

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
CORRECTIONS OFFICER NON-CAREER

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 centers. This is a non-career classification and is limited in term. This classification is intended for intermittent use to ensure appropriate coverage and cost efficiencies.

There is one classification in this job.

Position Code Title - Corrections Officer Non Career

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Providing intermittent coverage, employees function as experienced corrections officers, overseeing and participating in the custody, security, and treatment of prisoners or detainees in assignments involving substantial face-to-face contact with prisoners or detainees. Independent judgment is required to carry out a range of assignments requiring interpretation and application of departmental guidelines to specific 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.

Observes prisoners' or detainees' activities to detect unusual or prohibited behavior and potential threats to the security of the facility and/or the safety of prisoners, detainees, employees, or visitors.

Counts prisoners or detainees under the officer's 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) for prisoners' or detainees' rule 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 prisoners' or detainees' attitudes and behaviors through one-to-one or group interactions.

Observes and appropriately responds to critical incidents, such as prisoner or detainee disturbances, assaults on employees, prisoners, or detainees, or other situations that threaten the security of the facility.

Works with Resident Unit Managers and Prison Counselors in determining prisoners' security classifications and parole eligibility; disciplinary proceedings; and prisoner counseling.

Controls entry to 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 within the facility.

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

Prepares written records and reports related to the work.

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

Maintains stable interpersonal dynamics with prisoners, detainees, and staff.

May dispense prescribed medication to prisoners or detainees 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.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

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 prisoners' or detainees' behaviors and problems.

Knowledge of hygiene and health care standards concerning 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, firefighting, and detection of weapons and contraband.

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 provisions.

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 serve as a positive role model for prisoner and detainee populations.

Ability to operate a motor vehicle.

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

Working Conditions

Employees in this job are non-career.

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

Work is performed in an environment that is extremely uncomfortable and has significant potential to incur a disabling or life-threatening injury.

Some jobs require an employee to work in high stress situations.

Some jobs require an employee to work in hazardous situations.

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 in an environment with various degrees of discomfort.

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

Education

Completion of 15 semester (23 term) college credits in any field.

Experience

Corrections Officer Non-Career

One year of experience in the Michigan Department of Corrections as a Corrections Officer E9 or a Corrections Medical Officer E9.

Special Requirements, Licenses, and Certifications

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

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.

Applicants must pass a post-job-offer medical exam and drug screen.

Employees hired must complete specialized training identified for Non-Career Corrections Officers. Successful completion of the initial training program, annual training, and continuing certification as a Corrections Officer are required to remain employed.

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

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

COROFNRN

Job Code Description

CORRECTIONS OFFICER NON-CAREER

Position Title

Corrections Officer Non Career

Position Code

CORONON

Pay Schedule

C12-001P

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11/13/2022