CS-214
REV 8/2007

1. Position Code

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** GUS HARRISON CORRECTIONAL FACILITY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** CORRECTIONAL FACILITIES ADMINISTRATION
4. Civil Service Classification of Position CORRECTIONS SHIFT SUPERVISOR-1	**10. Division** CUSTODY AND HOUSING
5. Working Title of Position (What the agency titles the position) SERGEANT	**11. Section** CUSTODY
6. Name and Classification of Direct Supervisor CORRECTIONS SHIFT SUPERVISOR-2	**12. Unit**
7. Name and Classification of Next Higher Level Supervisor CORRECTIONS SHIFT SUPERVISOR-3	**13. Work Location (City and Address)/Hours of Work** 2727 E BEECHER ST ADRIAN, MI 49221

14. General Summary of Function/Purpose of Position

Employees in this job direct corrections officers in the security and custody activities in a state correctional facility. The position maintains prisoners discipline, prevents prisoner escapes, and ensures the personal safety of prisoners, staff and visitors. The position is located inside the security perimeter of prison.

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15. Please describe your <u>assigned</u> 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.

<u>Duty 1</u>

General Summary of Duty 1 **% of Time** **<u>60</u>**

Provide daily supervision of officers and monitor security system.

Individual tasks related to the duty.

- The shift supervisor-1 must assure that all security systems are checked each shift as required to assure the integrity of the security perimeter is maintained.
- Each officer at their duty station and are performing their duties properly and to the fullest extent of their ability. Examines the need for further training and assists in the securing of that training.
- Make post inspections as directed.
- Supervises during meal lines.
- Assists with Roll Call and:
- Conducts uniform and fitness for duty inspections during pre-shift roll call. Informs shift commander of any officer(s) who are not fit for duty or are not in compliance with the uniform/grooming policies.

<u>Duty 2</u>

General Summary of Duty 2 **% of Time** **<u>10</u>**

Prepare for and respond to emergency or unusual situations.

Individual tasks related to the duty.

- During times of heavy fog and security alarms assumes on-site control of response and stations officers as needed to provide maximum coverage for the situation as needed.
- Assures that each response is made in a timely fashion. Instructs the officers in the proper steps to be taken for each security measure and what may arise in the institution.

Duty 3

General Summary of Duty 3 **% of Time 20**

Assist shift command in daily operations

Individual tasks related to the duty.

- Assists the command staff in daily operations and make written record to staff.
- Discipline and corrective actions taken to assist the officers in the performance of their duties.
- Assist in roll calls, clear major counts.
- Make security checks at outside hospitals, and make out shift schedules at the direction of shift command.

Duty 4

General Summary of Duty 4 **% of Time 10**

Conduct training, as needed

Individual tasks related to the duty.

- Conducts on-shift training to include riot squad drills, fire drills, and security monitoring exercises, etc. at the direction or as scheduled by shift commander.

Duty 5

General Summary of Duty 5 **% of Time** _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6 **% of Time** _____

Individual tasks related to the duty.

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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.

The responsibilities and expectations of this shift supervisor require him/her to have extensive knowledge of the operations of the Department and the operations of the prisoner population, so any decisions that pertain to these matters.

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

Any decisions that would involve the use of force.

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.

There is constant walking and responding to duresses. Also, a person is exposed to all weather conditions. The physical surroundings of the facility provide for the existence of the threat of harm if the prisoners corporately decide on a course of action in as much as there are no means of securing a prisoner within a given area to prevent their free movement. This is a position in which the incumbent has regular unsupervised access to and direct contact with prisoners.

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.)

NAME	CLASS TITLE	NAME	CLASS TITLE
	Corrections Officer		

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

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

Direct and instruct custody and housing offices in the performance of their duties and responsibilities. Supervise those officers assigned to their area of responsibility. Assure that the officers remain alert and responsive to any situation that may arise on the shift. Perform duties as assigned by the shift lieutenant and captain. Disseminate information to the line staff and pass on pertinent information to the supervisory staff. Assist in the orderly operations of the shift. Utilize supervisory skills.

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

They have not changed.

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

1. Housing Sergeant: The provide custody and security in the housing unit. Overall responsibility is the supervision of the unit officers and implementation of rules, regulations and policies within the unit. The sergeant coordinates the work of officers and prisoners within the unit. As a team (which includes the RUM, ARUS, RUO's) they are responsible for the total well being of prisoners and maintaining orderliness in the housing unit.

2. Yard/Custody: The sergeant must assure that all security systems are checked each shift. Assures that each officer is fit for duty at their duty station and is performing their duties properly and to the fullest of their ability. Make post inspections as directed and supervise during meal lines.

3. Assistant Shift Command: Assists the command staff in daily operations and make written record to staff discipline and corrective actions taken to assist the officers in the performance of their duties. Assist in roll calls, clear major count, make rounds, make out shift schedules and gun squads.

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

EDUCATION:

As mandated by the Department of Corrections.

EXPERIENCE:

2 years as a corrections officer.

KNOWLEDGE, SKILLS, AND ABILITIES:

The employee must possess an ability to supervise and demonstrate interpersonal skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Department required Civil Service training.

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**