

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. CORNSPL2

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) Office of Executive Affairs
4. Civil Service Position Code Description Corrctns Intrnl Affrs Spl-2	10. Division Internal Affairs
5. Working Title (What the agency calls the position) Internal Affairs Investigator	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor WARNER, KATHY L; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Lansing, MI / Grand View Plaza / Monday-Friday / 8:00AM-5:00PM

14. General Summary of Function/Purpose of Position

The primary responsibility of this position is to complete investigations that involve allegations of misconduct in all areas of MDOC. This position is responsible for reporting statistics of investigations to the administrator. This position maintains the integrity and professional excellence of the Michigan Department of Corrections by conducting investigations of allegations of employee misconduct and felonious conduct throughout the Department and statewide. This position conducts lateral administrative investigations on complaints investigated by other law enforcement agencies. This position may be utilized to train, provide guidance to work location investigators.

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: 50

On a state-wide basis, conducts internal investigations into allegations of improper conduct which would constitute serious work rule violations and/or felonious conduct by employees. The assignments are often highly complex and have considerable impact on employee compliance with departmental policy and may involve classified employees at the 15 level or higher.

Individual tasks related to the duty:

- Conducts highly complex administrative investigations of alleged employee misconduct within the Department of Corrections at prisons and field offices involving classified employees including 15 levels and above.
- Locating, contacting, interviewing, and taking of statements from the complainant, the accused employee, their supervisors, and other witnesses to the alleged incident.
- Examining and discerning infractions of departmental rules and regulations, policies, procedures, state laws and civil service standards and procedures.
- Search for and retrieve evidence, including marking, documenting, and preserving evidence .
- Work with law enforcement agencies, Federal, county, and local, on matters involving criminal activities and prosecutions.
- Establishes, secures, and maintains confidentiality of records.
- Maintain a high level of competency in Civil Service Commission rules and regulations and appropriate labor union contractual guidelines and restrictions regarding internal administrative investigations.
- Testify in administrative hearings and judicial proceedings.
- Contact and advise administrative staff, including Wardens and Regional Administrators, of the course of action to be taken throughout the investigative process including.
- Counsel or provide on the job training in proper investigative methods and techniques to other departmental investigators including, evidence collection and documentation and preservation, interviewing techniques, and report writing as needed or directed by supervision.
- Review IA Operating Procedures and Policies and recommend changes as directed by supervision.

Duty 2

General Summary:

Percentage: 30

Prepares varied correspondence and detailed investigative reports of findings, utilizing standardized and writing methods, with documentation and organization of the investigative report and corresponding attachments and evidence. The investigator must be cognizant of Civil Service and Departmental rules to determine "just cause" for administrative investigations.

Individual tasks related to the duty:

- Prepares in-depth and comprehensive documentation of investigations for presentation to the Department, and review with recommendation for the disposition of the investigation and discipline process.
- Prepare and organize investigative reports and essential documents and attachments to meet normal law enforcement standards.

Duty 3

General Summary:

Percentage: 20

Act as liaison with members of department, law enforcement community, and labor officials, which may involve interacting and consulting with high ranking government officials, MDOC administration and Attorney General representatives.

Individual tasks related to the duty:

- Extensive and on-going interaction with high-ranking officials of MDOC, and other local, state and Federal agencies statewide.
- Continuous contact and networking with members of the law enforcement community.
- On-going contact with representatives of several labor organizations and unions
- As necessary, interactions with prosecutors and AG to review investigation report discussing various issues, work rules, policies, charges etc.

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

The responsibilities for the position are unique and requires minimum direct supervision.

The investigator must be capable of acting within broad guidelines, where precedents are often not established.

There is often extensive travel throughout the state at varied hours and times of the day and supervision is not accessible.

On a daily basis, decisions on how to initiate the investigation, who to interview, whether to proceed criminally by referral to the appropriate law enforcement agency, or proceed administratively. This also includes decisions to take written or taped statements or to photograph or seize evidence.

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

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

Contact with felons; inmates, 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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 allegations of misconduct, potentially high profile and in depth issues.

To conduct, on a state-wide basis, investigations of an administrative and/or criminal nature. These investigations involve sensitive and highly complex issues and assignments of a high profile nature, involving all Department employees through the level of Deputy Director. Investigators work in concert with State, Federal, and local law enforcement agencies.

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

New establishment.

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

To coordinate and conduct investigations of possible criminal or administrative violations of laws or rules by department employees.

Investigators work out of Central Office in Lansing and function as Departmental investigators with statewide-lead investigator responsibilities, involving complex and sensitive investigations of a high profile, with considerable impact on the agency.

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 Internal Affairs Specialist 13

Four years of experience conducting either broad-based criminal investigations or employee disciplinary investigations, including two years equivalent to a Corrections Internal Affairs Officer P11 or one year equivalent to a Corrections Internal Affairs Officer 12.

Alternate Education and Experience

Corrections Internal Affairs Specialist 13

Education typically acquired through the completion of high school and six years of experience conducting broad-based criminal investigations or employee disciplinary investigations; OR six years of experience as a Corrections Investigator E11, Corrections Shift Supervisor 13, or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

OR

Possession of a bachelor's degree and four years of experience as a Corrections Investigator E11, Corrections Shift Supervisor 13, or Corrections Security Inspector 13 may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

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 interview and interrogate.

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 alone.

Ability to provide testimony in courts and administrative hearings.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Drivers License

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.

KYLA MOORE

Appointing Authority

2/12/2021

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