

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CORRECTIONS SECURITY REPRESENTATIVE**

**JOB DESCRIPTION**

Employees in this job serve as Corrections Security Representatives working in the Absconder Recovery Program, responsible for locating and returning escapees, walk-aways, or parole or probation violators to the correctional system.

There is one classification in this job.

**Position Code Title - Corrections Security Rep**

Corrections Security Representative E10

This is the experienced level. Work requires considerable independent judgment to interpret and apply departmental guidelines to a complex variety of 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.

Conducts investigations to determine the whereabouts of escaped prisoners, parole absconders, or probation violators. May use the LEIN system or other computerized network.

Works with federal, state or local law officials in coordinating and assisting in the apprehension of parole absconders and escaped prisoners.

Plans and implements apprehension of an escapee using surveillance techniques.

Monitors radio communications to assist investigators in the field.

Obtains search warrants.

Transports prisoners to and from custody facilities.

May assist parole/probation officers by making home checks, employment verifications, and participation in rehabilitation or educational programs.

May perform searches of prisoners.

May perform custody and security duties.

Prepares reports; maintains daily logs.

Performs related work as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Considerable knowledge of interviewing and investigative techniques utilized in locating escaped prisoners and absconded parolees.

Considerable knowledge of surveillance techniques.

Considerable knowledge of parole and probation laws pertaining to adult offenders and related departmental policies.

Considerable knowledge of prisoner/parolee behaviors and problems.

Considerable skill in self-defense and restraint procedures.

Ability to maintain records, prepare reports, and conduct correspondence.

Ability to maintain composure during stressful situations.

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

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

Ability to communicate effectively.

Ability to obtain and maintain a concealed weapons permit.

Ability to operate a motor vehicle.

Ability to use surveillance equipment, e.g. binoculars, spotting scope, radio.

Ability to maintain favorable public relations.

### **Working Conditions**

The employee may work in an environment that is extremely uncomfortable and where there is a significant chance of incurring a disabling or life threatening injury.

The employee is trained and authorized to carry concealed weapons.

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

The job requires direct contact with escapees, walk-aways, or parole or probation violators of the correctional system.

### **Physical Requirements**

Absence of any physical limitation which would impair effective performance as a Corrections Security Representative.

### **Education**

Completion of 15 semester (23 term) 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.

### **Experience**

#### **Corrections Security Representative E10**

Two years of experience equivalent to a Corrections Officer or Corrections Medical Aide, including one year equivalent to a Corrections Officer E9 or Corrections Medical Aide 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.

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.

Satisfactory completion of annual re-certification and training.

Possession of a valid Michigan driver's license.

At the time of appointment, the individual must not have any limitation that would prevent the issuance of a concealed weapon permit.

**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**

CORSECREP

**Job Code Description**

CORRECTIONS SECURITY REPRESENTATIVE

**Position Title**

Corrections Security Rep

**Position Code**

CORSCREP

**Pay Schedule**

C12-005

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01/27/2019