

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

RESIDENT UNIT OFFICER

JOB DESCRIPTION

Employees in this job serve as Resident Unit Officers assigned to a housing unit in a state correctional facility, overseeing the activities of prisoners to ensure proper custody and security practices and procedures are met, and implementing individualized treatment programs intended to modify undesirable behaviors of prisoners.

There is one classification in this job.

Position Code Title - Resident Unit Officer-E

Resident Unit Officer E10

This is the experienced level. The employee performs a full range of assignments in a full functioning-capacity. Considerable 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.

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.

Participates as a member of a treatment team in determining the classification, reclassification, parole eligibility, counseling needed, minor disciplinary procedures and treatment programs for each prisoner in the housing unit.

Prepares program reports, housing unit treatment reports, parole eligibility recommendations and other special reports.

May deliver prescribed medication to prisoners as directed by medical personnel.

Attempts to modify prisoners' attitudes and behavior through interpersonal one-to-one or group interaction.

Observes prisoners' activities to detect unusual or prohibited behavior, which might be a threat to the security of the facility or the safety of prisoners, employees or visitors.

Counts prisoners under his or her jurisdiction several times during the shift and transmits the information to the control center.

Conducts thorough searches of prisoners, employees, mail, packages, cellblocks and other structures for such prohibited items as critical tools, weapons, drugs, or other contraband.

Keeps prisoners moving and prevents loitering.

Attempts to obtain prisoners' compliance with facility rules and regulations. Writes Disciplinary Actions (tickets) on prisoners for infractions of rules, or notifies prisoners of tickets written by other officers.

Responds quickly to calls for assistance in other areas of the prison as directed by the control center or command officer. Assists in controlling disturbances and isolating instigators.

Observes and appropriately responds to such “critical incidents” as assaults on employees or prisoners, prisoner strikes or other situations threatening to the security of the facility and prepares written reports. Appropriate response may include the use of firearms.

Transports prisoners via passenger vehicles ranging from busses to automobiles, to various locations outside the institution such as courts, medical centers or other correctional facilities, ensuring that all security procedures are followed.

Controls entry and exit from the housing unit; identifies employees, visitors and law enforcement personnel entering the housing unit; escorts and monitors visitors while in the housing unit.

Oversees prisoners on various work assignments.

Assures that security systems, fire fighting equipment, fire detection systems and other equipment in the facility are in operating condition.

Assists in training lower-level officers.

Assists in maintaining proper standards of personal care and hygiene of prisoners and cleanliness in the housing unit.

Organizes and maintains housing unit prisoner worker schedules, payroll and cleaning procedures.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Considerable knowledge of one-to-one and group counseling techniques.

Considerable knowledge of prisoner problems and behavior.

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 control, firearms, fire fighting and detection of weapons and contraband.

Some knowledge of mental illnesses and intervention techniques.

Knowledge of prisoner evaluation standards.

Knowledge of various prisoner sub-cultures.

Knowledge of standards of hygiene and health care standards about contagious diseases.

Knowledge of basic first aid procedures.

Knowledge of accident prevention.

Skill in the use of firearms and fire fighting equipment.

Skill in the use of self-defense methods.

Ability to counsel prisoners on a one-to-one or group basis.

Ability to oversee prisoners in the performance of various functions.

Ability to relate to prisoners and to gain their respect and confidence.

Ability to apply current methods in the development of treatment plans for prisoners.

Ability to maintain composure in stressful situations.

Ability to divert violence or ease tension through persuasion and understanding, rather than use of force.

Ability to work in an environment with various degrees of discomfort.

Ability to provide a positive role model to the prisoner population.

Ability to train and oversee lower-level officers.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

### Working Conditions

This job is located in a housing unit of a state correctional facility.

The job 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.

The job requires direct contact with prisoners.

An employee may be assigned to work any day of the week or on any shift.

### Physical Requirements

The job requires 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: correctional administration, criminal justice, criminology, psychology, social work, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

### Experience

#### Resident Unit Officer E10

One year of experience equivalent to a Corrections Officer 9, Corrections Medical Aide 9, or Special Alternative Incarceration Officer 9.

### Special Requirements, Licenses, and Certifications

Satisfactory completion of annual recertification and training.

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

RESUNTOFR

#### Job Code Description

RESIDENT UNIT OFFICER

#### Position Title

Resident Unit Officer-E

#### Position Code

RSUNOFRE

#### Pay Schedule

C12-003

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06/07/2015