

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

Position Code 1. CORSPV2D08N
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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) Field Operations Administration
4. Civil Service Position Code Description CORRECTIONS SHIFT SUPV-2	10. Division
5. Working Title (What the agency calls the position) ARU Lieutenant	11. Section
6. Name and Position Code Description of Direct Supervisor MARLAN, RUSSELL L; FIELD OPS ADMN DEPUTY DIRECTOR	12. Unit Absconder Recovery Unit
7. Name and Position Code Description of Second Level Supervisor WASHINGTON, HEIDI; DIRECTOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza/Lansing/Statewide / Days and hours are variable

14. General Summary of Function/Purpose of Position

This position oversees the department's statewide Absconder Recovery Unit (ARU). The ARU investigators locate, arrest, and transport escapees, parole/probation violators and return them to MDOC custody.

The lieutenant reports organizationally to the Deputy Director of Field Operations Administration.

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: 75

Oversee and direct ARU, including the ARU sergeant and investigators.

Individual tasks related to the duty:

- Mentor and train the ARU sergeant.
- Physically responds to situations which may involve escape/evasion attempts. The physical response may involve physically subduing prisoners, parolees and probationers or running to catch fleeing prisoners, parolees, and probationers.
- Assists ARU sergeant as needed.
- Transports apprehended subjects to a confinement facility or health care facility, if needed.
- Places restraint devices on apprehended subjects safely and humanely.
- Forms collaborations with federal, state and local law enforcement agencies to assist MDOC fugitive apprehensions.
- Transport arrested and detained offenders if necessary and appropriate.
- Identifies staff development and training needs, ensuring required training is completed.
- Take corrective and disciplinary measures when appropriate.
- Conducts staff meetings.
- Ensure warrants are prioritized according to policy/procedure
- Make ARU field decisions; where to lodge arrested offender, whether to arrest or not, whether to retreat from a dangerous situation, etc.
- Must qualify with weapon(s) as required by the MDOC Ordnance manual.
- Must participate and successfully complete all required tactical training courses.
- Must maintain physical preparedness to be able to successfully complete strenuous physical training.
- Must participate and satisfactorily complete all self-defense training.
- Must complete any computer-based training.

Duty 2

General Summary:

Percentage: 15

Administrative duties required of the work unit.

Individual tasks related to the duty:

- Approve overtime and payroll for staff.
- Conduct reviews and complete employee evaluations.
- Addresses performance issues, conducts investigations, and recommends disciplinary action as applicable.
- Maintain vehicle, weapons, safety, computer and equipment inventories and requests replacement supplies and equipment as required by policy and the ordnance manual as necessary.
- Ensure yearly training and weapons certifications for all ARU staff.
- Completes ARU reports including, critical incidents, arrest reports, monthly reports. etc.
- Represent ARU at meetings, workgroups or committees as assigned by the Deputy Director.
- Reviews and directs Body Worn Camera use within ARU.
- Assist with Departmental Audits.

Duty 3

General Summary:

Percentage: 10

Order, inspect and maintain vehicles and other equipment assigned to the work unit.

Individual tasks related to the duty:

- Monitor state vehicles conditions and travel logs.
- Request equipment and service or repair of equipment and vehicles.
- Ensure that all weapons and equipment are accounted for and in good working order.
- Complete orders for new equipment, when appropriate.

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

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

How to deploy staff during the investigation and apprehension of an offender.

What law enforcement agencies to contact when assistance is needed.

Where to lodge an offender post apprehension or if medical attention is required.
Annual and sick leave approvals.

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

When assisting outside agencies that are not in the normal scope of their job duties.

When dealing with unusual circumstances or events not addressed by policy.

When working outside of your normal work schedule.

Critical incident reporting, corrective, and disciplinary actions with staff.

Use of force issues.

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.

The Lieutenant is assigned a mobile office, most of their work will be conducted in a public setting. Performance of strenuous physical tasks requiring muscular strength and coordination, and cardiovascular endurance such as subduing uncooperative subjects, using self-defense techniques, or running to catch fleeing subjects. There is a degree of hazard in locating wanted fugitives. The job duties require an employee to be absent of any physical limitations which would impair effective performance in the Department of Corrections.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
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	CORRECTIONS SHIFT SUPV-1 11		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Y Complete and sign service ratings.

Y Assign work.

Y Provide formal written counseling.
Y Approve leave requests.
Y Approve time and attendance.
Y Orally reprimand.

Y Approve work.
Y Review work.
Y Provide guidance on work methods.
Y 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?

Administration of the work unit and staff of the Absconder Recovery Unit.

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

Requesting to update position CORSPV2D08N in accordance with MCSC Regulation 4.01. The essential duties and tasks of this position have not changed. The update is to add two tasks to Duty 2 regarding Body Worn Cameras, as ARU has started using body worn cameras.

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

The position oversees the entire ARU operations, ensuring wanted fugitives are located, apprehended and returned to MDOC custody.

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 Shift Supervisor 12

Three years of experience equivalent to a Corrections Officer E9, Corrections Medical Officer E9, or Special Alternative Incarceration Officer 9; or, two years equivalent to a Resident Unit Officer E10, Corrections Transportation Officer E10, Corrections Medical Unit Officer E10, or Special Alternative Incarceration Officer E10; or, one year equivalent to a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the rules, regulations, policies, and administrative practices of the Department of Corrections.
Thorough skill in the use of firearms/assigned weapons, self defense, and restraint procedures.
Extensive knowledge of training and supervisory techniques.
Thorough knowledge of employee policies and procedures.
Ability to understand and follow complex oral and written directions.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid, unrestricted driver's license.
Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

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.

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