

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. CORSPV1J73N
--

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-OAKS FACILITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facility Administration
<b>4. Civil Service Position Code Description</b> Corrections Shift Supv-1	<b>10. Division</b> Corrections
<b>5. Working Title (What the agency calls the position)</b> Sergeant	<b>11. Section</b> Custody and Security
<b>6. Name and Position Code Description of Direct Supervisor</b> BOEREMA, MATTHEW H; CORRECTIONS SHIFT SUPV-3	<b>12. Unit</b> Custody
<b>7. Name and Position Code Description of Second Level Supervisor</b> CLOUSE, JEFFREY D; ASSISTANT DEPUTY WARDEN-3	<b>13. Work Location (City and Address)/Hours of Work</b> 1500 Caberfae Highway, Manistee, MI 49660 / 0600-1400

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

Direct and instruct Correction Officers assigned to their area of responsibility and assist the Resident Unit Manager and Prison Counselors in housing offices in their duties and responsibilities. Assure that officers remain fit for duty, alter and responsive to any situation that may arise on shift.

Perform duties assigned by the Deputy Warden, Assistant Deputy Wardens, Captains, and Lieutenants.

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

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 50**

Maintain a safe and secure environment for staff, prisoners and public.

**Individual tasks related to the duty:**

- Check security systems and alarms in all areas.
- Ensure that each officer is fit for duty in accordance with policy and procedure, to the best of their ability.
- Assure that all areas of responsibility are in compliance with all fire/health, safety and sanitation procedures.
- Assure that all inventories of tools, equipment and tox/caustic materials are completed daily.
- Report any unusual circumstances to immediate supervisor.
- Assure that prisoner cells are searched as required by policy.
- Monitor mass movement of prisoners.
- Supervise the feeding of prisoners.
- Make rounds in all areas and ensure officers make rounds according to policy and procedure.
- Act as shift supervisor in emergency and non-emergency situations.
- Assume on site control of security alarms and position officers as needed to control situation.
- make daily rounds of all areas.

**Duty 2**

**General Summary:**

**Percentage: 10**

Assist supervisors (Assistant Deputy Wardens, Captains, Lieutenants, Resident Unit Managers, Prison Counselors)

**Individual tasks related to the duty:**

- Assist in roll call by inspecting staff for uniform standard compliance.
- Complete forms (i.e., critical, tool/sanitation/meal inspections, security checks, and others as assigned).
- Check the accuracy of count/clear institutional count.
- Assist in timekeeping (i.e., employee payroll, annual leave/sick leave slips, training scheduling, calling in overtime).
- Make security/post checks as assigned.
- Preview major misconduct reports.
- Interview and investigate grievances against officers.
- Perform other duties as assigned by supervisors.

**Duty 3**

**General Summary:**

**Percentage: 15**

Supervise subordinates, ensuring compliance with policy and procedure in completion of their duties.

**Individual tasks related to the duty:**

- Assign tasks to Corrections Officers.
- Conduct informal counseling with staff.
- Make record of staff discipline and write counseling memorandums when necessary.
- Review post orders, logbooks and inventories.
- Complete yearly staff evaluations.
- Monitor staff in the performance of their job.
- Ensure officers have the knowledge and tools to do the job.
- Provide training and/or instruction when needed.
- Have a working knowledge of subordinate's job assignments.
- Mediate conflicts between staff and staff, staff and prisoners, and prisoners and prisoners.

**Duty 4****General Summary:****Percentage: 10**

Provide a positive role model for staff and prisoners.

**Individual tasks related to the duty:**

- Communicate with staff and prisoners in a positive, professional manner.
- Treat staff and prisoners with dignity and respect.
- Ensure that progressive discipline is used when dealing with staff and prisoners.
- Conduct one on one counseling with prisoners when needed.
- Perform assignments in accordance with policy and procedure to the best of one's ability.
- Utilize supervisory skills effectively and fairly, taking charge of situations as necessary.
- Use de-escalation techniques when dealing with staff and prisoners.

**Duty 5****General Summary:****Percentage: 10**

Maintain areas of responsibility in a clean and sanitary condition.

**Individual tasks related to the duty:**

- Assign tasks to be completed.
- Set priorities for cleaning, painting and grounds maintenance projects.
- Ensure sufficient caustics, tools, paint, etc. are available to complete tasks assigned.

**Duty 6****General Summary:****Percentage: 5**

Perform other duties as assigned.

**Individual tasks related to the duty:**

- Assist in supervising the prisoner store operation.
- Complete monthly reports as assigned.
- Assist Resident Unit Manager, Lieutenant and Captain in dealing with performance and disciplinary problems with staff and prisoners.
- Work as shift supervisor in the absence of the Lieutenant.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Assignment of tasks to subordinates. Determine what type of disciplinary action is taken for prisoner rule violations. Determine if a major misconduct report is to be processed for review.

Scheduling of workloads, breaks and priorities of duties to be completed.

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

Decisions having an impact on the facility, all staff members, prisoner population or cross supervisory lines or departments.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Physical activities required to perform duties to include sitting, walking, running, stooping, carrying, reaching and bending. Positions are located inside the secure perimeter of a Level II/IV Facility. Therefore, there is constant contact with prisoners. Periodic exposure to hot/cold inclement weather.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.****Additional Subordinates**

Corrections Officer E9

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |                                     |                                    |                                     |               |
|-------------------------------------|------------------------------------|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | Complete and sign service ratings. | <input checked="" type="checkbox"/> | Assign work.  |
| <input checked="" type="checkbox"/> | Provide formal written counseling. | <input checked="" type="checkbox"/> | Approve work. |
| <input checked="" type="checkbox"/> | Approve leave requests.            | <input checked="" type="checkbox"/> | Review work.  |

Y Approve time and attendance.

Y Provide guidance on work methods.

Y Orally reprimand.

Y Train employees in the work.

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

Yes

23. What are the essential functions of this position?

Provide supervision to Correction Officers to ensure that the facility is maintained in a secure, safe and sanitary manner or condition. Must be able to move about the facility, quickly respond to emergencies, able to physically defend self and others, and able to physically apprehend and/or restrain prisoners. Covers as shift supervisor in the absence of the Lieutenant.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

To provide custody and security to staff and prisoners in a correctional facility. This supervisory position is utilized to monitor staff, prisoners and the overall operation of the facility. The individual in this position will give direction, taking correction action to assure all tasks, goals and requirements are met on shift at the facility.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Completion of 15 semester (23 term) credits in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling or law enforcement.

**EXPERIENCE:**

Two years of experience equivalent to a Corrections Officer, Corrections Transportation Officer, Corrections Medical Aide or Special Alternative Incarceration Officer.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Have the knowledge, skills and ability to communicate with others.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

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

***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

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

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

HOLLY HAYWOOD

\_\_\_\_\_  
Appointing Authority

11/3/2022

\_\_\_\_\_  
Date

***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.***

Employee

Date