

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 01/01/2005	NUMBER 02.02.112
	SUBJECT DUTY SCHEDULES, BUSINESS HOURS AND RESIDENCE REQUIREMENTS	
SUPERSEDES 02.02.112 (08/16/04)		AUTHORITY MCL 791.203; Administrative Rule 791.2220
ACA STANDARDS NONE		PAGE 1 OF 3

**POLICY STATEMENT:**

All Department operations and facilities shall have appropriate management staff available at all times.

**POLICY:**

GENERAL INFORMATION

- A. Contact requirements set forth in this policy are not satisfied through use of telephone answering machines, voice mail or other recordings or message services.

AVAILABILITY OF ADMINISTRATIVE STAFF

- B. The Director and Deputy Directors shall always be personally available by telephone, radio or pager, unless on leave or out of state. The Director shall appoint an Acting Director and the Deputy Directors shall appoint Acting Deputy Directors whenever they are out of state; however, they shall be reasonably accessible by telephone or pager unless they are seriously ill.
- C. Unless on leave or out of state, the following administrators shall always be personally available by telephone, radio or pager: Chief Medical Officer, Bureau of Health Care Services (BHCS); Field Operations Administration (FOA) Regional Administrators; Correctional Facilities Administration (CFA) Regional Prison Administrators; Administrator of the Office of Public Information and Communications; Administrator of the Office of Audit, Internal Affairs and Litigation; Manager of the Internal Affairs Section of the Office of Audit, Internal Affairs and Litigation; and BHCS Regional Medical Officers. The immediate supervisor of these administrators may require the administrator to keep him/her informed of his/her general whereabouts and to be reasonably accessible by telephone or pager when on leave or out of state, unless seriously ill.

DUTY ADMINISTRATIVE OFFICER

- D. There shall be a duty administrative officer available for each CFA facility 24 hours a day, seven days a week, as designated by the Warden. The duty administrative officer shall be either the Warden or Deputy Warden, except that other supervisory staff may be designated for a camp (e.g. Assistant Deputy Warden or, at Camp Cassidy Lake, Deputy Warden). The duty administrative officer shall be responsible for all duties and responsibilities assigned to the facility head. If not present at the facility, s/he shall be personally available by telephone, radio, or pager.
- E. Each Warden shall ensure a current schedule identifying the designated duty administrative officer is posted in the Control Center and other appropriate locations as well as provided to the appropriate RPA.
- F. The scheduled duty administrative officer shall either be at the facility or be able to be at the facility within 60 minutes, unless otherwise approved by the FOA or CFA Deputy Director.
- G. When a Warden, a camp Assistant Deputy Warden or, for Camp Cassidy Lake, the camp Deputy Warden is not designated as the duty administrative officer, s/he shall notify the designated duty

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administrative officer of his/her whereabouts and be able to be contacted by telephone, radio or pager in the event of an emergency, unless seriously ill.

#### ON-SITE MANAGEMENT

- H. A staff member of at least the rank of captain, or a lieutenant if authorized by the Warden, shall provide on-site management at all CFA facilities except camps from 8:00 a.m. to 9:00 p.m. weekdays, excluding State observed holidays, and from 8:00 a.m. through completion of the evening meal on weekends and State observed holidays. A staff member of at least the rank of sergeant shall provide such management at camps.
- I. In all facilities, every effort should be made to schedule an even distribution of experienced supervisory staff to ensure equal on-site coverage at all times. Under no circumstances will the on-site management of facilities during weekends and holidays be left to inexperienced supervisors.

#### BUSINESS HOURS

- J. Except as otherwise set forth below, business hours for Department locations shall be 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding State observed holidays.

##### CFA Facilities and Technical Rule Violation Centers (TRVs)

- K. Business hours for CFA facilities and TRVs shall be 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding State observed holidays. Authorization and clearance for after hours business shall be in accordance with applicable Department policies and local operating procedures.

##### FOA Field Offices and Corrections Centers

- L. Business hours may be extended to accommodate employed offenders on report days.
- M. Area managers may authorize a field office to close during regular business hours due to staff unavailability, e.g., 12:00 p.m. to 1:00 p.m. When a field office is closed during regular business hours, a notice shall be posted with emergency contact instructions. When available, office voice mail or answering machines also shall include this information.

#### FOA FIELD OFFICE WORK SCHEDULES

- N. FOA field office work schedules shall be arranged to provide the most efficient coverage possible. Planned absences shall be scheduled in advance to ensure essential services are provided. Except in unusual circumstances, clerical staff and the field agent in a one agent office shall not be granted leave for the same time period.

#### FIELD AGENT RESIDENCE

- O. A field agent shall reside within the county or counties to which s/he is assigned, a contiguous county or within 50 miles of his/her assigned worksite in order to be readily accessible to offenders on his/her caseload, unless prior approval is received from the appropriate Regional Administrator. Approvals shall be granted only for assignments or transfers to new worksites and shall be limited to a reasonable period of time.

#### OPERATING PROCEDURES

- P. Operating procedures are not required for this policy directive.

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AUDIT ELEMENTS

- Q. A Primary Audit Elements List has been developed and will be provided to Wardens and FOA Regional Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

PLC:OPH:12/21/04