

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

CORRECTIONS SECURITY INSPECTOR

JOB DESCRIPTION

Employees in this job serve as Corrections Security Inspectors responsible for functioning as the highest -ranking security official at a correctional facility on an assigned shift. The inspector is responsible for matters related to the enforcement of all prescribed security rules and regulations affecting the discipline, custody, security, and safety of the facility.

There is one classification in this job.

Position Code Title - Corrections Security Inspector

Corrections Security Inspector 13

This is the experienced level. Work is performed under administrative direction from a Deputy Prison Warden and requires extensive knowledge of the Department of Corrections and the facility's rules and regulations. The employee exercises technical supervision related to custody, security, and discipline over all custody and security staff during an assigned shift.

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.

Serves as the highest-ranking security official on an assigned shift.

Conducts unscheduled inspections to ensure that all personnel remain alert, diligent, and on their assigned posts or other assignments.

Evaluates and verifies employee performance through the review of completed work.

Conducts employee or prisoner investigations and resulting disciplinary conferences, including selecting, administering, and documenting progressive and disciplinary measures.

Handles issues related to union-management relationships and exercises responsibility for administration of the union contract.

Performs regularly scheduled inspections of all parts of the facility to review compliance with critical policies and procedures such as, critical tool control, key control, prisoner count procedures, emergency equipment and preparedness, etc.

Collects and maintains intelligence on prisoners, prisoner groups, and activities.

Maintains records, prepares reports, writes and/or revises related policies and/or procedures, and composes correspondence relative to the work.

Reviews security perimeter check reports for breaks or problems.

Serves as "duty deputy" in charge of the facility during evenings, weekends, and holidays on a rotating basis.

Directs contraband control and the shakedown of persons and buildings at frequent intervals.
Maintains evidence lockers and disposes of contraband and other evidence as necessary.
Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.
Applies the laws, regulations, and principles of equal opportunity to personnel situations.
Serves on various facility committees as assigned.
Serves as liaison with State Police and local law enforcement authorities.
Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of Department of Corrections and facility rules, regulations, policies, and procedures.

Extensive knowledge of the methods and techniques for ensuring the safety, security, and custody of prisoners.

Ability to perform detailed and difficult inspections within a correctional setting.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to direct and motivate others.

Ability to think and act quickly and appropriately in emergencies.

Ability to remain calm under tension and stress.

Ability to command respect and compliance with rules and regulations from correctional employees and prisoners.

Working Conditions

The job is located in a correctional facility requiring direct contact with prisoners.

The job duties require the employee to work in a hostile and stressful environment.

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 Security Inspector 13

Two years of experience equivalent to a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11; OR, one year equivalent to a Corrections Shift Supervisor 12 or Resident Unit Manager 13.

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.

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

CORSECISP

Job Code Description

CORRECTIONS SECURITY INSPECTOR

Position Title

Corrections Security Inspector

Position Code

CORSCISP

Pay Schedule

NERE-131

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11/16/2011