

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

Position Code 1. CORNOFRE

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) BUREAU OF LEGAL AFFAIRS
4. Civil Service Position Code Description Corrcrtns Investigative Ofcr-E	10. Division
5. Working Title (What the agency calls the position) PREA INVESTIGATOR	11. Section
6. Name and Position Code Description of Direct Supervisor MARTIN, MARY J; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor FEIL, MATTHEW J; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work WILL VARY / Monday - Friday 8am - 5 pm

14. General Summary of Function/Purpose of Position

The Michigan Department of Corrections (MDOC) is committed to maintaining safe correctional facilities and to prevent sexual abuse and harassment in correctional facilities. The primary responsibility of this position is to complete investigations into reports of alleged incidents of sexual harassment and sexual abuse. This position is responsible for reporting various statistics and outcomes of investigations to the PREA Investigations Unit State Administrative Manager. This position expedites timely processing of cases and prepares reports as required.

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: 60

This position conducts investigations into allegations of sexual harassment and abuse.

Individual tasks related to the duty:

- Conducts investigations into complaints of sexual harassment and sexual abuse.
- Interviews and takes statements from the complainant, the victim, the alleged suspect, prisoners/probationers, and other witnesses to the alleged incident.
- Gathers and documents evidence.
- Establishes, secures, and maintains confidentiality of records.
- Prepares accurate and comprehensive documentation of investigations with recommendations for the disposition of the investigation to be used in the discipline process by MDOC Administrators.
- Prepares and organizes investigative reports and essential documents and attachments in accordance with MDOC policy and standards.
- Preserves all evidence and follows appropriate chain of custody procedures.
- Identifies inconsistencies and gaps in information.
- Assesses the credibility and reliability of evidence and witness statements.

Duty 2

General Summary:

Percentage: 30

Prepares varied correspondence and detailed investigative reports of findings.

Individual tasks related to the duty:

- Clearly and objectively documents the facts gathered in the investigation.
- Prepares and organizes routine investigative reports supported by essential documents and exhibits/attachments.
- Summarizes statements.
- Presents findings to Department leadership.
- Maintains case documentation.

Identifies policy, work rule, state law, and federal law violations.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Assists with projects.
- Participates in training as assigned.

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

Decisions on how to initiate the investigation, who to interview, and how to proceed administratively.

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

Any decisions related to whether any information should be forwarded to the administration for greater impact. Any decisions or determinations that need to be made that are not well defined by policy and procedure. Any decisions with greater impact on the Department or subject to greater public scrutiny or significant liability. All finalized investigative reports.

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.

Walking, sitting, extensive driving and riding in a vehicle, extensive computer use.

Contact with prisoners, probationers, and parolees, often inside a prison or probation/parole office setting.

Cubicle office.

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

Yes.

23. What are the essential functions of this position?

The primary responsibility of this position is to investigate: 1) allegations of sexual harassment and sexual abuse of prisoners by another prisoner and 2) allegations of sexual harassment and sexual abuse of prisoners by MDOC staff.

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?

The Michigan Department of Corrections (MDOC) is committed to maintaining safe correctional facilities and to prevent sexual abuse and harassment in correctional facilities. The position is a PREA Investigator assigned to a specific region. The primary responsibility of this position is to coordinate and conduct investigations of possible sexual harassment and sexual abuse.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Corrections Investigative Officer 9

No specific type or amount is required.

Corrections Investigative Officer 10

One year of experience conducting either broad-based criminal investigations or employee disciplinary investigations equivalent to a Corrections Investigative Officer 9.

Corrections Investigative Officer P11

Two years of experience conducting either broad-based criminal investigations or employee disciplinary investigations equivalent to a Corrections Investigative Officer, including one year equivalent to a Corrections Investigative Officer 10.

Alternate Education and Experience**Corrections Investigative Officer 9**

Education level typically acquired through the completion of high school AND one year as an Assistant Resident Unit Supervisor 11 or Corrections Shift Supervisor 11; two years as a Corrections Field Services Assistant E10, Corrections Medical Unit Officer E10, Corrections Resident Representative E10, Corrections Security Representative E10, Corrections Transportation Officer E10, Resident Unit Officer E10, or Special Alternative Incarceration Officer E10; or three years as a Corrections Medical Officer E9 or Corrections Officer E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of PREA standards.

Knowledge of investigative methods and techniques.

Ability to conduct investigations and analyze findings in conjunction with applicable policies and procedures.

Knowledge of interviewing techniques and ability to effectively interview with probative methods.

Knowledge of report writing methods and procedures and the ability to prepare detailed reports of findings.

Knowledge of computers and Microsoft Word and the ability to type.

Possess analytical skills and the ability to observe critically and determine appropriate course of action.

Knowledge of laws, statutes, contracts, policies, and procedures related to work.

Knowledge of record keeping systems.

Ability to maintain records, prepare reports, and correspondence related to the work.

Ability to maintain confidentiality.

Possess interpersonal communication skills and the ability to communicate effectively with others.

Goal and task oriented and self-motivated and ability to work Independently.

Ability to provide testimony in court and administrative hearings.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License

Incumbent will be required to complete PREA investigation Specialized training that meets Federal PREA Standards.

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.

ASHLEY NORTON

4/3/2025

Appointing Authority

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