



SCDC POLICY/PROCEDURE

Change 1 to ADM-11.36: [Purpose](#)

NUMBER: ADM-11.36

TITLE: DUAL SUPERVISION

ISSUE DATE: **JULY 1, 2004**

RESPONSIBLE AUTHORITY: DIVISION OF HUMAN RESOURCES

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-11.36 (October 1, 2002)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS: 3-4006, 3-4012, 3-4088, 3-4089

STATE/FEDERAL STATUTES: NONE

THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE: To establish guidelines for personnel management of program services and administrative operations located in institutions/centers. These operations include, but are not limited to the following, Food Services, Canteen Operations, Commissary Services, Agriculture Services, Prison Industries, Education, Substance Abuse Services, Young Offender Services, Classification, Maintenance Services, Mental Health, Medical, Inmate Services, Sex Offender, ~~HIV Program~~, Inmate Grievance Services, **Management Review**, Training and Staff Development, and Safety and Fire Inspections.(Amended by Change 1, dated October 21, 2013)

POLICY STATEMENT: Non-security programs and services which are housed in or provided to institutions/centers will be managed and supervised in a manner which will be most conducive to timely, efficient, and effective operations of each institution/center and will best utilize the varied expertise of Agency managers. It is the intent of the Agency Director and the responsibility of both Central Office and institutional staff to ensure that the institutions/centers remain safe and secure and that all staff work together for the greatest efficiency and effectiveness of program and security considerations.

TABLE OF CONTENTS

1. [GENERAL SUPERVISION](#)
2. [RECRUITING AND EMPLOYMENT](#)

- [3. EMPLOYEE CORRECTIVE ACTION](#)
- [4. APPRAISAL \(INCLUDING PLANNING STAGES\) AND REVIEW](#)
- [5. RESOLUTION OF DISAGREEMENTS](#)
- [6. DEFINITION\(S\)](#)

SPECIFIC PROCEDURES:

1. GENERAL SUPERVISION:

1.1 All personnel who are working in, or whose official work site is located in, an SCDC institution/center are under the general supervision of the Warden or designee during the time that they are in the institution and will at all times comply with Agency policies/procedures including approved institutional/center rules to include employees of other public or private agencies providing services to the institution/center.

1.2 Wardens are responsible for matters directly related to safety and security, the integration of program delivery and scheduling, and the day-to-day supervision of the institution/center. (3-ACRS-1A-06, 3-4006)

1.3 The Central Office staff will be responsible in matters directly related to the quality and quantity of the product or service being provided. Changes affecting quality or quantity of services which impact existing institutional or center operations or rules must be discussed with the affected Warden prior to implementation of the changes. If an agreement cannot be reached, the appropriate member of the Director's Staff responsible for the program or service will consult with the *Agency Director/designee*. In the unlikely event an agreement cannot be reached, the Agency Director will render the final decision.

1.4 The Warden, in consultation with appropriate Central Office authority, may make mandatory assignments of non-security personnel to appropriate security duties in cases of immediate institutional emergencies. The Warden will notify appropriate Central Office staff as soon as possible depending upon the nature of the institutional emergency. Weapons will not be issued to employees who are not qualified by the Agency in the use of weapons; only those employees who are qualified may be issued weapons. Likewise, chemical munitions will not be issued to employees who are not qualified by the Agency in their use. (See SCDC Policy/Procedure OP-22.05, "*Firearms and other Security Equipment*," for additional information.)

1.5 In cases of extended non-immediate institutional emergency situations, the Warden may assign non-uniformed personnel to security duties only under the following conditions:

1.5.1 The security duties are of a non-sensitive nature not requiring the use of weapons, chemical munitions, and/or security related equipment; (3-4088, 3-4089)

1.5.2 The assignments are made after consultation with and the concurrence of the appropriate Division Director or designee; and

1.5.3 The non-uniformed employee, upon assignment, is provided on-the-job training in relevant Agency security policies/procedures, institutional rules, and safety issues.

(Note: Federally-funded positions are excluded from these assignments.)

1.6 Leave Procedures:

1.6.1 Leave (e.g., annual, planned sick leave, etc.) for the head of the institutional program service or administrative unit must be approved by the Warden or designee as well as the Division Director or designee.

1.6.2 Leave (e.g., annual, planned sick leave, etc.) for subordinate employees of the institutional program service or administrative unit must be approved by the head of the institutional program service or administrative unit.

1.6.3 When an emergency or unplanned leave request occurs for the head of the institutional program service or administrative unit, the leave must be approved by the Warden or designee per institutional call-in procedures and the employee will notify his/her Division Director or designee promptly as soon as time and circumstances permit.

1.6.4 When an emergency or unplanned leave request occurs for subordinate employees of the institutional program service or administrative unit, the leave must be approved by the head of the institutional program service or administrative unit per institutional call-in procedures.

In all cases, the head of the institutional program service or administrative unit will ensure that the unit is adequately staffed to perform the mission and will coordinate with the Warden or designee as well as the Division Director or designee when emergency leave situations result in a staff shortage.

2. RECRUITING AND EMPLOYMENT:

2.1 Filling Vacant Positions: All recruiting and employment matters regarding new or on-going programs within an institution will be the responsibility of the Central Office Division or Branch, in consultation with the Warden or designee. The Central Office Division or Branch will:

- Prepare position(s) questionnaires (as appropriate);
- Request vacancy announcements;
- Coordinate outside advertising;
- Interview applicants in accordance with SCDC Policy/Procedure ADM-11.28, "Applicant Selection Process"; and
- Request starting salaries.

Final selection must have the concurrence of the Warden or designee and must conform to all the policies/procedures outlined in SCDC Policy/Procedure ADM-11.28, "Applicant Selection Process."

2.2 Transfer of Position: Workload demands and cost effectiveness may necessitate the transfer of positions from one institution to another. The Division Director having functional supervision over the affected area will coordinate transfers in consultation with the Wardens or designees of both the gaining and losing institutions.

2.3 Contract Employees: In order to provide adequate staffing in all institutions/centers, the Agency may contract with individuals and/or agencies to provide services. Such contractual services will be coordinated with the Warden or designee. Contract employees will comply with all Agency policies/procedures and institutional rules at all times.

2.4 Reclassification: The Division Director may recommend reclassification of positions as required to meet the needs of the Division. The reclassification of such positions will be coordinated with the Warden or designee of the institution where the position is budgeted and will be processed per SCDC Policy/Procedure ADM-11.31, "Position Classification." In addition, Wardens may request that positions be reclassified. Such requests will be forwarded to the appropriate Division Director for consideration and action.

3. EMPLOYEE CORRECTIVE ACTION: All corrective actions will be handled in accordance with SCDC Policy/Procedure ADM-11.04, "Employee Corrective Action." Warning notices and terminations that occur as a

result of poor job performance will be prepared and processed pursuant to SCDC Policy/Procedure ADM-11.06, "Employee Performance Management System."

3.1 Security Violations: The Warden will initiate corrective actions for program services and administrative support services employees working in the institution on matters regarding specific security violations or in other matters that may impair the security and/or efficient operation of the institution. In addition, when initiating corrective action for security violations, the Warden will contact the respective Division Director prior to notification of the employee.

3.2 Professional Violations: The Division Director/designee will initiate corrective action for program services and administrative support services employees working in the institutions for specific infractions which have a direct bearing on the quality and/or quantity of the service. In addition, when initiating corrective action for professional violations, the Division Director will inform the respective Warden prior to notification of the employee.

4. APPRAISAL (INCLUDING PLANNING STAGES) AND REVIEW: All performance evaluations will be completed in accordance with SCDC Policy/Procedure ADM-11.06, "Employee Performance Management System."

4.1 Head of Institutional Program Service or Administrative Unit:

In accordance with SCDC Policy/Procedure ADM-11.06, "Employee Performance Management System," notification for reviews for the heads of institutional program service or administrative units will be sent via the automated system to the work location for the affected employee. The Warden/designee and the Central Office Division Director/designee will prepare jointly and sign the planning stage and evaluation forms. The planning stage and the evaluation form will not be discussed with the affected employee until all required signatures are obtained. The Division Director/designee will ensure that appraisals are completed and processed within proper time limits.

4.2 Subordinate Employees of an Institutional Program Service or Administrative Unit:

4.2.1 Generally, subordinate employees of an institutional program service or administrative unit will be rated by the institutional administrative or program service unit head after consultation with the appropriate Central Office staff and will be reviewed by the Warden or designee. *The notification for all subordinate program service and administrative employees will be sent to the budgeted work location of the affected employee via the automated system.*

4.2.2 Branch Chiefs whose offices are located in an institution will be rated by the appropriate Division Director. Review will be by the appropriate member of the Director's Staff.

4.2.3 Division Directors whose offices are located in an institution will be rated by the appropriate member of the Director's Staff. Review will be by the Agency Director.

5. RESOLUTION OF DISAGREEMENTS: In the event that there is a disagreement between the respective Division Director and Warden regarding issues related to this policy/procedure, the appropriate member of the Director's Staff will resolve the conflict. In the unlikely event an agreement cannot be reached by the appropriate member of the Director's Staff, the Agency Director will render the final decision.

6. DEFINITION(S): None

SIGNATURE ON FILE

s/Jon E. Ozmint, Director

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