

<p>1. Position Code CORSPV1</p>
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency CORRECTIONS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CORRECTIONAL FACILITIES ADMINISTRATION
4. Civil Service Classification of Position CORRECTIONS SHIFT SUPERVISOR 1 (11)	10. Division CHARLES E. EGELER RECEPTION & GUIDANCE CTR
5. Working Title of Position (What the agency titles the position) CHARLES E. EGELER RECEPTION & GUIDANCE CTR	11. Section CUSTODY
6. Name and Classification of Direct Supervisor CORRECTIONS SHIFT SUPERVISOR 12	12. Unit
7. Name and Classification of Next Higher Level Supervisor CORRECTIONS SHIFT SUPERVISOR 13	13. Work Location (City and Address)/Hours of Work 3855 COOPER STREET JACKSON, MICHIGAN 49201 6-2, 2-10 or 10-6 SHIFTS

14. **General Summary of Function/Purpose of Position**

The sergeant is the first-line custody supervisor. S/he must be qualified in the use of all weapons and restraints and be trained to assemble and deploy a gun squad. S/he must be familiar with the daily shift paperwork and forms. S/he must also be able to supervise the training of all employees and ensure staff under their supervision perform their duties in compliance with departmental policies and procedures and institutional procedures.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1 - 25% of Time**

- Administrative duties – complete various daily paperwork and assist with shift command duties such as misconduct review and checking prisoner count. Must be able to fill in temporarily any custody job in the Charles E. Egeler Reception & Guidance Center due to emergency shortage of custody staff.

**Individual tasks related to the duty.**

- Facility radio operation, computer and fire control panel. Does complete check of count for irregularities; ensures all counts are accurate before sending to Control Center; major and minor misconduct reviews; Critical Incident Reporting; file all new procedures and updated Post Orders; daily, weekly and monthly report preparation; assists Lieutenants and Captains with normal and emergency response as dictated by shift and institutional needs.

Duty 2

**General Summary of Duty 2 - 20% of Time**

- Supervise custody staff; make daily work assignments; coordinates emergency off-site coverage; communicates with sending institution's Shift Commander status of prisoners sent to DWH.

**Individual tasks related to the duty.**

- Assigns various positions for officers in DWH; coordinates any admits, discharges or Emergency Room visits to make sure information and paperwork is correct; conducts Security Monitoring Exercises; and conducts gun squad training.

Duty 3

**General Summary of Duty 3 - 15% of Time**

- Custody assignment supervision.

**Individual tasks related to the duty.**

- Makes rounds of custody assignments; ensures that all staff are present and fulfilling duties; reviews logbooks; logs pertinent information and signs same and post orders for each assignment within his/her assigned area.

Duty 4

**General Summary of Duty 4 - 30% of Time**

- Conducts facility rounds, inspections and meetings.

**Individual tasks related to the duty.**

- Makes rounds of assigned area ensuring everything is secure (door checks and fire watch); required at scenes wherein prisoner is disruptive, combative or has illness or injury; inspects all fire extinguishers weekly; has working knowledge of all alarm systems and evacuation routes; inspects keys and reports irregularities; inspects Scott Air Pacs; conducts staff meetings with regard to safety and security issues; conducts regular Security Monitoring Exercises; assists Shift Lieutenant in routine shift duties and operations; assists the Resident Unit Manager with routine duties and operation of cell block, when assigned.

Duty 5

**General Summary of Duty 5 - 10% of Time**

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**Individual tasks related to the duty.**

- Crisis intervention.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

- Whether to process or dismiss misconduct reports; staff and prisoners are both affected by the prisoner's disciplinary process.

17. Describe the types of decisions that require your supervisor's review.

- Interpretation of Policy Directives or Operating Procedures.
- Situations which require the supervisor to take corrective action or to discipline a staff member.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

- Prolonged standing, extensive walking, stair climbing and occasional running; may be exposed to prolonged noise in cell blocks; may be exposed to prisoners with various health problems at the hospital.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?  
Yes.

23. What are the essential duties of this position?  
Corrections Officer E-9 (35)

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.  
None.

25. What is the function of the work area and how does this position fit into that function?  
• To ensure that prisoners are properly monitored through custody supervision. The sergeant serves as the line staff supervisor for custody staff who directly supervise prisoners.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

High school diploma, some college preferred.

**EXPERIENCE:**

2-4 years prior experience as a Corrections Officer or Resident Unit Officer.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Above average communications skills; knowledge of Departmental Policy.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

**27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

**28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**

**29. I certify that the entries on these pages are accurate and complete.**

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date