



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

HEIDI E. WASHINGTON  
DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2020 - 28**

**EFFECTIVE:** January 1, 2020

**DATE:** December 16, 2019

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Heidi E. Washington, Director

**SUBJECT:** Assignment and Transfer for Security Unit Employees

**SUPERSEDES DOM 2019 – 33 (effective 03/12/2019)**

Civil Service Rule 6-4.1(d)

*The employer may determine or exercise the following without engaging in collective bargaining: The method, means, and personnel by which government operations are to be conducted, including organizational structure and the selection, direction, assignment, and transfer of employees.*

Shift Transfers

1. Employees may express an interest to transfer between shifts when management seeks to fill a vacancy. Subject to management's discretion and the following conditions, the most-senior qualified and available employee that has been in the classification and on the list for 30 days will be selected for a shift transfer.
  - A. Employees must notify the designated management representative in writing of their interest to transfer to another shift. Employees may have their name added or removed from the shift transfer list at any time.
  - B. The date the employee requests to be placed on the list will be recorded next to the employee's name.
  - C. Except for employees on approved leave or an approved leave of absence, an employee will have 3 days after being notified to accept a shift transfer. An attempt will be made to contact employees on approved leave at the time of the offer of a shift transfer. An employee able to return to work within 21 days of the offer will be allowed to accept the transfer. If contact could not be made with the employee or a message could not be left, the Union Chapter President will be notified. The absent employee will have 7 days to respond to the offer before the shift transfer

is offered to the next eligible employee.

- D. Failure to timely respond will be considered a refusal.
  - E. An employee's refusal of an offered shift transfer will result in removal from the list for the particular shift. The employee can immediately place their name back on the list but must be on the list for 30 days before being eligible for a shift transfer.
  - F. If the transfer list is absent eligible applicants at the time the vacancy is being filled, employees with less than 30 days on the list will be eligible for transfer in seniority order.
- 2. Nothing prohibits a shift trade between two employees in the same classification who are the most senior on their respective shift transfer lists.
  - 3. Employees may be assigned or transferred between shifts out of seniority order to fill a vacancy that has a legally required or implied selective certification requirement. Additionally, it may be necessary to make temporary exceptions to have a balance of status personnel on each shift. Experience-balancing exceptions will not exceed six months, unless discussed with the exclusive representative at the local- or department-level. Before such exceptions are made, the exclusive representative will be notified and given the reasons as well as the duration of the exception. If seniority employees are moved to or held on a shift, all successful shift-transfer requests or bids on assignments will be honored upon completion of such period.
  - 4. Current institutional practice concerning treatment of the day-activity shift as part of, or separate from, the day shift will continue consistent with the following.
    - A. Same as Day Shift: if the current practice at the work location is to allow only employees on the first shift to obtain an assignment on the day-activity shift, the day-activity shift will be considered part of the first shift.
    - B. Separate Shift: if the current practice at the work location is to allow employees on all shifts to obtain an assignment on the day-activity shift, the day-activity shift will be considered a separate and distinct shift from the other shifts.

#### Bid Assignments

- 1. Employees in the classification on the same shift at a work location will be given an opportunity to apply for bid assignments (Attachment A). Bid assignments that become vacant will be posted within 21 days from the date of the vacancy for a period of 7 days. All postings will identify which shift is eligible to apply, the way the employee must apply, and include such information as classification, position location, description of duties, scheduled days off, and any special requirements, knowledge, skills, or abilities, if applicable.
- 2. Subject to management's discretion, bid assignments will be filled by selecting one of the three most-senior qualified and available employees on the shift in satisfactory service who filed a timely application. If less than three apply, one of the qualified applicants will be selected. An employee will be considered available if on annual or sick leave or approved leave of absence of up to 21 calendar days from the last day of the posting. During the period in which the selection process for bid assignments is being administered, an employee may be temporarily assigned to fulfill operational needs.
- 3. It is the intent that the selection will be based upon job-related criteria, resulting in the most-qualified

applicant being selected. If an employee pulls a bid request either prior or subsequent to being awarded, the next applicant will be placed in the pool.

4. When determining whether an applicant is qualified, and when considering the top three most-senior applicants, the following factors will be considered:
  - A. Demonstrated special knowledge, skills, or abilities as announced in the posting;
  - B. Physical ability;
  - C. Demonstrated ability to effectively interact with residents and the public;
  - D. Demonstrated ability to follow instructions, including security regulations;
  - E. Nothing requires the most-senior applicant be selected.
5. Employees may be reassigned from a bid assignment daily for operational needs. However, if an employee has been reassigned from a bid assignment, such bid assignment will not be filled with a different employee during the shift.
6. Bid assignments at current institutions where no such bid assignments exist may be discussed locally by management and the exclusive representative. Under no circumstance is management obligated to establish bid assignments that exceed 20 percent of the total assignments on a shift.
7. When bid assignments are abolished, an equal number of new bid assignments may be created. Any abolishment or establishment of bid assignments must be communicated to Central Office Labor Relations for the purpose of updating Attachment A.
8. Employees who have been placed in a bid assignment because of a successful bid may not bid on another position within 12 calendar months.
9. Employees in a bid assignment resulting from a successful bid will keep such assignment until they either:
  - A. Bid to another assignment; or
  - B. Are removed for the following reasons:
    - i. The employee occupies an assignment that is covered by the High-Security Premium program. In such event, the employee may be reassigned after nine or more months (20 pay periods) in the bid assignment to a different assignment for no more than three months (six pay periods), after which the employee will be returned to their bid assignment. The purpose of such reassignment is to provide the employee with cross training and exposure to different operations at the work location.
    - ii. The employee's performance in the bid assignment is not acceptable. Before reassigning the employee for reasons of unacceptable performance of their bid assignment, the employee must have been informed of the performance standards that must be met and must have been counseled in writing as an affirmative effort to raise the performance to an acceptable level, and the employee has continued to perform at a level below the established standard.

- iii. The Warden or Deputy Warden has just cause to make the reassignment (on either a temporary or permanent basis) to restore, preserve, or enhance the effective operation of the bid assignment. Such reassignment will not be regarded as unacceptable conduct or performance, no adverse inference should be drawn from such reassignment, and will be confirmed by written documentation to the employee, with a copy in their personnel file.
10. If an employee voluntarily leaves their bid assignment for more than 28 days in a 12-month period to perform another job, the bid assignment will be considered vacant and reposted. An employee performing obligations for their exclusive representative will not be considered as voluntarily vacating their bid assignment.

#### Scheduled Regular Days Off (RDOs)

1. At any Department of Corrections facility with fixed days off, the system for exercising preference for scheduled regular days off (RDOs), will be as follows:
  - A. Prime RDOs: any combination of RDOs that contain a Friday, Saturday, or Sunday are considered prime RDOs. Bid notices for prime RDOs with no specific work assignment will be posted on various bulletin boards at the work location within two weeks of becoming available. If prime RDOs are not posted for bid within two weeks of becoming available, the local exclusive representative Chapter President will, upon request, be given a written explanation as to the reasons why no posting was made. Such notices will remain posted for a period of seven days. Subject to management discretion, prime RDOs will be awarded by seniority. Employees will be required to have 30 days on shift to be eligible to bid on any RDOs. Posting of the RDO vacancies will not be delayed affecting the selection process. An employee on annual or sick leave for up to 21 days from the last day of the posting will be considered available.

It may be necessary to make temporary (four pay periods or less) exceptions to avoid an imbalanced distribution of RDOs during the pay period. Before such RDO-balancing exception may be implemented, the Department will provide the exclusive representative with written notice and give reasons for, as well as the expected duration of, such exceptions. Such RDO-balancing exception will be applied only to prime RDOs that do not have a specific work assignment. If seniority employees are not awarded available prime RDOs solely because of such exception, all successful bids for prime RDOs will be honored upon completion of such period. Bid postings for RDOs that will not be immediately filled because of this exception must contain notice to that effect.
  - B. All Other RDOs: for all other RDOs employees will indicate their preference by placing their name in a book maintained by the Shift Commander. Subject to management discretion, such RDOs will be granted based on seniority as described above.

#### Transfers Between Work Locations

1. An employee may request a transfer to any position that is within the employee's same classification. An employee's request must be placed in writing on an appropriate form (CAJ-517) submitted to the Human Resources office of the facility at which the employee currently works. Human Resources will affix the date of receipt, return a copy to the employee, and enter the information into a database that will allow Human Resources to administer and coordinate all transfers between work locations.
  - A. Seniority-Based Transfer: to be eligible for a transfer utilizing an employee's seniority, the employee must be available to work within two biweekly pay periods, and meet the following

conditions:

- i. Have status in the classification;
  - ii. Have no record of disciplinary action or unsatisfactory rating during the two years preceding the date of the transfer request or during the period between the application date and the time they are considered for transfer.
  - iii. Not have voluntarily transferred any time during the 12-month period prior to the application date, and;
  - iv. Apply during the window period. The window period will be November 1 through November 30 for transfers between January 1 and June 30 (for this window period in 2019, transfer requests will be accepted until March 31<sup>st</sup>) and May 1 through May 31 for transfers between July 1<sup>st</sup> and December 31<sup>st</sup>. The transfer list will expire at the end of each window period.
  - v. The conditions in which vacancies will be filled based on seniority at existing facilities, camps, and corrections centers are as follows:
    - a. Work locations will fill the first vacancy per six-month transfer period with the most senior, eligible, and qualified applicant.
    - b. Subsequent vacancies will be filled first by any Closer-to-Home transfers and then consistent with current practice.
    - c. Employees who have resigned in lieu of dismissal are excluded from any transfer rights to that work location.
- B. Closer-to-Home Transfer: this category of transfer will be awarded after seniority transfers, but before all other transfer requests. Up to 40 transfers per calendar year will be approved for employees seeking an assignment to a facility within a 40-mile radius of their home. Those wanting such a transfer must submit an application to their exclusive representative for consideration and possible referral to the Department of Corrections. The window period to apply for a closer-to-home transfer will be from October 1 to October 31 (for 2019 the window period will be until March 31, 2019) of each year for transfers occurring January 1 through December 31 of the following year.

Eligible employees must have status, have not voluntarily transferred during the 12-month period prior to the application date, and have no record of disciplinary action or unsatisfactory service rating during the two years preceding the date of the filling of the position.

No more than four employees from one work location will be eligible for transfer during a 12-month period and work locations do not need to accept more than ten employees. If all employees on the transfer list are not able to transfer to a vacancy during the year, up to three employees who were unable to transfer will be carried over, in addition to the eligible 40, for the next calendar year.

Exceptions to these provisions may be granted on a case-by-case basis but only at the discretion of management.

- i. Exchange Transfer: an employee seeking a transfer to another work location has the responsibility to find an employee in their same classification willing to exchange positions. All exchange requests must be in writing. Exchange transfers are subject to the approval or disapproval of the involved Warden(s). Shift transfers within the institutions must be processed prior to placement of the employees from the exchange transfer.
- C. No reimbursement under the State Travel Regulations will apply for an employee accepting a transfer.
- D. The Correctional Facilities Administration Deputy Director may limit (freeze) transfers out of a work location. The exclusive representative will be told of the freeze prior to implementation. In the event of a transfer freeze out of a work location, any transfer requests submitted and approved prior to the announcement will be honored.

### Involuntary Reassignment

1. Reassignments not associated with layoffs, closing of a subdivision of a work location, or reorganization of a work location that involve a change in shift or days off will be prohibited except for the following:
  - A. Subject to management discretion, if a reassignment within a class and work location involves a change of shift or days off, the reassignment will be made by reassigning the least-senior qualified employee with status on shift. Exceptions may be made for employees without status in the classification, legally required or implied selective certifications, and employees with specific training (firearms, etc.) utilizing inverse seniority.
  - B. Where the employee has been disciplined and the misconduct or actions were such that continued presence may be detrimental to the effectiveness of the work unit or the employee.
  - C. Where investigated complaints from residents, visitors, recipients, or employees are found to be valid and reassignment is in the interest of the effective operation and security.
  - D. Where the employee is not performing successfully as verified by an unsatisfactory service rating.
  - E. Unusual circumstances where it is in the best interest of the work location. The Department will discuss with the exclusive representative before action is taken.
  - F. The need to follow a court order or restriction (e.g., personal protection order). Where more than one employee is involved, the least-senior employee will be reassigned, unless approved by the appropriate Assistant Deputy Director.
  - G. Corrections Transportation Officers (CTOs), Corrections Security Representatives (CSRs) and SAI employees who do not meet the classification requirements will be demoted to a Corrections Officer (CO) vacancy at their parent facility, provided they meet the classification requirements of a CO. If the employee does not have a parent facility, or placement at the parent facility is not feasible, the employee will be allowed to request placement at another work location. Placement will be subject to operational needs.

Return Rights

1. If an employee with status is involuntarily reassigned from their bid assignment, shift, hours of work, or has their fixed prime RDOs changed for reasons other than layoff or those listed *Bid Assignments*, Section 9.B.2, or *Involuntary Assignments*, Section 1.B through E, the employee will have first right to return to the bid assignment, shift, hours of work, or prime RDOs for one year from the date of reassignment if it is being filled as a vacancy. If more than one employee is removed, return will be by seniority.

## ATTACHMENT A

Some bid assignments may be identified as having specific qualifications or requirements per policy directive or local agreement, which the individual must possess when submitting a bid for the assignment and must maintain to continue in the assignment.

The bid assignments listed below are for one position unless otherwise indicated.

### ALGER CORRECTIONAL FACILITY (LMF)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
ECO/Post 5	Electronic Control Officer	Cedar Unit	None
Post 5/ECO	Control Center Officer	Maple Unit	
Yard One	Yard One	Pine Unit	
School Officer	School Officer	Spruce Unit	
Cedar Unit	Cedar Unit		
Maple Unit	Maple Unit		
Pine Unit	Pine Unit		
Spruce Unit	Spruce Unit		

### BARAGA CORRECTIONAL FACILITY (AMF)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Yard	Unit 4	Unit 8 West	School Officer
Unit 5	Unit 5	Rover (2)	
Unit 6	Unit 6	Unit 4	
Unit 8 (2)	Unit 7	Unit 5	
Activity Rover 5 & 7 School	Activity Rover 5 & 7 School		
Activity Rover 8 Gate	Activity Rover 4 Property		
Information Desk	Yard		
	Information Desk		

### BELLAMY CREEK CORRECTIONAL FACILITY (IBC)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Housing Unit 1	Housing Unit 1	Housing Unit 1	
Housing Unit 4	Housing Unit 2	Housing Unit 4	
Housing Unit 5	Housing Unit 3	Housing Unit 8	
Housing Unit 6	Housing Unit 4	Yard Officer	
Housing Unit 8	Housing Unit 7	Yard Rover	
Housing Unit 3-Yard	Housing Unit 8	Dorm-B Unit	
Housing Unit 6-Yard	Housing Unit 3-Yard		
Housing Unit 7-Yard	Housing Unit 7-Yard		
School Officer	School Officer		
Health Services	Tower B		
Property	Property		
Sally Port	Dorm Rover		
Court Officer			



### BROOKS CORRECTIONAL FACILITY (LRF)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Armed Information/Desk Officer	Armed Information/Desk Officer	Fremont Unit	
Food Services	Fremont Unit	Bubble	
Fremont Unit	Front Desk	Yard (2)	
Health Services	Health Services		
Property	School		
Sally Port	Yard (2)		
Yard (2)			

### CARSON CITY CORRECTIONAL FACILITY (DRF)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Segregation (2)	Segregation (2)	Segregation	
West Sally Port	Yard 20	Yard Rover West	
Yard Rover	East Yard Rover (2)	1200 Unit	
Close Gate/Tower 2	West School	East A Unit	
West Gym	A Unit (2)	500 Unit	
Infirmary	East School	Yard Rover East (2)	
G Unit	500 Unit		
East School	West Close Gate/Tower 2		
A Unit	East Yard Rover		
East Weight Pit			
West Front Desk			
West Yard 7			
Property Room			

### CENTRAL MICHIGAN CORRECTIONAL FACILITY (STF)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Yard (022)	Yard (022)	Yard (023)	
Yard (023)	Yard (023)	Yard (026)	
Gym (035)	Gym (035)	J-Unit (042)	
School (036)	School (036)	L-Unit (046)	
F/S (039)	K-Unit (045)	N-Unit (050)	
K-Unit (044)	N-Unit (051)	Yard (125)	
Q-Unit (055)	Yard (122)	Yard (126)	
Yard (123)	Yard (124)	G-Unit (154)	
Chapel (135)	Yard (125)	H-Unit (156)	
B-Unit (144)	F/S (139)		
G-Unit (155)	C-Unit (146)		

**CHARLES EGELER CORRECTIONAL FACILITY (RGC)**

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
1 Block N	1 Block S	1 Block	
1 Block S (2)	2 Block N	2 Block S	
2 Block S	3 Block S	3 Block N	
2 Block N	C-Unit	C-Unit	
3 Block N	DWH (4)	ASU	
C-Unit	ASU (2)	Yard	
Control Center	Control Center		
DWH	Yard		
ASU			
Yard			

**CHIPPEWA CORRECTIONAL FACILITY (URF)**

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Steamboat	Steamboat (2)	Steamboat	Sally Port
Quarry	Quarry	Quarry	
Round (2)	Round (2)	Round	
Yard 1	Yard 1	Pike	
Yard 4	Yard 4	Yard	
Food Services East	Food Services West	Rover 1	
Food Services West	Programs Bldg East	Rover 2	
Programs Bldg East	Programs Bldg West	A Unit	
Programs Bldg West	A Unit	B Unit	
A Unit	G Unit		
G Unit	Rover 3		
	Rover 4		

**COOPER CORRECTIONAL FACILITY (JCS)**

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
B-Unit	B-Unit	B-Unit	
D-Unit	F-Unit	D-Unit	
F-Unit	G-Unit	G-Unit	
G-Unit	I-Unit	I-Unit	
I-Unit	J-Unit	Yard 20	
K-Unit	K-Unit	Yard 21	
Sally Port	School Officer		
Yard 21	Yard 21		
Yard 20			

### G. ROBERT COTTON CORRECTIONAL FACILITY (JCF)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
TA/TB Unit	TE/TF Unit	Temp F	
A/B Unit	A/B Unit	A/B Unit	
C/D Unit	C/D Unit	C/D Unit	
E/F Unit	E/F Unit	E/F Unit	
G/H Unit	G/H Unit	G/H Unit	
I/J Unit	I/J	I/J Unit x2	
Yard x 2	Yard	Yard x2	
L unit x 2	Yard		
School	Yard		
Infirmary	L Unit		
TE/TF Unit	TA/TB Unit		

### DETROIT DETENTION CENTER (DDC)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Video Arraignment	Video Arraignment	Property	

### DETROIT REENTRY CENTER (DRC)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
200 Bldg	200 Bldg	200 Bldg	
800 Bldg/Segregation (2)	800 Bldg/Segregation (2)	800 Bldg/Segregation (2)	
200 Bldg/Dialysis	200 Bldg/Dialysis	Rover/Activities	
School/Gym	School/Gym	Yard Control	
Rover/Activities	Yard Control 10		
Information Desk			

### GUS HARRISON CORRECTIONAL FACILITY (ARF)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Housing Unit 3-43	Housing Unit 3-43	Housing Unit 3-43	Property Room 74
Housing Unit 4-44	Housing Unit 4-44	Housing Unit 4-44	
Housing Unit 5-46	Housing Unit 5-46	Housing Unit 5-46	
Housing Unit 4 Yard - 31	Housing Unit 4 Yard - 31	North Yard Rover 22	
North Yard Rover 20	North Yard Rover 20	North Yard Control 23	
South Yard 26	South Yard 26	North Yard Control 24	
South Yard 28	South Yard 28	South Yard Control 26	
North Infirmary 13	North Infirmary 13	South Yard Control 27	
South Infirmary 35	South Infirmary 35		
North School 14	North School 14		
South School 72	South School 72		
South Food Service 73	South Food Service 73		
South Info Desk 68	South Info Desk 68		
Chapel 16	Chapel 16		
Housing Unit 5 Yard 32	Housing Unit 5 Yard 32		

**RICHARD A. HANDLON MICHIGAN TRAINING UNIT (MTU)**

<b>FIRST SHIFT</b>	<b>SECOND SHIFT</b>	<b>THIRD SHIFT</b>	<b>DAY ACTIVITY</b>
Inside Yard/Rover (2)	Bubble/Front Gate	D Unit	
Bubble/Front Gate	Yard/Rover (2)	E Unit	
E Unit	A Unit	F Unit (2)	
F Unit	B Unit		
	E Unit		
	F Unit		
	Gym/Fieldhouse		

**IONIA CORRECTIONAL FACILITY (ICF)**

<b>FIRST SHIFT</b>	<b>SECOND SHIFT</b>	<b>THIRD SHIFT</b>	<b>DAY ACTIVITY</b>
Unit 4	Unit 5	Unit 3	Medical
Unit 5	Unit 6	Unit 4	
Unit 6	Unit 7	Yard 78	
Unit 7	Yard 78	Yard 85	
Yard 78	Unit 82	Yard 86	
Yard 83	Yard 83		
Yard 85	Yard 85		
Yard 88 (Intake)	Prisoner Services Mobile 89		
	Front Desk		

**KINROSS CORRECTIONAL FACILITY (KCF)**

<b>FIRST SHIFT</b>	<b>SECOND SHIFT</b>	<b>THIRD SHIFT</b>	<b>DAY ACTIVITY</b>
Rover 1	Rover 1	Rover 1	Sally Port
Rover 6	Rover 5	Rover 2	Health Services
Gym Rover	Rover 7	Rover 5	Property
Kitchen	Kitchen	K Unit North	Gate Pass Rover
School	School	K Unit South	
	Gym Rover	Bubble	
	K Unit Rover 2		
	3-11 Property		

**LAKELAND CORRECTIONAL FACILITY (LCF)**

<b>FIRST SHIFT</b>	<b>SECOND SHIFT</b>	<b>THIRD SHIFT</b>	<b>DAY ACTIVITY</b>
Bldg A 1/4	Bldg A 1/4	Bldg A 1/4	
Bldg A 2/3	Bldg A 2/3	Bldg A 2/3	
Segregation	Yard Unit #14	Control Center	
G Bldg School (M-F)	Yard Unit #18	Segregation	
D Bldg School (M-F)	Control Center	Yard Unit #14	
Property Room (M-F)	Segregation	Yard Unit #18	
Sally Port (M-F)	G Bldg School (M-F)		
Yard Unit #16			

**MACOMB CORRECTIONAL FACILITY (MRF)**

<b>FIRST SHIFT</b>	<b>SECOND SHIFT</b>	<b>THIRD SHIFT</b>	<b>DAY ACTIVITY</b>
Info Desk	Info Desk	Segregation	
Yard (2)	Yard (2)	Yard (2)	
HU (2)	HU (2)	HU (2)	
Food Services	Food Services		
School	School		
Healthcare	Healthcare		
Gym	Gym		

**MARQUETTE BRANCH PRISON (MBP)**

<b>FIRST SHIFT</b>	<b>SECOND SHIFT</b>	<b>THIRD SHIFT</b>	<b>DAY ACTIVITY</b>
Trusty Division (4)	Trusty Division (5)	Trusty Division (4)	Trusty Property
Brooks Center	Brooks Center	Rover 1 /Post 1	Check Station
Front Door	Yard (2)		
TD Rover			
Yard			
Quarantine			

**MICHIGAN REFORMATORY (RMI)**

<b>FIRST SHIFT</b>	<b>SECOND SHIFT</b>	<b>THIRD SHIFT</b>	<b>DAY ACTIVITY</b>
Infirmery Officer	Infirmery Officer	I-1 Rover	Sally Port Officer
Control Center Clerk	Control Center Clerk	J-5 Officer	
Kitchen Officer	Kitchen Officer	Yard Officer	
Yard Officer 1	Yard Officer 1	Rover Officer 1	
Yard Officer 2	Yard Officer 2		
A Ward	I-5 Inside		
Rover Officer	Rover Officer		
Annex Officer	J Rover Officer		
Front Desk	Property Room		
School Officer			

**MUSKOGON CORRECTIONAL FACILITY (MCF)**

<b>0600-1800 SHIFT</b>	<b>1400-2200 SHIFT</b>	<b>1800-0600 SHIFT</b>	<b>DAY ACTIVITY</b>
School	Rover	Segregation	
LTA		Rover (Back 40)	
Segregation		Front Yard	
Food Service		Bubble	
Health Service			
Rover (Back 40)			
Front Yard			

**NEWBERRY CORRECTIONAL FACILITY (NCF)**

<b>FIRST SHIFT</b>	<b>SECOND SHIFT</b>	<b>THIRD SHIFT</b>	<b>DAY ACTIVITY</b>
Rover 1	Rover 1	Rover C (School)	
Rover 7	Rover 2		
Rover 8	ECO/Rover 3		
School	Rover 3/ECO		
Information Desk Officer			

### OAKS CORRECTIONAL FACILITY (ECF)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Housing Unit 1	Housing Unit 1	Housing Unit 1	*Property Officer
Housing Unit 2	Rover 11	Housing Unit 2	
Housing Unit 6	Rover 12/A Tower (2)	Housing Unit 3	
Housing Unit 7	Rover 13	Housing Unit 5	
Rover 11	Rover 14/C-Tower (2)	Rover 15	
Rover 12	Rover 15		
Rover 14/C-Tower (2)	300 Building		
A-Tower/16	*Healthcare		
300 Building			
*Healthcare			
*Property Officer			

Day Activity is 8am-4pm with Prime RDO's

\* Positions have Prime RDO's

Note: Two bid positions will be eliminated from First Shift through attrition and are not identified at this time.

### PARNALL CORRECTIONAL FACILITY (SMT)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
9 Block (2)	9 Block (2)	9 Block (2)	
10 Block (2)	10 Block (2)	10 Block (2)	
16 Block (2)	16 Block (2)	16 Block (2)	
Control Center	Control Center	Yard	
Yard	Yard		

### SAGINAW CORRECTIONAL FACILITY (SRF)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Unit 400	Unit 400	Unit 400	
Unit 500	Unit 700	Unit 500	
Unit 1200	Unit 1200	Unit 1200	
Segregation	Segregation	Segregation	
School	School	Yard 34	
Yard 32	Yard 32		
Tower 2/Yard 33	Health Care/Tower 2		
Yard 33/Tower 2	Front Desk		
Yard 38			
Sally Port			

Bid positions exceeding 20% of shift's total number of assignments shall be eliminated through attrition (1st shift - 1 position, 2nd shift and 3rd shift none to be reduce).

### ST. LOUIS CORRECTIONAL FACILITY (SLF)

0600-1400	1400-2200	0600-1800	1800-0600
Rover 33	Food Service	Rover 29	Rover 29
Rover 34	Front Desk	Rover 31	Rover 30
Programs 35	Programs 35	Yard 40	Rover 31
Housing Unit 4	Yard 38	Unit 1	Unit 3
A Tower/Rover	A Tower/Rover	Unit 7	Unit 4

  

0700-1500
Healthcare

### THUMB CORRECTIONAL FACILITY (TCF)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Food Service	Food Service	Rover 20	
Control Center	Control Center	Control Center	
Bubble	Bubble		
School	School		
Gym	Gym		
Information Desk	Information Desk		
Healthcare			
Sally Port			
Property Room			

### WOMEN'S HURON VALLEY COFF. FACILITY (WHV)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
*Calhoun Acute Housing (2)	*Calhoun Acute Housing (2)	*Calhoun Acute	Vehicular Sally Port
RTP Emmet A	RTP Emmet A	*Emmet RTP	
Kent Infirmary	Kent Infirmary	Infirmary	
Gate West	Gate West	Yard East	
Yard Control West	Yard Control West	Yard West	
Yard Control East	Yard Control East	Arsenal	
Arsenal	Arsenal	Housing Unit 1, C Wing	
Housing Unit 1, C Wing (2)	Housing Unit 1, C Wing (2)	Housing Unit 1, B Wing	
Housing Unit 1, B Wing	Housing Unit 1, B Wing	Housing Unit 9	
Housing Unit 9 (2)	Housing Unit 9 (2)		
Food Service	Food Service		
Field House	Field House		

OFFICERS MUST BE CCW QUALIFIED FOR ARSENAL \*Calhoun positions can only be bid by those officers who have successfully completed RTS Training.

### WOODLAND CORRECTIONAL FACILITY (WCC)

FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	DAY ACTIVITY
Yard 30	Yard 30	Yard 30	Medical Officer
Front Desk	Front Desk	Rover 41	
Pod 1 Base	Pod 1 Base	Pod 3 B-Wing	
Pod 2 Base	Pod 2 Base	Pod 7 B-Wing	
Pod 7 Base	Pod 7 Base	Pod 9 B-Wing	
Pod 8 Base	Pod 8 Base		
Rover 70	Rover 70		