

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 10/1/2020	NUMBER 02.02.125
	SUBJECT PRE-SHIFT MEETINGS	
SUPERSEDES NEW		AUTHORITY MCL 791.203
PAGE 1 OF 2		

POLICY STATEMENT:

To provide guidance on conducting required pre-shift meetings at correctional facilities throughout the Department.

RELATED POLICIES:

- 02.03.103 Employee Uniforms and State Issue Clothing
- 02.03.104 Grooming Regulations – Employee
- 02.03.120 Grooming Standard: Special Alternative Incarceration (SAI) Staff
- 02.03.121 Special Alternative Incarceration Program Employee Uniforms

POLICY:

DEFINITIONS:

- A. Pre-Shift - The six minutes prior to any scheduled shift at a correctional facility.
- B. Corrections Officer - Employees represented by the Michigan Corrections Organization. This includes employees classified as Corrections Officer, Corrections Medical Officer, Corrections Medical Unit Officer, Corrections Transportation Officer, Corrections Resident Representative, and Corrections Security Representative.

GENERAL INFORMATION:

- C. Pre-shift meetings shall be held to prepare oncoming staff for their shift and brief them on information from previous shifts. While not all inclusive, topics that may be covered in pre-shift include: addressing positive staff behavior, security concerns, intel reports, critical incidents, specific prisoner concerns, physical plant issues, and respond to questions of employees.
- D. Pre-shift meetings shall be held at all correctional facilities and shall be conducted by a shift supervisor. Additional shift supervisors shall attend pre-shift meetings to engage with the employees on the shift and ensure employees are prepared for duty. Supervisors shall closely check the employees to see if they appear physically and mentally fit for their assignment and are in compliance with grooming and uniform requirements. Administrative staff (Warden, Deputy Warden, Assistant Deputy Warden) shall periodically attend pre-shift meetings of all shifts to observe the meetings and engage with the employees.
- E. At the discretion of the Warden, certain employees may be exempted from attending pre-shift based on their schedule or assignment, such as day activity shift, corrections resident representatives, or employees reporting to an outside assignment (e.g., hospital).
- F. Corrections Officers shall be compensated .1 of an hour at the straight time rate for attending pre-shift. Time spent in pre-shift shall not count toward daily or biweekly overtime calculations. Employees must be on time for pre-shift meetings. Employees reporting late for pre-shift shall only be compensated for actual time in attendance. Any payment for attendance of a portion of pre-shift shall not be considered as an excuse for lateness.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 10/01/2020	NUMBER 02.02.125	PAGE 2 OF 2
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OPERATING PROCEDURES

G. Operating procedures are not required for this policy.

AUDIT ELEMENTS

H. Audit elements are not required for this policy.

APPROVED: HEW 09/13/2020