

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**CORRECTIONS SHIFT SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job direct Corrections Officers in the security and custody activities of a state correctional facility. Within the chain of command, the shift supervisor maintains prisoners' or detainees' discipline, prevents prisoners' or detainees' escapes, and ensures the personal safety of prisoners, detainees, staff, and visitors through the application of Department of Corrections' policies and procedures, facility rules, and the methods and techniques of the correction service.

There are three classifications in this job.

**Position Code Title - Corrections Shift Supv-1**

**Corrections Shift Supervisor 11**

The employee functions as a Sergeant. At this level, the employee functions under close supervision and serves as a first-line supervisor of Corrections Officers or as a first-line supervisor of staff in an absconder recovery unit or transportation unit.

**Position Code Title - Corrections Shift Supv-2**

**Corrections Shift Supervisor 12**

The employee functions as a Lieutenant. At this level, the employee serves as a second-line supervisor and directs and participates in safety and security activities of a broadened scope. The employee functions under general supervision in one of two capacities: as an assistant shift commander at a correctional facility that may also act as a shift commander on a relief basis; or, as a second-line supervisor of staff in an absconder recovery unit or transportation unit.

**Position Code Title - Corrections Shift Supv-3**

**Corrections Shift Supervisor 13**

The employee functions as a Captain. At this level, the employee serves as a third-line supervisor and directs and participates in safety and security activities under limited supervision. The employee functions as a shift commander of an assigned shift at a correctional facility.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures that proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Communicates, interprets, and applies departmental policies, facility regulations, and Civil Service Rules.

Directs custody and security activities necessary to ensure a safe environment.

Directs staff in enforcing disciplinary measures during prisoners' or detainees' activities.

Plans and conducts in-service training for employees.

Observes prisoners' or detainees' activities to detect unusual or prohibited behavior and potential threats to the security of the facility and/or the safety of prisoners, detainees, employees, or visitors.

Takes, receives, checks, and records periodic counts of prisoners or detainees.

Visually observes and inspects facility buildings, housing units, grounds, and activity and recreation areas to detect violations of regulations or unsafe conditions and ensure the maintenance of prisoners' or detainees' safety, health, and discipline.

Directs the inspection of visitors, prisoners, detainees, employees, incoming and outgoing vehicles, materials, and supplies for the presence of contraband or weapons.

Observes and appropriately responds personally and through subordinates to critical incidents, such as assaults on employees, prisoners, or detainees, or other situations that threaten individuals' safety and the security of the facility. Appropriate response may require use of firearms and/or firefighting equipment.

Serves as a squad leader during an emergency or an actual or simulated riot.

Directs and participates in the periodic shakedown of buildings, grounds, and cellblocks to detect contraband or security deficiencies.

Acts personally and through subordinates to control disturbance and disorders by taking immediate control of the situation and applying pre-need contingencies.

Directs and participates in investigations to cause the arrest of fugitives from the Department of Corrections.

Occasionally performs the duties of a higher-level supervisor on a relief basis.

Occasionally performs tasks assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

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

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

Thorough knowledge of standard procedures for maintaining security.

Thorough knowledge of riot control, detection of contraband, and the use of firearms and firefighting equipment.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of personnel policies and procedures.

Thorough skill in self-defense, the use of assigned weapons, and restraint procedures.

Ability to understand and follow complex oral and written directions.

Ability to think and act quickly and appropriately in emergencies.

Ability to supervise and assist officers in their duties.

### **Working Conditions**

The job duties require the use of firearms and firefighting equipment.

The job requires the ability to work in emergency situations.

The job duties require the employee to work in a hostile and stressful environment.

The job requires direct contact with prisoners or detainees.

### **Physical Requirements**

The job duties require an employee to be absent of any physical limitations which would impair effective performance in the Department of Corrections.

### **Education**

Completion of 15 semester (23 term) college credits in any field.

### **Experience**

#### **Corrections Shift Supervisor 11**

Two years of experience equivalent to a Corrections Officer or Corrections Medical Officer, including one year equivalent to the E9 level; or, one year equivalent to a Special Alternative Incarceration Officer 9.

#### **Corrections Shift Supervisor 12**

Three years of experience equivalent to a Corrections Officer E9, Corrections Medical Officer E9, or Special Alternative Incarceration Officer 9; or, 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.

#### **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.

### **Special Requirements, Licenses, and Certifications**

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION****Job Code**

CORSHFSPV

**Job Code Description**

CORRECTIONS SHIFT SUPERVISOR

**Position Title**

Corrections Shift Supv-1

Corrections Shift Supv-2

Corrections Shift Supv-3

**Position Code**

CORSPV1

CORSPV2

CORSPV3

**Pay Schedule**

NERE-127

NERE-130

NERE-131

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