

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

Position Code 1. CORSPV3B37N
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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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-MAXEY CORRECTIONAL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CORRECTIONS FACILITY ADMINISTRATION
4. Civil Service Position Code Description Corrections Shift Supv-3	10. Division WOODLAND CENTER CORRECTIONAL FACILITY - WCC
5. Working Title (What the agency calls the position) CAPTAIN	11. Section CUSTODY AND SECURITY
6. Name and Position Code Description of Direct Supervisor BAILEY, SCOTT; STATE DEPUTY WARDEN-1 15	12. Unit CUSTODY
7. Name and Position Code Description of Second Level Supervisor SCHREIBER, PAUL; SENIOR EXECUTIVE WARDEN 17	13. Work Location (City and Address)/Hours of Work 9036 EAST M-36, WHITMORE LAKE, MI 48189 / 6-2, 2-10, and 10-6. Fixed Days Off

14. General Summary of Function/Purpose of Position The Captain is responsible for the daily operations of a shift and the order and security functions inside a correctional facility.

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: 40

The Captain has the responsibility for shift administration which includes, but is not limited to, assignments and direction of supervisors and corrections medical officers on shift. Also, following implementation and explaining to staff department policies and institutional procedures.

Individual tasks related to the duty:

- Reviews and monitors Lieutenants' approval/denial of staff leave usage
- Reviews, monitors, and adjusts shift schedules (daily/weekly)
- Discusses new procedures and practices with supervisors to address with shift staff
- Ensures overtime is kept at a minimum

Conducts fair and timely employee evaluations

Duty 2

General Summary:

Percentage: 40

Conducts investigations, area shakedowns, inspects buildings, posts, etc. for regulations or unsafe conditions per policy, procedure and MIOSHA standards.

Individual tasks related to the duty:

- Types and issues questionnaires for investigations
- Types and forwards reports to supervisor for facility security breaches according to policy
- Physically visits units and assignments according to policy, procedures, and established practice

Complies with all policies procedures, practices, and direction from Deputy Warden/Warden

Duty 3

General Summary:

Percentage: 10

Directs prisoner movement and activities to effect safe and efficient operating of an assignment and shift

Individual tasks related to the duty:

- Denies visitation privileges (prisoner visits) as warranted per policy.

Authorizes prisoners to travel from one destination to another (prisoner movement)

Duty 4

General Summary:

Percentage: 10

Is responsible for familiarity and implementation of all emergency procedures such as riot, fire, suicide, natural disasters, escape, etc.

Individual tasks related to the duty:

- Reviews reports and monitors shift drills and classroom training

Conducts fire drills as assigned

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

Activates emergency siren

Places prisoners in Segregation for violation of policy/procedure and protection

Opens/closes yard according to established facility schedules. Monitors and approves prisoner cell changes

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

Use of chemical agents

Use of force. Out of facility prisoner transport

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.

Walking, standing, and sitting

Weather conditions – according to each season

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
BARANSKI, MATTHEW	CORRECTIONS SHIFT SUPV-2 12	PETERSON, JAMES	CORRECTIONS SHIFT SUPV-2 12
HASTINGS, SHAYNE	CORRECTIONS SHIFT SUPV-2 12	CHURCH, NIELSON	CORRECTIONS SHIFT SUPV-2 12

Additional Subordinates

CORRECTIONS SHIFT SUPERVISOR 11 CORRECTIONS MEDICAL OFFICER

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

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☐ 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?

Directs subordinate staff

Maintains prisoner discipline

Prevents escape

Ensures safety of prisoners, staff, and visitors

Oversees shift operations

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

Due to changes of Administrative Rules, Policy Directives, DOMs, Operations Procedures, etc., the Captain has become more involved in active supervision of staff in the Custody department.

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

The Control Center area is where shift employees' records and files are kept and maintained, where electronic and security systems are tested and monitored, and where prisoner count is rectified. The operation of the Control Center is the responsibility of the Captain.

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: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

EXPERIENCE:

Corrections Shift Supervisor 13

Two years of experience equivalent to a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11; or, one year equivalent to a Corrections Shift Supervisor 12 or Corrections Investigator 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of problems associated with the extended confinement of large numbers of prisoners or detainees

Extensive knowledge of the rules, regulations, policies, and administrative practices of the Department of Corrections

Thorough knowledge of standard procedures for maintaining security

Thorough knowledge of training and supervisory techniques

Thorough knowledge of riot control, the use of firearms, fire fighting equipment, and detection of contraband

Thorough knowledge of employee policies and procedures

Ability to understand and follow complex oral and written directions

Ability to supervise and assist officers in their duties

Ability to think and act quickly and appropriate in emergencies

Ability to work in emergency situations

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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.

None

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

Appointing Authority

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

