

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**CORRECTIONS INVESTIGATIVE 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.

**Position Code Title - Corrctns Investigative Ofcr-E**

**Corrections Investigative Officer 9**

This is the entry level. The employee carries out a range of professional corrections investigative assignments while learning the methods of the work.

**Corrections Investigative Officer 10**

This is the intermediate level. The employee carries out an increasing range of professional corrections investigative assignments in a developing capacity while continuing to learn the methods of the work.

**Corrections Investigative Officer P11**

This is the experienced level. The employee performs a full range of professional corrections investigative assignments in a full-functioning capacity. Considerable independent judgement is required to determine the existence of a criminal or other 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 - Corrctns Investigative Ofcr-A**

**Corrections Investigative 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 Investigative Officer Specialists in investigations of employees classified at the 15 level and above.

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.

## **JOB QUALIFICATIONS**

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

**NOTE:** Some knowledge in the area listed is required at the entry level, 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 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 travel by automobile.

The job requires direct contact with prisoners in correctional facilities.

### **Physical Requirements**

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

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

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Corrections Investigative Officer 9**

No specific type or amount is required.

#### **Corrections Investigative Officer 10**

One year of experience conducting either broad-based criminal investigations or employee disciplinary investigations equivalent to a Corrections Investigative Officer 9.

#### **Corrections Investigative Officer P11**

Two years of experience conducting either broad-based criminal investigations or employee disciplinary investigations equivalent to a Corrections Investigative Officer, including one year equivalent to a Corrections Investigative Officer 10.

#### **Corrections Investigative Officer 12**

Three years of experience conducting either broad-based criminal investigations or employee disciplinary investigations equivalent to a Corrections Investigative Officer, including one year equivalent to a Corrections Investigative Officer P11.

### **Alternate Education and Experience**

#### **Corrections Investigative Officer 9**

Education level typically acquired through the completion of high school AND one year as an Assistant Resident Unit Supervisor 11 or Corrections Shift Supervisor 11; two years as a Corrections Field Services Assistant E10, Corrections Medical Unit Officer E10, Corrections Resident Representative E10, Corrections Security Representative E10, Corrections Transportation Officer E10, Resident Unit Officer E10, or Special Alternative Incarceration Officer E10; or three years as a Corrections Medical Officer E9 or Corrections Officer E9.

### **Special Requirements, Licenses, and Certifications**

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

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 may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

**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 INVESTIGATIVE OFFICER

**Position Title**

Corrctns Investigative Ofcr-E

Corrctns Investigative Ofcr-A

**Position Code**

CORNOFRE

CORNOFRA

**Pay Schedule**

NERE-174

NERE-180

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11/12/2023