

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CORRECTIONS OFFICER**

**JOB DESCRIPTION**

Employees in this job oversee and participate in the custody, security, and treatment of prisoners or detainees in correctional facilities including major institutions, camps, and correction re-entry or detention centers.

There are two classifications in this job.

**Position Code Title - Corrections Officer-E**

**Corrections Officer 8**

This is the entry level. At the entry level, employees are required to successfully complete the approved training program designed to provide the knowledge and skills required to function as a corrections officer. Upon successful completion of the training and other departmental requirements, the officer will complete the probationary period at an assigned correctional facility. The employee participates in the custody, security, and treatment of prisoners or detainees while learning and developing the interpersonal skills required to perform a range of corrections officer assignments.

**Corrections Officer E9**

This is the experienced level. At the experienced level, the employee oversees and participates in the custody, security, and treatment of prisoners in assignments, which involve substantial face-to-face contact with prisoners or detainees. The employee uses independent judgment in making decisions requiring interpretation and application of departmental guidelines to specific situations.

**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.

Corrections Officer 8:

On a post assignment in a learning and developing capacity.

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

Responds quickly to calls for assistance in other areas of the prison or facility as directed. Assists in controlling disturbances and isolating instigators.

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

Prepares written records and reports related to the work.

Performs related work as assigned.

Corrections Officer E9:

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

Counts prisoners or detainees under his/her jurisdiction several times during the shift and transmits count totals to the control officer.

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

Keeps prisoners or detainees moving and prevents loitering in yards or building entrances during periods of mass movement.

Attempts to obtain prisoners' or detainees' compliance with facility rules and regulations. Writes Disciplinary Actions (tickets) on prisoners for rule's infractions.

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

Attempts to modify prisoner or detainee attitudes and behaviors through one-to-one or group interaction.

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

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

Works with Resident Unit Managers and Assistant Resident Unit Supervisors, in such areas as determination of prisoner security classifications and parole eligibility, disciplinary proceedings, and prisoner counseling.

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

Oversees prisoners on various work assignments.

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

Trains Corrections Officers assigned as on-the-job trainees.

Prepares written records and reports related to the work.

Assists in maintaining proper standards of personal care and hygiene of prisoners or detainees.

May take part in searches for escaped prisoners or detainees.

Works to maintain stable interpersonal dynamics with prisoners, detainees and staff.

May dispense prescribed medication as directed.

May operate computerized equipment.

May oversee construction areas within a facility to assist work crew leaders with general security and safety of the area.

May supervise prisoner work crews outside correctional facility.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

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

**NOTE:** Some knowledge is required at the entry level and considerable knowledge is required at the experienced level.

Knowledge of individual and group counseling techniques.

Knowledge of basic first-aid procedures.

Knowledge of accident prevention.

Knowledge of various prisoner sub-cultures.

Knowledge of prisoner and detainee behaviors and problems.

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

Knowledge of security procedures and techniques.

Knowledge of departmental rules, regulations, policies, and procedures.

Knowledge of the techniques of self-defense, disturbance control, firearms, fire fighting, and detection of weapons and contraband.

Skill in the use of firearms and fire fighting equipment.

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

Ability to oversee prisoners in the performance of various work functions.

Ability to read, learn, and apply facility and departmental policies, procedures, rules, regulations, and employee handbook.

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

Ability to maintain composure during stressful situations.

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

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

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

Ability to operate a motor vehicle.

Ability to qualify with, and use, various firearms.

Ability to learn and apply self-defense and other procedures for dealing with violent or abusive prisoners or detainees.

Ability to train and oversee recruits and trainees.

Ability to communicate effectively.

### **Working Conditions**

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

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.

### **Physical Requirements**

The job duties require an employee to work in an environment with various degrees of discomfort.

The job duties require an employee to wear and operate respiratory protection devices.

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 have skill in the use of self-defense methods.

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.

### **Education**

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

Employees have up to 18 months after date of hire to satisfy this requirement. Employees will not proceed to the E9-level until satisfactory completion of the education requirement. Completion of the education requirement is required in order to remain employed.

### **Experience**

#### **Corrections Officer 8**

No specific type or amount is required.

#### **Corrections Officer E9**

One year of experience equivalent to a Corrections Officer 8 or a Corrections Medical Officer 8.

### **Alternate Education and Experience**

#### **Corrections Officer 8**

Possession of 30 semester/45 term college credits leading toward a degree in any major (must be completed prior to date of hire).

OR

Completion of a recognized corrections training program in another state jurisdiction, federal jurisdiction, or private corrections institution housing state or federal prisoners, completion of at least two years of full-time corrections officer work experience, and currently employed satisfactorily in a corrections officer position, or have left corrections officer employment in satisfactory status.

OR

Completion of basic training and two years of military service, along with 15 semester/23 term college credits leading toward a degree in any major obtained through an accredited college or their Joint Services Transcript (JST). If the service member is no longer serving, they must present proof of being honorably discharged.

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

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

An applicant must finish an approved eight week corrections officer training program, followed by eight weeks of on the job training. Successful completion of the training program, annual training, and continuing certification as a Corrections Officer are required to remain employed.

The Department of Corrections may screen out job 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.

The Department of Corrections will not hire individuals who are found unsuitable for employment as a Corrections Officer based on background investigation of the individual.

An applicant who has a pattern of misdemeanor convictions may be found unsuitable for employment by the Department of Corrections.

An applicant must be at least eighteen (18) years of age at time of employment as a Corrections Officer.

An applicant must pass a post-job-offer medical exam, drug screen, and physical fitness test.

**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**

CORROFR

**Job Code Description**

CORRECTIONS OFFICER

**Position Title**

Corrections Officer-E

**Position Code**

CORROFRE

**Pay Schedule**

C12-001

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08/26/2018