

1. Position Code
CORSCISP

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/4741
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Classification of Position Corrections Security Inspector 13	10. Division Macomb Correctional Facility
5. Working Title of Position (What the agency titles the position) Inspector	11. Section Custody
6. Name and Classification of Direct Supervisor Deputy Warden 15	12. Unit
7. Name and Classification of Next Higher Level Supervisor Senior Executive Warden 17	13. Work Location (City and Address)/Hours of Work 34625 26 Mile Rd, Lenox Twp., MI 48048
14. General Summary of Function/Purpose of Position The person in this position interprets rules and regulations of the Department of Corrections while ensuring proper compliance with correctional policies and procedures. In charge of ensuring compliance with key control, tool control, and a member of the fire safety committee and the Quarterly Training Committee. This position is a liaison between MSP and the facility, works closely with Internal affairs and handles any investigations assigned by the Warden or Deputy Warden.	
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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 50**

Monitor compliance with policies and procedures of the facility, ensures a safe environment, public protection and integrity of the facility.

Individual tasks related to the duty.

- Enforce policies, directives and procedures pertaining to tool control, key control and facility inspections.
- Assists in the training and development of custody staff in the proper handling of contraband.
- Conduct and/or coordinate internal investigations involving criminal activity policy violations or illegal activity.
- Investigates both prisoner and staff related rule violations.
- Reviews and evaluates investigative reports of others, assembles material and reports findings to the appropriate administrators.
- Assist administration with confidential investigations, report writing and procedure development.
- Conducts regional key audits, annual facility tool audits and annual arsenal audits.
- Coordinates Disturbance Control procedures.

Duty 2

General Summary of Duty 2 **% of Time 20**

Responsible for various inspections within the facility

Individual tasks related to the duty.

- Inspections of perimeter security barriers and the electronic and mechanical security systems.
- Inspects or supervises the inspection of locking devices, and interior security systems.
- Direct mobilizations when initiated, fire drills, etc.
- Inspect Segregation prisoner mail.

Duty 3

General Summary of Duty 3 % of Time 10

Observe prisoner activity and various functions.

Individual tasks related to the duty.

- Conduct rounds of all areas of the facility as determined by the Warden/Deputy Warden.
- PREA Investigator for grievances and complaints.
- Participant of Prisoner Security Classification Committee.
- Liaison for prisoner property disputes and complaints.
- Cover during absence of the Deputy Warden.
- Stand-in Shift Commander, when needed.

Duty 4

General Summary of Duty 4 % of Time 20

Staff liaison for Central Office, Internal Affairs Office, Michigan State Police and Local Law Enforcement Agencies

Individual tasks related to the duty.

- Assist in overseeing the implementation of the procedures for emergency situations.
- Maintains working relationships with law enforcement agencies and Internal Affairs Office.
- Acts as liaison to Law Enforcement agencies that need to conduct business with/at the facility.
- Implements in regards to escapes; escape prevention, key control, critical tool/material control.
- Serves on various facility committees such as fire safety, health and sanitation, and training.
- Participate in Disciplinary Conferences, when applicable.

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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.

Interpret and correct any security violations found in the secure perimeter.
Initiation of Emergency Control Procedures as needed.

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

The approval and/or review of the Deputy Warden is required for all critical incident reports submitted, all criminal activity investigated against prisoner and/or employee. The Warden's approval for creation of a new key or new key ring. The procurement of an unusual tool.

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.

Frequent walking, standing, climbing, stooping, kneeling, running, bending during regular rounds and emergencies.

Absence of any physical liabilities that would impair the ability to respond to emergency situations. Able to effectively perform in difficult weather conditions.

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>
Oversees property, arsenal, key and tool control			

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?
I concur with the statements made in items 1-18.

23. What are the essential duties of this position?

Conduct confidential staff investigations and coordinate evidence gathering for criminal prosecutions.
Develop procedures for and ensure the compliance of critical tools and key control.

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

This is a new position.

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

To provide security and custody activities of a multi-level State prison whose population includes Level IV prisoners with Acute Care mental health needs. The position will monitor safety and security of the physical plant. This level will monitor prisoner movement and activities.

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

EDUCATION:

Completion of 15 semester (23 term) credits in one or a combination of the following areas: 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 Shift Supervisor 11 or one year equivalent to a Corrections Shift Supervisor 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of training and supervisory techniques.

Knowledge of Department Policies and Facility Procedures.

Knowledge of Employee Handbook and MCO Contract.

Skill in unarmed self-defense, use of assigned weapons and restraint procedures. Ability to maintain employee and prisoner discipline.

CERTIFICATES, LICENSES, REGISTRATIONS:

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