

**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.

Position Code Title - Corrections Officer Trainee-E

Corrections Officer Trainee 7

This is the recruit-trainee level. For up to six months and under close supervision, the employee observes and participates in limited assignments to gain familiarity with the operations of a correctional facility while awaiting entry to the next Corrections Officer Academy.

Position Code Title - Corrections Officer-E

Corrections Officer 8

This is the entry level. At the entry level, the employee is 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 employee 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 involving substantial face-to-face contact with prisoners or detainees. The employee performs a full range of Corrections Officer assignments and uses independent judgment to make decisions in specific situations.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the requirements.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Observes prisoners' or detainees' activities to detect unusual or prohibited behavior and/or potential threats to the safety and security of the facility, 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' 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-on-one or group interactions.

Observes and 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; appropriate response may include the use of firearms.

Operates motor vehicles as authorized for transportation or security purposes.

Partners with Resident Unit Managers and Prison Counselors in determining prisoners' security classifications and parole eligibility, disciplinary proceedings, and 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 work assignments.

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

Maintains logs, records, and reports related to the work.

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

Participates in searches for escaped prisoners or detainees.

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

Dispenses prescribed medication as directed.

Oversees construction areas within a facility to assist work crew leaders with general security and safety.

Supervises prisoner work crews.

Performs related work and other tasks 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 security procedures and techniques.

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

Knowledge of the techniques of self-defense, disturbance control, firearms, firefighting, and detecting weapons and contraband.

Knowledge of prisoners' and detainees' behaviors and problems.

Knowledge of various prisoners' subcultures.

Knowledge of individual and group counseling techniques.

Knowledge of basic first-aid procedures.

Knowledge of accident prevention.

Knowledge of hygiene and health care standards concerning contagious diseases.

Skill in the use of firearms.

Skill in the use of various safety equipment.

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

Ability to oversee prisoners performing various work functions.

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

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

Ability to remain calm and composed during stressful situations.

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

Ability to prevent violence or ease tension through persuasion and understanding.

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

Ability to qualify with, and use, various firearms.

Ability to use self-defense and other techniques for dealing with violent and abusive prisoners or detainees.

Ability to communicate effectively.

Working Conditions

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

The job requires an employee to work in a hostile environment and in adversarial situations.

The job requires an employee to be exposed to hazardous work environments.

Some jobs require an employee to be exposed to inclement weather conditions.

Physical Requirements

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 limitations that would impair effective performance.

The job duties require an employee to use self-defense methods.

Education

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

Experience

Corrections Officer Trainee 7

No specific type or amount is required.

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

Two years of full-time experience as a corrections officer in a local, state, federal, or private correctional facility may be substituted for the education requirement.

OR

Completion of basic training in the uniformed services may be substituted for the education requirement.

*Education Waiver – Employees in possession of less than 15 semester (23 term) college credits may be eligible for participation in the Education Waiver Program, in which employees are allowed up to 24 months from the date of hire to obtain college credits necessary to satisfy the education requirement. Successful completion of the education requirement, in addition to meeting the experience requirement, is mandatory for an employee to be considered eligible for reclassification to the Corrections Officer E9. The education requirement must be completed before the 24-month waiver period expires to remain employed as a Corrections Officer.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

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

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

Employees must complete 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.

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

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CORROFR

Job Code Description

CORRECTIONS OFFICER

Position Title

Corrections Officer-E

Corrections Officer Trainee-E

Position Code

CORROFRE

CORROTRE

Pay Schedule

C12-001

C12-007

DB

01/04/2026