

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**FORENSIC SECURITY SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job supervise the security and direct care activities in a forensic facility, using the medical model, directing the work of Forensic Security Assistants and/or lower-level Forensic Security Supervisors. Work requires knowledge of the rules, regulations, policies, and procedures related to the Mental Health code, forensic security and treatment, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job.

**Position Code Title - Forensic Security Supv-2**

Forensic Security Supervisor 12

The employee serves as a first-line supervisor overseeing Forensic Security Assistants in a nursing unit and/or a safety and security unit.

**Position Code Title - Forensic Security Supv-3**

Forensic Security Supervisor 13

The employee serves as a second-line supervisor overseeing Forensic Security Supervisor 12s in a nursing unit and/or a safety and security unit.

**Position Code Title - Forensic Security Supv-4**

Forensic Security Supervisor 14

The employee serves as the Director of Safety and Security for a forensic facility.

**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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Assures the health, comfort, safety and security of patients, employees, visitors, and defendants.

Enforces rules and regulations to maintain order, prevent escapes, and protect patients, employees, visitors, and the facility.

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

Supervises and participates in safety and security functions, such as patient counts, fingerprinting, and photographing of patients, and confiscation of contraband.

Verifies patient counts during the shift and transmits the information as required.

Participates as a member of a treatment team in implementing patients' individualized treatment programs.

Works with the treatment staff to evaluate and maintain a therapeutic milieu on the treatment unit to comply with patients' care and treatment programs.

Responds to disturbances by defusing the situation and/or isolating instigators using a prescribed therapeutic manner/technique.

Observes "critical incidents" such as assaults on patients, employees, or visitors, and or other situations threatening to the unit environment and or the security of the facility and prepares written reports.

Conducts training specific to areas of responsibility.

Ensures that infection control guidelines and standards are adhered to by both staff and patients for personal hygiene and activities of daily living are followed.

Oversees and participates in recreational activities with patients in a therapeutic manner.

Participates in the development and implementation of therapeutic activities for patients.

Reviews reports and records submitted by staff on patients' behavior, symptoms, reactions, and responses to the care and treatment program.

Oversees and conducts thorough searches of patients, patients' property, and facility grounds for prohibited items as weapons, drugs, and other contraband.

Requisitions supplies and repairs.

Observes and monitors patient's reaction to medications and/or while in seclusion or physical restraints, records information, and notifies supervisor of patients' activities as appropriate.

Coordinates and oversees transportation of patients to various locations outside the facility such as to courts, medical centers, or other state facilities ensuring that all safety and security procedures are followed.

Carries out medical orders and nursing procedures as prescribed by medical staff and assures that treatments are administered according to instructions.

Searches the grounds for escaped patients and may assist local law enforcement agencies.

Participates in developing and implementation of therapeutic activities for patient within the scope of responsibilities for an unlicensed caregiver.

Ensures housekeeping guidelines and standards are followed on the unit.

Develops safety and disaster plans covering fire prevention and security environment for both employees and patients.

Periodically surveys the facility and grounds for hazards and takes necessary corrective action.

Prepares and submits reports concerning building conditions, hazards, accidents, thefts, and the presence of unauthorized visitors.

Coordinates and directs fire drills and other simulated emergencies.

Acts as liaison to state and local authorities to ensure coordinated efforts in case of a patient escape, serious fire, and other emergencies.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

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

**NOTE:** Considerable knowledge is required in the areas listed at the 12 and 13 levels, and thorough knowledge is required at the 14 level.

Knowledge of the departmental rules, regulations, policies, methods, and procedures related to the safety and security of the facility and its patients.

Knowledge of direct care principles and practices.

Knowledge of the individual and group mental health treatment procedures and techniques used in the medical care and management of forensic patients.

Knowledge of forensic patients' social, cultural, and mental health patterns of behavior.

Knowledge of mental illnesses and intervention techniques.

Knowledge of basic CPR and first aid procedures.

Knowledge of expected reaction to prescribed medication.

Knowledge of direct care practices and procedures including standards of hygiene and infection control.

Knowledge of supervisory and training techniques.

Knowledge of departmental rules, regulations, standards, policies and procedures including those relative to accreditation, safety and security.

Knowledge of equal employment opportunity policies and procedures.

Ability to understand and carry out oral and written instructions.

Ability to instruct, supervise, and evaluate employees.

Ability to maintain composure and respond appropriately during stressful situations and emergencies.

Ability to prepare and accurately maintain confidential reports and records.

Ability to communicate effectively with others, both verbally and in writing.

Ability to conduct fire drills and give instructions in the use of equipment and the care of persons during fires and/or emergencies.

Ability to recognize hazardous conditions of buildings and grounds.

### **Working Conditions**

The job is located in a maximum security state forensic psychiatric facility and requires direct contact with patients.

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

The work is performed where exposures to blood borne pathogens, infectious disease, hazardous waste, chemicals, and other hazards can occur.

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

## **Physical Requirements**

Employees are required to perform strenuous tasks requiring muscular strength and coordination, cardiovascular endurance, and the ability to physically manage patients.

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

## **Education**

Completion of 21 semester (32 term) college credits including 15 semester (23 term) credits in one or a combination of the following: counseling and guidance, psychology, sociology, social work, human services, social services, criminal justice, criminology, family relations, pastoral counseling, nursing, occupational therapy, or recreational therapy.

## **Experience**

### **Forensic Security Supervisor 12**

Three years of experience equivalent to a Forensic Security Assistant including one year equivalent to the Forensic Security Assistant E10.

### **Forensic Security Supervisor 13**

One year of experience equivalent to a Forensic Security Supervisor 12.

### **Forensic Security Supervisor 14**

Two years of experience equivalent a Forensic Security Supervisor 12, or one year of experience equivalent to a Forensic Security Supervisor 13.

## **Alternate Education and Experience**

### **Forensic Security Supervisor 12**

One year of experience in the supervision of security staff in a law enforcement, correctional, or mental health setting may be substituted for the required experience.

### **Forensic Security Supervisor 13**

Two years of experience in the supervision of security staff in a law enforcement, correctional, or mental health setting may be substituted for the required experience.

### **Forensic Security Supervisor 14**

Three years of experience in the supervision of security staff in a law enforcement, correctional, or mental health setting may be substituted for the required experience.

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

None.

**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**

FORSECSPV

### **Job Code Description**

FORENSIC SECURITY SUPERVISOR

### **Position Title**

Forensic Security Supv-4

### **Position Code**

FORSSPV4

### **Pay Schedule**

NERE-058

Forensic Security Supv-2  
Forensic Security Supv-3

FORSSPV2  
FORSSPV3

NERE-275  
NERE-276

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07/30/2017