

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

Position Code 1. CORSPV2A97N
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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) Correctional Facilities Administration
4. Civil Service Position Code Description CORRECTIONS SHIFT SUPV-2	10. Division Woodland Center Correctional Facility
5. Working Title (What the agency calls the position) Lieutenant	11. Section Custody & Security
6. Name and Position Code Description of Direct Supervisor ; CORRECTIONS SHIFT SUPV-3	12. Unit Custody
7. Name and Position Code Description of Second Level Supervisor SCHREIBER, PAUL H; STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 9036 East M-36, Whitmore Lake, MI 48189 / Hours of work varies

14. General Summary of Function/Purpose of Position

This is a mid-level Shift Supervisor; directing and participating in safety and security activities of a broad scope during an assigned custody shift at a Correctional Facility. The Corrections Shift Supervisor-2 (Lieutenant) is responsible for safety and security, shift staffing, and the performance and assignment of subordinate supervisors and all corrections medical officers. The Lieutenant conducts investigations of staff and/or prisoner misconduct. The Lieutenant also plans, schedules work, and regulates vacation and days off using knowledge of the MCO Contract and MDOC policies & procedures. The Lieutenant communicates, interprets, and applies departmental policies and procedures as well as facility operating procedures. The Lieutenant monitors officers, prisoners, and the institution by making daily rounds and inspections and performs other duties as required during riotous or disturbance conditions.

This position is responsible for ensuring Woodland Center Correctional Facility is in compliance with policy directives, operating procedures, authorities, and regulations which includes fire safety and sanitation.

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: 20

Schedule/deploy Corrections Medical Officers and Sergeants including daily and weekly overtime.

Individual tasks related to the duty:

- Schedule work assignments to ensure complement of staff daily.
- Ensure proper completion of Daily Reconciliations, Overtime Equalization List, Weekly Reports and Bi-Weekly Reconciliations.
- Secure overtime staff as directed to ensure adequate complement of staff daily.
- Reviewing, approving, and submitting payroll in SIGMA for Corrections Officers and Sergeants. Ensure data is entered into SIGMA is accurate and coded appropriately.
- Issue Verbal Counseling, Written Counseling, Written Reprimands, and training as needed.
- Ensure custody officers are in proper uniform.
- Approve Uniform Orders for Sergeants and Corrections Officers.
- 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.
- Ensure timelines are met for reports, squads, training, or other task from shift supervisors.
- With shift supervisors, ensure facility staff are fit for duty.
- Shift balanced includes special qualifications i.e., female staff.
- Ensures subordinate staff round as required.
- Ensures custody staff are trained as required including PA-415, cell extraction, and all department required trainings.

Duty 2

General Summary:

Percentage: 30

Correct and maintain work performance requirements of Sergeants and CMOs. Ensures performance of subordinates is compliant with job description.

Individual tasks related to the duty:

- Evaluate and train status officers.
- Evaluate and train new, and/or probationary officers.
- Conduct Security Monitoring Exercises.
- Conduct Squad Drills
- Ensure that all necessary reports are submitted accurately and completely (e.g., Critical Incident Reports, investigations, etc.)
- Ensure staff successfully completes PA-415 Training, cell extraction, or other required training.
- Ensure proper sanitation of the facility is occurring.
- Ensure through subordinate staff that policy, operating procedure, and regulations are all in compliance.

Duty 3

General Summary:

Percentage: 10

Coordinate transfers and transportation, when needed.

Individual tasks related to the duty:

- Maintain communication with staff relative to admissions and transfers.
- Coordinate with Sergeants.
- Schedule/deploy staff for transportation schedule and vehicle usage if necessary.
- Cover as Shift Commander.

Duty 4

General Summary:

Percentage: 30

Maintain safety and security of the facility, staff, and prisoners.

Individual tasks related to the duty:

- Coordinate with Sergeants to ensure facility staffing is appropriate as dictated by staffing charts.
- Schedule/deploy staff to facility to provide perimeter security.
- Direct the inspection of prisoners, visitors, and employees for contraband and weapons.
- Make routine and non-routine rounds throughout the facility.
- Handle minor and major detainee disturbances.
- Ensure all tools and keys are handled properly and accounted for.
- Ensures post orders are up to date and reviewed and signed as required.
- Ensures CIR/Incidents are handled in accordance with policy and procedure.
- Ensures CIR/Incidents are appropriately documented and logged in the logbook.
- Conducts security rounds, fence checks, etc. as required.
- Ensures weekly security inspections are taking place and deficiencies are corrected.
- Conducts required rounds as required.
- Complete fully reported audits and handle deficiencies to ensure full sustainable correction.
- Review Class I and Class II Misconducts
- Conduct Hearings for Class II Misconducts Reports.

Duty 5

General Summary:

Percentage: 10

Other duties maybe assigned by the WCC Administration.

Individual tasks related to the duty:

- Conduct employee investigation as required by the Warden.
- Complete various reports as assigned.
- May be assigned to investigate a situation and report the findings.
- Ensures custody, health care, mental health, and maintenance work together to successfully accomplish tasks.
- Ensures and through subordinate staff that documents are retained according to retention schedule.
- This list is not all inclusive and other task/duties maybe assigned by WCC Administration.

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

Supervise Sergeants, CMOs, and Day Activity Officers.

- Enforce departmental policies/procedures, rules, and regulations for staff and prisoners.
- Rotate outside staff during inclement weather, extreme hot or cold weather.
- Coordinate with the Captain to ensure adequate custody coverage for security and programming needs.
- Conduct squad drills.
- Conduct Security Monitoring Exercises.

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

- Critical Incident Reports, Investigations, Update of Post Orders and Operating Procedures.
- Yearly evaluations completed for Officers.
- Corrective action for Officers.
- Use of Force, Chemical Agents and Restraints.
- Policy and Procedure Clarifications for Officers.
- Assigned Annual Audit Reviews

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.

A second-level Supervisor may walk or stand constantly; sit periodically; bend, kneel or climb occasionally; will be exposed to heat, cold or wet weather; and will occasionally be exposed to smoke odors or hazards.

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

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

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| ☒ 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?

- A second line supervisor provides direct and indirect supervision to Sergeants and Corrections Medical Officers.
- A second line supervisor provides indirect supervision for prisoners ensuring compliance to Policies and Procedures, Rules, and Regulations.
- Lieutenants ensure that security checks are conducted during their shift to include, but not limited to, integrity of the facility security alarms, pedestrian and vehicular sallyport gates, camera systems and all related security equipment is functional.

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

Increased responsibilities include ordering employee uniforms and conducting Misconduct Hearings. Supervisory responsibilities have increased as assigned duties have increased.

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

The function of the work area is designed to address custody and security of prisoners housed in MDOC that have been determined to be mentally ill. There is an average population of 140 prisoners. The function of the work area is to supervise staff and prisoners while working closely with Mental Health Professionals. The second level supervisor is required to schedule subordinates and review their work to ensure compliance with established corrections safety and security by standards. The second level custody supervisors provide direction to staff during emergency situations which require restraint of prisoners. Additional responsibilities include performing functions as service evaluations and training and counseling of subordinates. In addition, the work function requires second level supervisors to respond to prisoner and staff grievances. Must ensure compliance of Chapter 12 Guidelines.

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:

Three years of experience equivalent to a Corrections Officer E9, Corrections Medical Officer E9, or Special Alternative Incarceration Officer 9; two years equivalent to a Resident Unit Officer E10, Corrections Transportation Officer E10, Corrections Medical Unit Officer E10, or Special Alternative Incarceration Officer E10; or, one year equivalent to a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of training and supervisor techniques. Knowledge of departmental policies and facility procedures. Knowledge of Employee Handbook and MCO Contract. Skilled in unarmed self-defense. Use of assigned weapons and restraints. Procedures, ability to maintain employee prisoner discipline.

**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.

Increased responsibilities include ordering employee uniforms and conducting Misconduct Hearings. Supervisory responsibilities have increased as assigned duties have increased.

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

WENDY BECKER

2/25/2021

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.

SHAYNE HASTINGS

Employee

Date