

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SPECIAL ALTERNATIVE INCARCERATION OFFICER

JOB DESCRIPTION

Employees in this job oversee and participate in the custody, security, and treatment of offenders participating in the Special Alternative Incarceration (SAI) program to ensure the enforcement of applicable rules, regulations, policies, and procedures to maintain the authoritarian and treatment-oriented philosophy of the program.

There are two classifications in this job.

Position Code Title - Sp Alternative Incarc Ofr-E

Special Alternative Incarceration Officer 9

This is the intermediate level. Employees are initially assigned to the Special Alternative Incarceration Officer training academy, where they are required to successfully complete the approved training program designed to provide the knowledge and skills required to function as a Special Alternative Incarceration Officer. The employee may function in one of two capacities:

1. Oversee and participate in the custody, security, and treatment of offenders while learning and developing the interpersonal skills required to perform a range of special alternative incarceration officer assignments on the first and second shifts.

OR

2. Perform a limited range of special alternative incarceration officer assignments during the third shift involving limited interactions with offenders.

Special Alternative Incarceration Officer E10

This is the experienced level. The employee performs a full range of special alternative incarceration officer assignments on the first or second shifts using considerable independent judgment to make decisions requiring the interpretation and application of departmental guidelines to specific situations. The employee implements the treatment-oriented philosophy of the special alternative incarceration program intended to modify undesirable behaviors of offenders. The employees on the first shift train and assign unskilled and semi-skilled maintenance work to offenders under the employee's responsibility. Employees on the second shift serve as instructors for treatment programs and conduct group interaction sessions.

NOTE: Employees who perform the limited range of special alternative incarceration officer assignments do not progress beyond the 9 level. Employees learning a full range of special alternative incarceration officer assignments generally progress to the E10 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.

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

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

Conducts thorough searches of offenders, visitors, employees, mail, packages, vehicles, housing units, and other structures for such prohibited items as critical tools, weapons, drugs, or other contraband.

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

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

Attempts to obtain offenders' compliance with the special alternative incarceration program rules and regulations. Makes recommendations regarding the appropriate disciplinary system based on the seriousness of the rule infraction, the length of time the offender has been in the program, previous rule infractions, and the offender's attitude.

Prepares case notes and program reports on offenders' program participation, disciplinary actions, and general attitudes regarding the special alternative incarceration program.

Attends probation violation hearings and provides testimony in various counties as required by subpoena.

Leads stretching exercises followed by a motivational run.

Assists in maintaining proper standards of personal care and hygiene of offenders and cleanliness in the housing unit consistent with the special alternative incarceration program standards.

Maintains offender detail count and a variety of logbooks within the control center.

Performs related work as assigned.

Additional Job Duties

Special Alternative Incarceration Officer 9 - E10

Special Alternative Incarceration Officer 9 (Full-range) and E10 (First and Second shifts):

Attempts to modify offenders' attitudes and behavior through interpersonal one-to-one or group interaction. Identifies counseling needs for referral to appropriate staff.

Instructs offenders in prepared treatment programs such as job seeking, stress management, life coping skills, personal budgeting, and parenting. Uses instructional aides including videotapes, movies, textbooks, and personal experience.

Leads offenders in unskilled and semi-skilled work projects such as park maintenance, painting, brush clearing, stream bank erosion control, and trail clearing at the special alternative facility or various public agencies. May instruct or assist in the tasks.

Instructs offenders in the safe and proper use of required tools.

Checks out and returns equipment required for the project according to tool control policies and standards.

Inspects assigned vehicles and equipment to determine need for service or maintenance. Identifies physical plant maintenance needs and security deficiencies. Prepares work order.

Transports offenders via passenger vehicles to various work detail locations outside the facility ensuring that all security procedures are followed.

Conducts intake and orientation for offenders according to special alternative incarceration procedure, reviewing guidebook, and special alternative incarceration rules and regulations.

Processes and handles offenders' personal property according to policy and procedures.

Teaches close order drill and ensures all offender movement is in compliance with the military-style drill and commands. Leads motivational, close order drill competition.

Leads offenders on motivational runs of up to three miles, setting the cadence, and providing motivation through jody calls.

Leads physical training exercises and competition. Demonstrates seven-obstacle, quarter-mile, confidence course.

Administers emergency first aid and refers to supervisor or medical staff as necessary.

Observes the offender during the substance abuse test (urinalysis) to ensure the offender does not subvert the process, and prepares the necessary paperwork.

Maintains offender detail count and a variety of logbooks within the control center.

Assists in training lower-level officers.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level and considerable knowledge is required at the experienced level.

Knowledge of security procedures and techniques.

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

Knowledge of mental illnesses and intervention.

Knowledge of various offender sub-cultures.

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

Knowledge of hygiene and health care standards with regard to contagious diseases.

Knowledge of basic first aid procedures.

Knowledge of accident prevention.

Skill in the use of self-defense methods.

Skill in the use of firearms and fire fighting equipment.

Ability to implement the military-style discipline of the SAI program, which necessitates the use of highly controlled aggressive behavior.

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

Ability to be a positive role model to the offender population.

Ability to communicate effectively.

Ability to transport offenders.

Additional Knowledge, Skills, and Abilities

Special Alternative Incarceration Officer E10

Knowledge of individual and group counseling techniques.

Knowledge of offender behaviors and problems.

Knowledge of groundskeeping and semiskilled maintenance techniques.

Skill in the use of a variety of grounds keeping and maintenance equipment and tools.

Ability to conduct sessions and advise offenders on a one-to-one or group basis.

Ability to conduct prepared treatment programs such as job seeking, stress management, life coping skills, personal budgeting, and parenting.

Ability to operate film projectors, video cassette recorders, and related equipment.

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

Ability to oversee offenders in the performance of various functions.

Ability to use and service various hand/power tools and grounds keeping tools.

Ability to learn and apply rules and regulations relative to the work, including the Michigan Occupational Safety and Health Act (MIOSHA).

Ability to train and oversee lower-level officers.

Working Conditions

Special Alternative Incarceration Officer 9 on the first and second shifts, in a developing and training capacity, performs the duties of a Special Alternative Incarceration Officer E10.

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.

Some duties are performed in various terrain and temperatures as well as in inclement weather.

May be required to transport offenders.

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

Physical Requirements

The job duties require the employee maintain physical fitness and grooming standards and provide a role model regarding personal hygiene.

The work includes the performance of strenuous tasks requiring muscular strength, coordination, and cardiovascular endurance.

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

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

Special Alternative Incarceration Officer 9

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

Special Alternative Incarceration Officer E10

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

Special Requirements, Licenses, and Certifications

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

Successful completion of the in-service education and training programs, which may parallel aspects of the offenders' treatment program.

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.

Satisfactory completion of physical fitness standards, annual recertification, and training.

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

<u>Job Code</u>	<u>Job Code Description</u>	
SPALINOFR	SPECIAL ALTERNATIVE INCARCERATION OFFICER	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Sp Alternative Incarc Ofr-E	SPLNOFRE	C12-002

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