

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CORRECTIONS INTERNAL AFFAIRS OFFICER**

**JOB DESCRIPTION**

Employees in this job conduct and direct a variety of investigations in correctional facilities or other Department of Corrections offices that may involve violations of facility or departmental rules, regulations, policies, or violations of law on the part of prisoners, staff, or visitors.

There are two classifications in this job.

**Position Code Title – Corrections Internal Affairs Officer-E**

**Corrections Internal Affairs Officer P11**

This is the experienced level. The employee performs a full range of professional corrections internal affairs officer assignments in a full-functioning capacity. Considerable independent judgement is required to determine the existence of a criminal or administrative violation through the systematic search for evidence through physical evidence, interviewing witnesses, and the use of other sources of information. Independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Corrections Internal Affairs Officer-A**

**Corrections Internal Affairs Officer 12**

This is the advanced level. The employee functions as a senior worker, having regular assignments that have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Conducts investigations into allegations of improper conduct of employees classified up to the 14 level that would constitute a violation of work rules or a violation of law to obtain evidence necessary to affirm or dispel the allegations of improper or illegal activity.

Assists Corrections Internal Affairs Officer Specialists in investigations of employees classified at the 15 level and above.

## **CORRECTIONS INTERNAL AFFAIRS OFFICER**

### **PAGE No. 2**

Interviews and/or interrogates witnesses, suspects, victims, and others, both cooperative and hostile, to obtain information relevant to the investigation.

Searches for evidence in a systematic manner and determines the existence of a criminal or administrative violation using investigative methods and techniques.

May examine crime scenes to gather physical evidence and other information relevant to the investigation.

Coordinates investigations with state, federal and local law enforcement agencies.

Prepares and maintains complete records of the history of each case being investigated, preparing comprehensive documentation for the department and the appropriate Executive Policy Team members with recommendations for the disposition of the investigation and disciplinary process.

Assists prosecuting attorneys and the Office of the Attorney General in the preparation of cases, presentation of evidence, and the provision of testimony regarding violations.

Presents evidence and investigative findings during disciplinary hearings, unemployment hearings, and court examinations and trials for employee misconduct and violations of law.

Works with probation officers in criminal cases where a pre-sentence report is required by the court.

Responds to emergency requests for drug search intervention on a 24-hour, seven-day a week basis.

Practices, trains and qualifies annually with a firearm on a voluntary basis.

Performs related work as assigned.

### **Additional Job Duties**

#### **Corrections Internal Affairs Officer 12 (Senior Worker)**

Performs on a regular basis professional corrections internal affairs officer assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

**CORRECTIONS INTERNAL AFFAIRS OFFICER**

**PAGE No. 3**

Knowledge of investigative methods and techniques.

Knowledge of interviewing and interrogation techniques.

Knowledge of general criminal law and law enforcement.

Knowledge of departmental rules, regulations, and policies.

Knowledge of controlled substances and the laws governing them.

Knowledge of the rules of evidence and other standards governing the use of evidence in both the criminal justice and administrative hearing systems.

Knowledge of appropriate court decisions.

Knowledge of collective bargaining agreements and personnel directives.

Knowledge of forensic tests available to the investigator.

Knowledge of word processing and the use of computers.

Ability to gather evidence from a variety of sources, to organize and analyze the evidence, and to draw conclusions from it.

Ability to type using a word processor or other computer equipment.

Ability to produce comprehensive written reports.

Ability to interact and effectively communicate with a broad range of individuals having greatly differing education levels, social-economic levels, and communication abilities.

Ability to gather relevant information under difficult circumstances, and to maintain composure during stressful situations.

Ability to read, learn, and interpret complex written laws, rules, regulations, and policies.

Ability to deal effectively with potentially hostile or dangerous persons and situations.

Ability to provide verbal and/or written testimony in court or in administrative hearings.

Ability to operate a motor vehicle.

Ability to maintain confidentiality in all investigations.

**Working Conditions**

The job requires considerable travel by automobile.

The job duties require the ability to demonstrate proficiency with a firearm.

The employee may work in an extremely uncomfortable environment that involves some face-to-face contact with prisoners.

The job may require the employee to work in a hostile environment encountering adversarial situations.

The job requires direct contact with prisoners in correctional facilities.

**Physical Requirements**

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of Corrections.

**Education**

Possession of a bachelor's degree in any major.

**Experience**

**Corrections Internal Affairs Officer P11**

Two years of experience conducting either broad-based criminal investigations or employee disciplinary investigations.

**Corrections Internal Affairs Officer 12**

Three years of experience conducting either broad-based criminal investigations or employee disciplinary investigations.

**Alternate Education and Experience**

**Corrections Internal Affairs Officer P11**

Education typically acquired through completion of high school and four years of experience as a Corrections Investigator E11 or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

**Corrections Internal Affairs Officer 12**

Education typically acquired through completion of high school and five years of experience as a Corrections Investigator E11 or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

**CORRECTIONS INTERNAL AFFAIRS OFFICER**

**PAGE No. 5**

**Special Requirements, Licenses, and Certifications**

Willingness to submit to a thorough background investigation.

Absence of a criminal record or other circumstance which would prohibit the applicant from receiving, possessing, and carrying a firearm, or would prevent the applicant from obtaining a concealed weapons permit.

Possession of a valid Michigan operator's or chauffeur's license.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
CORNAOFCR

**Job Code Description**  
Corrections Internal Affairs Officer

**Position Title**  
Corrections Internal Affairs Officer-E  
Corrections Internal Affairs Officer-A

<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
CORNOFRE	NERE-175
CORNOFRA	NERE-180

ECP Group 2  
Revised 3/24/09  
HRK