

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CORRECTIONS INVESTIGATOR

JOB DESCRIPTION

Employees in this job conduct and direct a variety of investigations within a correctional facility that may involve violations of facility or departmental policies, procedures, rules or regulations, on the part of prisoners, staff, or visitors.

There are three classifications in this job.

Position Code Title – Corrections Investigator-E

Corrections Investigator 10

This is the intermediate level. The employee performs a range of investigative assignments while learning the work methods and practices and developing the skills needed to perform the work.

Corrections Investigator E11

This is the experienced level. The employee performs a full range of investigative assignments for the work area. The employee exercises considerable independent judgment in completing assignments and interpreting and applying policies, procedures, and practices to specific situations.

Position Title – Corrections Investigator-A

Corrections Investigator 12

This is the advanced level. The employee functions as a senior worker responsible for the most complex and sensitive investigations. Senior-level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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.

Investigates complaints of assault, theft, or other criminal acts by prisoners or employees of the Department of Corrections; confers with and assists the law enforcement official assigned to a specific case.

CORRECTIONS INVESTIGATOR

PAGE No. 2

Investigates complaints and grievances filed by prisoners. Prepares reports for use in responses by the warden or deputy warden.

Gathers information and maintains confidential files regarding prisoner "nicknames," the identity of gang leaders, predatory prisoners, and other problem prisoners.

Investigates and prepares reports on policy/procedure violations allegedly committed by employees.

Performs periodic security inspections of all basements, attics, and tunnels within the facility.

May appear as a witness in court proceedings.

Performs related work as assigned.

Additional Job Duties

Corrections Investigator 12 (Senior)

Performs the most complex and sensitive investigations.

Monitors all original complaints performed by lower-level Corrections Investigators to ensure accuracy, thoroughness, and timely completion.

Researches and analyzes trends and conditions of employee conduct.

Trains investigators and other personnel in appropriate internal investigation procedures.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of various investigative procedures.

Knowledge of interviewing and basic investigative techniques.

Knowledge of the procedures for maintaining security.

Knowledge of self-defense, riot control, use of firearms, fire fighting, and detection of dangerous instruments.

CORRECTIONS INVESTIGATOR

PAGE No. 3

Ability to apply procedures to individual situations to determine what, if any, investigation is required.

Ability to apply rules, regulations, and policies.

Ability to communicate effectively.

Working Conditions

The employee may work in an environment that is extremely uncomfortable and where there is considerable face-to-face contact with prisoners.

Physical Requirements

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

Education

Completion of 15 semester (23 term) credits in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

Experience

Corrections Investigator 10

Two years of experience equivalent to a Corrections Officer E9 or Corrections Medical Aide E9; or, one year equivalent to a Resident Unit Officer E10.

Corrections Investigator E11

One year of experience equivalent to a Corrections Investigator 10.

Corrections Investigator 12

Two years of experience equivalent to a Corrections Investigator, including one year equivalent to a Corrections Investigator E11.

Alternate Education and Experience

Corrections Investigator 12

Five years of internal or criminal investigative experience in a law enforcement setting equivalent to a State Police Detective (Trooper Specialist) 11 may be substituted for the experience requirement.

Special Requirements, Licenses, and Certifications

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.

CORRECTIONS INVESTIGATOR

PAGE No. 4

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

CORRINV

Job Code Description

Corrections Investigator

Position Title

Corrections Investigator-E

Corrections Investigator-A

Position Code

CORRINVE

CORRINVA

Pay Schedule

A02-016

A02-021

ECP Group 1
Revised 6/1/06
TeamLeaders