing Units, prisoner cells, and other structures. Review, monitor, and approve prisoner movement via itinerary, pass or detailed assignment. Attempts to obtain prisoner compliance with facility and departmental policy and procedures as well as housing unit or other assignment rules. Position must follow the directions of assignment posted orders. Responds quickly to calls for assistance in other areas of the prison as directed by control center or shift supervisor, observe, and appropriately respond to critical incidents, including the writing of applicable reports. Must be able to communicate effectively. Other duties as assigned.

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: 65

Observe prisoners' activities to detect unusual or prohibited behavior that could threaten the security of the facility or the safety of prisoners, employees, or visitors. Review, monitor and approve prisoner movement to ensure prisoners have valid authorization to access areas of the facility.

Individual tasks related to the duty:

- Keep prisoners moving and prevent loitering in yard or building entrances during times of mass movement.
- Remain alert and aware of prisoner activities and behaviors in housing units or other assigned areas of the facility.
- Conduct searches of prisoners, structures, and areas. Attempt to gain compliance with facility rules through the use of effective communication, summary actions and disciplinary misconduct reports.
- Sign and approve prisoner movement via valid itinerary, call-out, pass or detail to assignments, health services, programming, recreation, etc. Involves reading document to properly identify the prisoner and to establish validity of date, time, and reason for prisoner movement.

Duty 2

General Summary:

Percentage: 15

Count prisoners on jurisdiction several times during shift.

Individual tasks related to the duty:

- Complete formal counts as required.
- Account for prisoners' whereabouts several times per shift when prisoners are under supervision.

Duty 3

General Summary:

Percentage: 5

Respond quickly to critical incidents as directed

Individual tasks related to the duty:

- Observe and appropriately respond to such critical incidents as assaults on employees or prisoners, prisoner disturbances, or other situations threatening to the security of the facility.
- Respond quickly to calls for assistance in other areas of the prison as directed by the control center or shift supervisor.
- Assist in controlling disturbances and isolating instigators. Appropriate response may include use of firearms.
- Prepare written reports as indicated.

Duty 4

General Summary:

Percentage: 15

Other duties as assigned.

Individual tasks related to the duty:

- Various duties are assigned according to work assignment. May be required to transport prisoners via passenger vehicle, Control entry and exit from the facility, identify employees, visitors and law enforcement when assigned to front or sallyport gate. May supervise prisoner work crews, supervise prisoners in housing units or on other assignments, escort prisoners to various areas within the institution.
- Pack-up prisoner property checking for contraband and legitimate ownership of property.
- Control entry and exit from housing units or other assignments; positively identifies employees, visitors, prisoners and others.
- Assists in maintaining proper standards of prisoner hygiene and facility cleanliness and sanitation on assignments.
- Organize and maintain prisoner worker schedules, payroll and cleaning procedures.
- Perform related work as assigned.
- Ensures that security systems, firefighting equipment, fire detection systems and other equipment in the facility are in operating conditions.

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

Enforce facility rules and regulations and decide how compliance is best gained. Affects prisoner freedom of movement through institution and good order of facility. Authorize prisoner movement. Send prisoners to call-outs and details; check if on top lock or loss of privileges sanction; check passes etc. Determine authenticity of passes. Affects prisoner movement and good order of facility. Determine actions to be taken when dealing with critical incidents, amount of force to be used to control certain situations. Affects safety and security of fellow staff and institution.

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

Cell moves. Reconciliation Sheets. Authorization to pass out certain equipment. Authorization to enter restricted area. Use of force if time and circumstances permit.

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.

May include performance of strenuous tasks requiring muscular strength, coordination, and cardiovascular endurance. Ability to work in environment with various degrees of discomfort. Ability to wear and operate respiratory protection devices. Walking, standing for extended periods, sitting, stooping, stair climbing and reaching.

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):

- | | |
|------------------------------------|-----------------------------------|
| 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. |

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?

Corrections Officer(s) will oversee and participate in the custody, security, and evaluation of prisoners. Duties include observation of prisoner activities, count of prisoners several times per shift, searching of prisoners, employees, housing units and other structures. Will attempt to obtain prisoner compliance with facility and departmental policy and procedures. Will be expected to respond quickly to calls for assistance in other areas of the prisoner as directed by control center or shift supervisor. Observe and appropriately respond to critical incidents, including the writing of applicable reports. Must be able to communicate effectively. Other duties as assigned.

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

New Position

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

Its function is to provide a safe, secure, and humane environment in which to confine prisoners.

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:

Corrections Officer 8

No specific type or amount is required.

Corrections Officer E9

One year of experience equivalent to a Corrections Officer 8 or a Corrections Medical Officer 8.

Alternate Education and Experience

Corrections Officer 8

Two years of full-time corrections officer experience in another local, state, federal, or private correctional institution, and currently employed satisfactorily in a corrections officer position, or have left corrections officer employment in satisfactory status may be substituted for the education requirement.

OR

Completion of basic training in the uniformed services may be substituted for the education requirement.

*Education Waiver – Employees in possession of less than 15 semester (23 term) college credits may be eligible for participation in the Education Waiver Program, in which employees are allowed up to 24 months from the date of hire to obtain college credits necessary to satisfy the education requirement. Successful completion of the education requirement, in addition to meeting the experience requirement, is mandatory for an employee to be considered eligible for reclassification to the Corrections Officer E9. Completion of the education requirement prior to expiration of the 24-month waiver period is required to remain employed as a Corrections Officer.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of basic first-aid procedures; accident prevention; various prisoner sub-cultures; prisoner behaviors and problems; standards of hygiene and health care standards about contagious diseases; security procedures and techniques; departmental rules, regulations, policies, and procedures; the techniques of self-defense, disturbance control, firearms, firefighting, and detection of weapons and contraband. Skill in the use of firearms and firefighting equipment. Ability to relate to prisoners and gain their respect and confidence; oversee prisoners in the performance of various work functions; to read, learn, and apply facility and departmental policies, procedures, rules, regulations, and employee handbook; successfully complete in-service education and training programs; maintain composure during stressful situations; observe critically, obtain accurate data, and prepare written records and reports; divert violence or ease tension through persuasion and understanding, rather than use of force; provide a positive role model to the prisoner population; operate a motor vehicle; qualify with, and use, various firearms; learn and apply self-defense and other procedures for dealing with violent or abusive prisoners; train and oversee recruits and trainees; and to communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

PAUL DEAN

Appointing Authority

12/15/2022

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