

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 12/01/2018	NUMBER 02.02.112
SUBJECT DUTY SCHEDULES, BUSINESS HOURS, AND RESIDENCE REQUIREMENTS		SUPERSEDES 02.02.112 (10/22/2012)	
		AUTHORITY MCL 791.203; Administrative Rule 791.2220	
		PAGE 1	OF 2

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 (BHCS), the Chief Medical Officer (CMO), the Assistant Chief Medical Officer (ACMO), Field Operations Administration (FOA) Assistant Deputy Directors (ADD), the Office of Parole and Probation Services (OPPS) ADD, Parole Board Chair, Correctional Facilities Administration (CFA) ADDs, Wardens, and the Office of Executive Affairs (OEA) Administrator 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 correctional 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 of the institution or, with approval of the ADD, 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 ADD.

ON-SITE MANAGEMENT

- F. A custody staff member of at least the rank of Lieutenant shall provide on-site management at all correctional facilities, except the Special Alternative Incarceration Program (SAI) and the Detroit Detention Center (DDC), 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. Each Warden shall establish a process to designate an Assistant Shift Commander for each shift at the Lieutenant level. The Assistant Shift Commander will be the ranking custody supervisor in charge of the shift in absence of a Captain. A list and schedule shall be maintained and available to necessary staff for reference. A custody staff member of at least the rank of Sergeant shall provide such management at SAI.
- G. 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.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 12/01/2018	NUMBER 02.02.112	PAGE 2 OF 2
-----------------------------------	------------------------------	---------------------	-------------

BUSINESS HOURS

- H. 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.

Correctional Facilities

- I. Business hours for correctional 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

- J. FOA ADDs 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.
- K. Business hours may be extended to accommodate employed offenders on report days.

FOA FIELD OFFICE WORK SCHEDULES

- L. 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.

PROCEDURES

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

AUDIT ELEMENTS

- N. A Primary Audit Elements List has been developed and is available on the Department's Document Access System (DAS) to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 11/03/2018