

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

**Position Code**

1. FRSFOFREA25R

## 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><br>MDHHS-CTR FORENSIC PSYCHIATRY                                                                              |
| <b>3. Employee Identification Number</b>                                                                              | <b>9. Bureau (Institution, Board, or Commission)</b><br>State Hospital Administration                                                     |
| <b>4. Civil Service Position Code Description</b><br>FIRE SAFETY OFFICER-E                                            | <b>10. Division</b><br>Safety and Security Department                                                                                     |
| <b>5. Working Title (What the agency calls the position)</b><br>Fire and Safety Officer                               | <b>11. Section</b>                                                                                                                        |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>WARRINGTON, ANGELA V; FIRE SAFETY OFFICER SUPV-1 | <b>12. Unit</b>                                                                                                                           |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>BROADNAX, LEON V; FORENSIC SECURITY SUPV-3 | <b>13. Work Location (City and Address)/Hours of Work</b><br>8303 Platt Road, Saline, MI 48176 / 80 hours/pay period; shift/days off vary |

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

Employee is responsible for safeguarding people and property at the Center for Forensic Psychiatry buildings, facilities and grounds. Duties include security, fire safety and occupational safety responsibilities in the Safety Department. Position is responsible for coordination and maintenance, in the testing and modification of the Simplex Grinnell electronic fire and safety alarm system. Employee is also responsible for environmental checks on grounds and within the facility.

**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: 70**

Safeguarding people and property at the Center for Forensic Psychiatry.

**Individual tasks related to the duty:**

- Actively performs Fire Prevention.
- Performs building inspections and identifies fire hazards.
- Takes actions, makes recommendations to eliminate hazards.
- Conducts quarterly fire drills.
- Provides education in fire safety issues as needed during fire drills.
- Performs monthly checks of fire extinguishers.
- Responds to all fires and assists with evacuation of patients, visitors and staff.
- Assist with testing of the fire alarm system.
- Inspects fire extinguishers, monthly, for compliance and replacement or repairs, as needed.
- Reports need for Life Safety work orders to FSO Supervisor.
- Monitor alarm systems for Simplex Grinnell.
- Prepares and maintains a daily log of all patient movement (inside and outside of facility).
- Monitors and communicates, via radio, with transporters taking patients to medical appointments
- Monitors, via camera, interior and exterior of building, reporting, and addressing any suspicious activity.
- Utilizes overhead paging system to announce, alert staff of e-squad runs and any / all medical emergencies.

**Duty 2**

**General Summary:**

**Percentage: 15**

Provide hospital building and grounds security functions.

**Individual tasks related to the duty:**

- Patrol buildings and grounds by foot or in a state vehicle to ensure safety / security.
- Conduct building security inspections as assigned weekly/monthly.
- Take action as needed for safety / security issues.
- Conduct building inspection reports.
- Identify security issues and report to FSO Supervisor findings and recommendations.
- Maintain a record of unusual findings in Safety Logbook.
- Perform building security inspections to assure doors are secured.
- Weekends, holidays, and off hours; tours once per shift vacant spaces and areas specifically identified by the FSO Supervisor.
- Conduct weekly test of call boxes in the parking lot, stun and shaker of perimeter fence, outdoor flood lights around the perimeter.
- Complete work orders as needed and report findings to FSO Supervisor
- Conduct nightly checks of parking lot including parking violators.
- Conduct Life Safety Checks on the Midnight shift as assigned.
- Unlocks and opens any gates east or west for purpose of performing external work-related duties.
- Assist as needed in the Security Console for lunches and breaks.
- Pages on-call doctor as requested by unit nurses.
- Takes internal and external phone calls, handle and/or transfer accordingly.
- Daily, relieves front desk personnel and closes down front desk operations in lobby.

**Duty 3**

**General Summary:**

**Percentage: 5**

Provides assistance and guidance to employees for safety and security issues.

**Individual tasks related to the duty:**

- Maintains a good working relationship and rapport with all departments.
- Utilize two-way radio for communication with other safety staff.
- Maintains the two-way radios assuring all radios are adequately charged on a nightly basis.

**Duty 4**

**General Summary:**

**Percentage: 10**

Interacts with a wide range of people from the community, including visitors, local police, ambulance, and contractor personnel.

**Individual tasks related to the duty:**

- Directs emergency traffic (police and ambulance) to closest location of the problem.
- Performs patrol of contractor work sites for safety/security issues.
- Assists with disruptive or unauthorized visitors, escorts unwelcome subjects off grounds.
- Contacts Michigan State Police when appropriate.

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

Must be able to respond appropriately to all emergencies and be able to make on site decisions as the situation requires. Position requires that Fire and Safety Officers be mentally alert at all times. Must be able to appropriately interact with visitors, employees, and consumers under stressful situations. Is knowledgeable of Emergency Preparedness, Life Safety and Security, and Hazardous Waste Plan. Must have the ability to implement measures to protect all visitors, patients, and staff from fire, natural disasters, and threats. Ensures all procedures are adhered to by having visitors remove all excluded items and staff securing items in a safe place. Ensures visitor(s) fill out form validating who they are who they are visiting. Must show state issued ID before being allowed visitation.

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

Disciplinary, physical plant changes, equipment purchases, policy changes, shift and day off assignments, overtime.

**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: Running, stooping, kneeling, crouching, reaching, standing, sitting, twisting, writing, lifting, stair climbing, bending and walking – **frequently**

Carrying and pulling in excess of 100 pounds, Conditions/Hazards: mandatory overtime, odors, day and night-time foot patrols and driving, wet, cold, heat, excessive noise, inclement weather – **frequently**

Fumes, heat, heights, cold, rain, dust, noise, vibrations, poor ventilation, travel, inside work, outside work, and odors – **brief exposure**

**There is a significant chance of incurring a disability or a life-threatening injury.**

**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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | 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?**

Management prepared.

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

Employee is responsible for safeguarding people and property at the Center for Forensic Psychiatry buildings, facilities and grounds. Duties include security, fire safety and occupational safety responsibilities in the Safety Department. Position is responsible for coordination and maintenance, in the testing and modification of the Simplex Grinnell electronic fire and safety alarm system. Employee is also responsible for environmental checks on grounds and within the facility.

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

No major changes to duties and responsibilities. Position now reports to FSO Supervisor instead of Forensic Security Supervisor 13, so that language has been updated throughout the PD.

In Duty #1, updated/added tasks include:

- Inspects fire extinguishers, monthly, for compliance and replacement or repairs, as needed.
- Reports need for Life Safety work orders to FSO Supervisor.
- Monitor alarm systems for Simplex Grinnell.
- Prepares and maintains a daily log of all patient movement (inside and outside of facility).
- Monitors and communicates, via radio, with transporters taking patients to medical appointments.
- Monitors, via camera, interior and exterior of building, reporting, and addressing any suspicious activity.
- Utilizes overhead paging system to announce, alert staff of e-squad runs and any / all medical emergencies.

In Duty #2, updated/added tasks include:

- Identify security issues and report to FSO Supervisor findings and recommendations.
- Weekends, holidays, and off hours; tours once per shift vacant spaces and areas specifically identified by the FSO Supervisor.
- Complete work orders as needed and report findings to FSO Supervisor.
- Unlocks and opens any gates east or west for purpose of performing external work-related duties.
- Pages on-call doctor as requested by unit nurses.
- Takes internal and external phone calls, handle and/or transfer accordingly.
- Daily, relieves front desk personnel and closes down front desk operations in lobby.

In Duty #3, updated/added tasks include:

- Maintains a good working relationship and rapport with all departments.
- Utilize two-way radio for communication with other safety staff.
- Maintains the two-way radios assuring all radios are adequately charged on a nightly basis.

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

The Center is a maximum-security hospital that provides diagnostic, evaluation, and treatment services to the chronic and acute, criminally insane. The Center maintains an inpatient census for which the employee is responsible for maintaining a safe and secure environment for all staff, patients, and visitors.

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

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Fire And Safety Officer 6**

One year of experience in a security guard or public safety occupation.

**Fire And Safety Officer E7**

One year of experience equivalent to a Fire and Safety Officer 6.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service Job Specification. In addition:

- Knowledge of Emergency Preparedness, Life Safety and Security, and Hazardous Waste Plan.
- Knowledge of state laws related to the safety of people and property.
- Knowledge of the principles of safety, accident and fire prevention.
- Knowledge of first aide methods and techniques.
- Ability to respond appropriately to all emergencies.
- Ability to make on site decisions as the situation requires. Ability to appropriately interact with visitors, employees, and consumers under stressful situations.
- Ability to implement measures to protect all visitors, patients, and staff from fire, natural disasters, and threats.
- Ability to maintain composure and respond properly during emergencies.
- Ability to concentrate on a designated area for extended periods.
- Ability to walk for long periods.
- Ability to communicate effectively.
- Ability to maintain a positive professional attitude while interacting with visitors, staff, and patients.

*The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.*

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

**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.*

EMILY WILLIAMS  
\_\_\_\_\_  
Appointing Authority

3/29/2024  
\_\_\_\_\_  
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