

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 10/22/12	NUMBER 02.02.112
SUBJECT DUTY SCHEDULES, BUSINESS HOURS, AND RESIDENCE REQUIREMENTS		SUPERSEDES 02.02.112 (01/01/05)	
		AUTHORITY MCL 791.203; Administrative Rule 791.2220	
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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 be personally available by telephone, unless on leave. If the Director appoints an Acting Director or a Deputy Director appoints an Acting Deputy Director when on leave, the acting Director or Deputy Director must be reasonably accessible by telephone.
- C. The Administrator of the Bureau of Health Care Services, Chief Medical Officer, Regional Medical Officers, Field Operations Administration (FOA) Regional Administrators, Administrator of the Office of Parole and Probation Services, Parole Board Chair, Corrections Facilities Administration (CFA) Operations Division Administrator, CFA Regional Prison Administrators (RPA), Wardens, Head of the Executive Bureau, and the Head of the Internal Affairs Division shall be personally available by telephone unless on leave. They also may be required by their respective supervisors to be reasonably accessible by telephone when on leave.

DUTY ADMINISTRATIVE OFFICER

- D. There shall be a duty administrative officer available for each CFA institution 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 of the institution or, with approval of the RPA, the Warden or Deputy Warden of an institution within close proximity. The duty administrative officer shall be responsible for all duties and responsibilities assigned to the Warden and must be personally available by telephone if not present at the institution.
- 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 FOA Deputy Director may require a duty administrative officer to be available for an FOA facility in the same manner as required for CFA institutions. The duty administrative officer may only be the facility head and other staff identified in writing by the FOA Deputy Director. The facility head shall ensure a current schedule identifying the designated duty administrative officer is posted in appropriate locations within the facility.

ON-SITE MANAGEMENT

- G. A custody staff member of at least the rank of lieutenant shall provide on-site management at all CFA facilities except SAI 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 custody staff member of at least the rank of sergeant shall provide such management at SAI. On-site management at FOA facilities shall be provided as determined by the FOA Deputy Director or designee.

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- H. In all facilities, every effort should be made to schedule an even distribution of supervisory staff to ensure equal on-site coverage at all times.

BUSINESS HOURS

- I. 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 and FOA Facilities

- J. Business hours for CFA institutions and FOA facilities 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

- K. FOA Regional Administrators or designees 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. Office voice mail also shall include this information.

- L. Business hours may be extended to accommodate employed offenders on report days.

FOA FIELD OFFICE WORK SCHEDULES

- M. FOA field office work schedules shall be arranged to ensure field agents and supervisory staff are available to offenders, law enforcement, courts, and the public throughout regular business hours to the extent possible. Variations between work schedules may be approved if staff availability to the public is enhanced through expanded hours of service. Planned absences shall be scheduled in advance to ensure essential services are provided.

FIELD AGENT RESIDENCE

- N. 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.

PROCEDURES

- O. Procedures are not required for this policy directive.

AUDIT ELEMENTS

- P. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: DHH 10/15/22