

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CORRECTIONS TRANSPORTATION OFFICER

JOB DESCRIPTION

Employees in this job transport offenders of all security classifications to various locations within, and outside, of the state.

There is one classification in this job.

Position Code Title – Corrections Transportation Officer-E

Corrections Transportation Officer E10

This is the experienced level. The employee oversees and participates in the custody and security of offenders while transporting them to various locations. The employee works independently and must exercise discretion and use independent judgment, often facing critical, potentially violent, and complex situations.

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.

Transports offenders via passenger vehicles and busses to various destinations such as courts, jails, prisons, medical centers, and other specified locations.

Escorts offenders into surroundings requiring contact with judges, prosecuting attorneys, and other court personnel; hospital personnel such as physicians, nurses, and other medical staff; and the public. Makes contact with federal, state, and local police agencies and sheriffs' offices within, and outside, of the state and maintains professional courtesy.

Plans and executes all aspects of the trip/run including: inspection/exchanging information, search of the vehicle and security items, determination of amount and types of restraints, selection of necessary weapons, planning special security precautions, emergency and escape procedures, timing and routing of the trip, accommodation of needs of offenders, possession of all clearances and necessary travel documents, inspection and storage of offender's personal property, and the assurance of a safe and controlled travel environment.

Assumes responsibility for significant departmental material resources such as passenger vehicles, weaponry, and communications equipment.

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Observes offenders' activities to detect unusual or prohibited behavior that might be a threat to the security and safety of fellow employees, other offenders and the public. Obtains offenders compliance with departmental rules and regulations.

Observes and immediately responds to all incidents such as assaults on employees or offenders, offender disturbances, or other situations threatening the security of the mission. Controls, restrains, and subdues disruptive offender(s) to prevent rioting and possible escapes. Protects the public from harm or danger. Minimizes contact between the public and offender to lessen the danger. Appropriate response may include use of firearms, and/or deadly force.

Performs counts of offenders and conducts thorough strip/clothes/body searches of offenders and their property for prohibited contraband items.

Follows departmental security policies and procedures. Maintains vigilant adherence to all departmental procedures.

Communicates with correctional facilities, jails, and other law enforcement agencies where offenders are being housed, giving instructions for their departure and approximate time of arrival.

During necessary stops, inspects restrooms or other areas where an offender may be waiting or housed, for possible escape routes.

Maintains proper court security coverage and prevents escapes.

Shakes down courtroom and lock-up areas.

Places restraining devices on the offender(s) for security purposes while transporting and assures secure environment when devices are removed.

Counsels offender(s) as appropriate to maintain a stable environment, especially those with discipline problems or who have mental health or physical infirmities.

Verifies offenders' identification with picture ID cards and other methods to be certain an offender is assigned the proper detail.

Contacts the prison to arrange twenty-four hour coverage if an offender is admitted to a medical facility and remains with the offender until properly relieved.

Reviews, handles, and distributes all related travel and court documents.

Assists the offender in filling out any necessary forms, such as medical forms required for treatment.

Determines proper, shortest, and safest, travel route.

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Trains and instructs new transportation officers in their assigned duties.

Prepares written records and reports related to the work.

May take part in searches for escaped offenders.

May dispense prescribed medication to offenders as directed.

May administer first aid.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of security procedures and techniques.

Considerable knowledge of departmental rules, regulations, policies, and procedures.

Considerable knowledge of the techniques of self-defense, disturbance controls, firearms, detection of weapons, restraint application, escape, radio communication and emergency procedures.

Considerable knowledge of various offender sub-cultures, problems, behavior and mental illness, as well as intervention techniques.

Considerable knowledge of investigative techniques used in identifying offenders scheduled for pick-up at various law enforcement locations.

Considerable knowledge of offender health care standards and procedures with regard to contagious diseases and basic first aid procedures.

Considerable knowledge of vehicle maintenance standards and procedures.

Considerable knowledge of the State of Michigan's laws and related Motor Transport Division and Department of Corrections' rules, policies and procedures.

Considerable knowledge of physical locations of all sheriff departments and state police posts.

Considerable knowledge of geography, weather/road conditions and alternative routes to prevent escapes or takeovers.

Considerable knowledge of operation and mechanics of all transportation vehicles.

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Ability to plan each transportation detail, including type of vehicle used, timing of the trip, amount and type of restraints, emergency procedures, escape contingencies, necessary weapons, offender needs (consideration of medication, physical/mental impairments, food), etc.

Ability to react in an emergency and make sound, rational decisions, demonstrating good judgment and work in a hostile environment.

Ability to work independently without supervision, supervise, and transport offenders.

Ability to interpret rules and regulations and make decisions without supervisory consultation.

Ability to learn and apply departmental policies, procedures, rules and regulations.

Ability to perform shakedowns for contraband, weapons, escape paraphernalia, etc.

Ability to subdue disruptive offenders.

Ability to prevent escapes of offenders.

Ability to conduct strip searches.

Ability to meet the physical requirements of the work, which may include long hours and the performance of strenuous tasks.

Ability to take control of a volatile situation.

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

Ability to maintain the safe and secure operation of the transportation vehicles to ensure that all maintenance is current and all security items are in proper working order.

Ability to operate and maintain commercial vehicles.

Ability to travel in and out of the state for extended periods of time on short notice.

Ability to successfully complete in-service education and training programs.

Ability to obtain and maintain a concealed weapons permit, CDL (if required), operate and maintain commercial vehicles.

Ability to present a positive image and relate to the public, court officials and law enforcement staff as a representative of the department of Corrections while escorting offenders.

Ability to anticipate problems.

Ability to communicate effectively.

Working Conditions

The work is performed in an environment that is extremely uncomfortable and where the work involves a significant chance of incurring a disabling or life threatening injury.

Some jobs require an employee to work in high stress situations.

Some jobs require an employee to work under hazardous situations.

An employee works at a significant numerical disadvantage.

Physical Requirements

The job duties require an employee to meet the physical requirements of the work, which includes the performance of strenuous tasks requiring muscular strength and coordination, and cardiovascular endurance.

Must maintain a state of constant alertness to prevent escape of offenders and to provide protection to the public.

Must maintain a professional demeanor as representatives of the Department of Corrections to the public.

Absence of any physical limitation which would impair effective performance as a Corrections Transportation Officer.

Education

Completion of at least 15 semester (23 term) credits in correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

Experience

Two years of experience equivalent to a Corrections Officer or a Corrections Medical Aide, including one year equivalent to a Corrections Officer 9 or Corrections Medical Aide 9.

Special Requirements, Licenses, and Certifications

Currently employed satisfactorily in a corrections position or have left corrections employment in satisfactory status.

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Any individual with a felony conviction, a controlled substance violation in any jurisdiction "including military", pending felony or misdemeanor charges, a domestic violence conviction or outstanding warrants, is ineligible for consideration for employment by the Michigan Department of Corrections.

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.

Applicants convicted of any other misdemeanor are not eligible for employment until one year after satisfactory completion of any sentence imposed, including probation.

Compliance with the Department of Corrections' grooming standards for Corrections Transportation Officers.

Successful completion of twenty-four hours of transportation training.

Satisfactory completion of physical fitness standards, annual re-certification, and training.

Some positions may require a Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle with passenger rating. Some positions may also require the air brake portion of the CDL.

Qualified in the use of chemical gas agents.

Certification in the operation of various firearms including the ability to secure a concealed weapons permit. At the time of appointment, incumbent must have no limitation that would prevent the issuance of a concealed weapons permit.

May be required to be certified through training in first response medical response training.

May be required to be a certified ambulance driver.

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

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CORTRNOFR

Job Code Description

Corrections Transport Officer

Position Title

Corrections Transportation Officer-E

Position Code

CORTOFRE

Pay Schedule

C12-003

ECP Group 1
Revised 9/13/10
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