

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 including major institutions, camps, and correction re-entry or detention centers.

There are two classifications in this job.

Position Code Title - Corrections Officer-E

Corrections Officer 8

This is the entry level. At the entry level, employees are 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, officers will complete the probationary period at an assigned correctional facility. Employees participate 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, employees oversee and participate in the custody, security, and treatment of prisoners in assignments involving substantial face-to-face contact with prisoners or detainees. Employees use independent judgment to make decisions that require interpretation and application of departmental guidelines to 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: 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.

Corrections Officer 8:

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.

Responds quickly to calls for assistance in other areas of the prison or facility as directed. Assists in controlling disturbances and isolating instigators.

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. Appropriate response may include the use of firearms.

Prepares written records and reports related to the work.

Performs related work as assigned.

Corrections Officer E9:

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 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. Appropriate response may include the use of firearms.

Transports prisoners via passenger vehicles ranging from busses to automobiles to various locations outside the facility such as courts, medical centers, or other correctional facilities, ensuring that all security procedures are followed.

Works with Resident Unit Managers and Prison Counselors in areas such as 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 various work assignments.

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

Trains Corrections Officers assigned as on-the-job trainees.

Prepares written records and reports related to the work.

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

May participate in searches for escaped prisoners or detainees.

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

May dispense prescribed medication 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.

May supervise prisoner work crews outside correctional facility.

Performs related work 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 individual and group counseling techniques.

Knowledge of basic first-aid procedures.

Knowledge of accident prevention.

Knowledge of various prisoners' sub-cultures.

Knowledge of prisoners' and 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, firearms, firefighting, and detecting weapons and contraband.

Skill in the use of firearms and firefighting equipment.

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

Ability to oversee prisoners performing 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 remain calm and composed 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 qualify with, and use, various firearms.

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

Ability to train and oversee recruits and trainees.

Ability to communicate effectively.

Working Conditions

Employees 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 for incurring a disabling or life-threatening injury.

Some jobs require employees to work in highly stressful and/or hazardous situations.

Physical Requirements

The job duties require an employee to work in environments with varying degrees of discomfort.

The job duties require an employee to meet physical demands, including performing strenuous tasks requiring muscular strength, coordination, and cardiovascular endurance.

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.

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 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 corrections officer experience in another local, state, federal, or private correctional institution, and currently employed satisfactorily in a corrections officer position, or have left corrections officer employment in satisfactory status 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. Completion of the education requirement prior to expiration of the 24-month waiver period is required to remain employed as a Corrections Officer.

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.

Newly hired 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.

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

CORROFR

Job Code Description

CORRECTIONS OFFICER

Position Title

Corrections Officer-E

Position Code

CORROFRE

Pay Schedule

C12-001

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05/01/2022