

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. CORSPV3A26N

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-HURON VALLEY CORR COMPLEX
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description CORRECTIONS SHIFT SUPV-3	10. Division WOMEN'S HURON VALLEY CORRECTIONAL FACILITY
5. Working Title (What the agency calls the position) Corrections Shift Supervisor-3	11. Section Custody & Security
6. Name and Position Code Description of Direct Supervisor LOPEZ, JESSICA L; ASSISTANT DEPUTY WARDEN-3	12. Unit Custody & Security
7. Name and Position Code Description of Second Level Supervisor LOPEZ, JESSICA L; STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd, Ypsilanti, MI 48197 / To be determined

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, corrections officers on shift. Also, following implementation and explaining to staff Department policies and institutional procedures.

Individual tasks related to the duty:

- Reviews, monitors Lieutenants approval/denial of staff leave usage.
- Reviews, monitors and adjusts shift schedules (daily/weekly).
- Discuss new procedures and practices with supervisors to address at roll call and meetings.
- 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 breeches according to policy.
- Physically visits units and assignments according to policy, procedures and established practice.
- Complies with all policies, procedures, practices and direction from ADW for Operations/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, 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.

- Sit periodically.
- Bend, kneel or climb occasionally.
- Will be exposed to heat, cold or wet weather.
- 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
SHARFNER-BUTCHEE, YOLONDA E	CORRECTIONS OFFICER-E E9	SESAY, SAMBA E	CORRECTIONS OFFICER-E E9
MORTON, AMY H	CORRECTIONS OFFICER-E E9	CHRISTIAN, KIMBERLY A	CORRECTIONS OFFICER-E E9
MCCORMICK, BARRY D	CORRECTIONS OFFICER-E E9	MORTON, HAROLD D	CORRECTIONS OFFICER-E E9
EDWARDS, JENNIFER D	CORRECTIONS OFFICER-E E9	MCPHERSON, PAUL L	CORRECTIONS OFFICER-E E9
JONES, DARRYL V	CORRECTIONS OFFICER-E E9	KRUZEL, JENNY R	CORRECTIONS OFFICER-E E9
HAMILTON, DAQUITA R	CORRECTIONS OFFICER-E E9	CLEMENTS, LATASHA S	CORRECTIONS OFFICER-E E9
KINCANNON, TRICIA M	CORRECTIONS OFFICER-E E9	CARTER, ERIC K	CORRECTIONS OFFICER-E E9
MEGGISON, CHARLES A	CORRECTIONS OFFICER-E E9	HOGUE, ISAAC E	CORRECTIONS OFFICER-E E9
BARREIRO-SANTIAGO, SILVANA E	CORRECTIONS OFFICER-E E9	BAILEY, LADENNA M	CORRECTIONS OFFICER-E E9
CARTER, KIELY L	CORRECTIONS OFFICER-E E9	CAMERON, SHENESA D	CORRECTIONS OFFICER-E E9
BURRELL, LEREATHA R	CORRECTIONS OFFICER-E E9	HILLIARD, TERRIA R	CORRECTIONS OFFICER-E E9
DIENER, REBECCA L	CORRECTIONS OFFICER-E E9	KING, CORETTA D	CORRECTIONS OFFICER-E E9
MARSIGLIO, SAMANTHA A	CORRECTIONS OFFICER-E E9	MCADORY, BEATRIS A	CORRECTIONS OFFICER-E E9
DAVIDSON, ENIKA N	CORRECTIONS OFFICER-E E9	GOUDEAUX, DAVID A	CORRECTIONS OFFICER-E E9
HASSAN, ALI A	CORRECTIONS OFFICER-E E9	THOMAS, AARRON G	CORRECTIONS OFFICER-E E9
EARNEST, OMARTIAGO M	CORRECTIONS OFFICER-E E9	BROOKS, MICHAIAH H	CORRECTIONS OFFICER-E E9
REVIS, BRITTANY S	CORRECTIONS OFFICER-E E9	DREW, RENISHA J	CORRECTIONS OFFICER-E E9
ABDELLATIF, KYLE J	CORRECTIONS OFFICER-E E9	HUGHES, STEVEN R	CORRECTIONS OFFICER-E E9
DEBARDELEBEN, VERONICA N	CORRECTIONS OFFICER-E E9	GILLESPIE, COURTNEY L	CORRECTIONS OFFICER-E E9
HAMBY, LUCY A	CORRECTIONS OFFICER-E E9	BROWN, TAKOSHA A	CORRECTIONS OFFICER-E E9
TERRELL, IESHIA N	CORRECTIONS OFFICER-E E9	MCQUEEN, ANITA Q	CORRECTIONS OFFICER-E E9

STEPHENS, KORSICA Q	CORRECTIONS OFFICER-E E9	TRANTOWSKI, RYAN E	CORRECTIONS OFFICER-E E9
DEFRAIN, ALEAHA E	CORRECTIONS OFFICER-E E9	ENGLAND, BRANDY E	CORRECTIONS OFFICER-E E9
GOODWIN, NICOLE E	CORRECTIONS OFFICER-E E9	WATT, VANESSA R	CORRECTIONS OFFICER-E E9
WICKER, STACIE M	CORRECTIONS OFFICER-E E9	BARKSDALE, VICKY L	CORRECTIONS OFFICER-E E9
BUCHANAN, CIARA R	CORRECTIONS OFFICER-E E9	HARVEY, LARRY D	CORRECTIONS OFFICER-E E9
WILLIAMS, JALEN D	CORRECTIONS OFFICER-E E9	CUNNINGHAM, FRAZIER D	CORRECTIONS OFFICER-E E9
GALLAHER, JASON E	CORRECTIONS OFFICER-E E9	CURTIS, LAUREN M	CORRECTIONS OFFICER-E E9
DAVIS, SHELETHA M	CORRECTIONS OFFICER-E E9	SUMLER, AHJIA J	CORRECTIONS OFFICER-E E9
SHABAZZ, ASHLEE S	CORRECTIONS OFFICER-E E9	STEVENSON, WALTER D	CORRECTIONS OFFICER-E E9
LAURANT, NATHANIEL D	CORRECTIONS OFFICER-E E9	WALTHER, BRETT M	CORRECTIONS OFFICER-E E9
EL MATNI, EBONY M	CORRECTIONS OFFICER-E E9	EVANS, ZEABRENNA M	CORRECTIONS OFFICER-E E9
OLSEN, ALYCIA M	CORRECTIONS OFFICER-E E9	CLIFTON, ANTONIO L	CORRECTIONS OFFICER-E 8
DAVIS, KIRBY L	CORRECTIONS OFFICER-E E9	HAMPTON, JALEN L	CORRECTIONS OFFICER-E 8
LEWIS, ANTREA T	CORRECTIONS OFFICER-E E9	STRIBLING, KIMAH T	CORRECTIONS OFFICER-E E9
KINARD, DEMOND T	CORRECTIONS OFFICER-E 8	MANDAPATHIL, TOM T	CORRECTIONS OFFICER-E E9
MCQUEEN, GERALD T	CORRECTIONS OFFICER-E E9	ARCHIBALD, JANA E	CORRECTIONS OFFICER-E 8
BURROWS, TANINNA B	CORRECTIONS OFFICER-E 8	HUMES, MADISON L	CORRECTIONS OFFICER-E 8
BURROWS, YOUNINA L	CORRECTIONS OFFICER-E 8	BOOTH, DAVID E	CORRECTIONS OFFICER-E 8
BUCKLEY, LYNETTE E	CORRECTIONS OFFICER-E 8	MATTISON, BRANDI E	CORRECTIONS OFFICER-E 8
NAPIER, TRUSTIN E	CORRECTIONS OFFICER-E 8	PARRISH, KACEE E	CORRECTIONS OFFICER-E 8
FULLOVE, YOLANDA E	CORRECTIONS OFFICER-E 8	MANNS, EMMA-JEAN E	CORRECTIONS OFFICER-E 8
SAYLOR, JESSE A	CORRECTIONS OFFICER-E 8	MEGGISON, GARRETT A	CORRECTIONS OFFICER-E 8
PRICE, TANIYA A	CORRECTIONS OFFICER-E 8	RODRIGUEZ, BENJAMIN A	CORRECTIONS OFFICER-E 8
VACANT	CORRECTIONS OFFICER-E	MACK, JOLANDRA L	CORRECTIONS SHIFT SUPV-1 11
VACANT	CORRECTIONS SHIFT SUPV-1	VACANT	CORRECTIONS SHIFT SUPV-1
STONE-LILETON, KIMBERLY M	CORRECTIONS SHIFT SUPV-1 11	SMITH, RICHARD D	CORRECTIONS SHIFT SUPV-1 11
ROSS, MATTHEW G	CORRECTIONS SHIFT SUPV-1 11	WESTBROOK, BRANDON S	CORRECTIONS SHIFT SUPV-1 11
VACANT	CORRECTIONS SHIFT SUPV-1	STIDHAM, ROBERT L	CORRECTIONS SHIFT SUPV-1 11

JOHNSON, DEBORAH	CORRECTIONS SHIFT SUPV-1 11	MALLOY, JALEN E	CORRECTIONS SHIFT SUPV-1 11
WOZNIAK, ABAGEAL L	CORRECTIONS SHIFT SUPV-1 11	HARRIS, TRACEY M	CORRECTIONS SHIFT SUPV-1 11
BARNES, SHONTEL M	CORRECTIONS SHIFT SUPV-2 12	PIERREL, MATTHEW J	CORRECTIONS SHIFT SUPV-2 12
ORLANDINO, JOSEPH J	CORRECTIONS SHIFT SUPV-2 12	KENNEDY, MICHAEL P	CORRECTIONS SHIFT SUPV-2 12
ST CHARLES, AJALON T	CORRECTIONS SHIFT SUPV-2 12	BRANDON, SHERRY E	CORRECTIONS SHIFT SUPV-2 12
Additional Subordinates			

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?

- Provides direct and indirect supervision to officers, first-level, and second-level supervisors.
 - Provides indirect supervision for prisoners ensuring compliance to policies/procedures, rules and regulations.
- Oversees shift operations.
- Ensures safety of prisoners, staff, and visitors.

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

Job duties and responsibilities have not changed since the position was last reviewed.

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 employee's 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 for 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) college credits in any field.

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, firefighting 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 appropriately 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.

Updating PD to have an official one on record and for job postings. PD has not been updated since 2003.

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

LAESTER PRIEST

3/28/2024

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