

 <b>POLICY AND PROCEDURE</b>	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	June 5, 2013	<b>Page 1 of 7</b>	
			<b>SUPERSEDES:</b>	1282.1D November 2, 2012		
			<b>OPI:</b>	DIRECTOR		
			<b>REVIEW DATE:</b>	June 5, 2014		
			<b>Approving Authority</b>	Thomas Faust Director		
	<b>SUBJECT:</b>	DUTY ADMINISTRATIVE OFFICER				
	<b>NUMBER:</b>	1282.1E				
<b>Attachments:</b>	Attachment A-B					

**SUMMARY OF CHANGES:**

<b>Section</b>	<b>Change</b>
Page 4, §8 (c-2))	<i>Section #8, (c-2)) has been added to policy</i>

**APPROVED:**

*Signature on File*



**Thomas Faust, Director**

6/5/2013

**Date Signed**

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1. **PURPOSE AND SCOPE.** To provide uniform guidelines for the DC Department of Corrections (DOC) Duty Administrative Officer Program.

2. **POLICY.** It is the policy of the DOC to provide for systems to monitor operations and programs through inspections and reviews.

3. **NOTICE OF NON-DISCRIMINATION**

a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

4. **PROGRAM OBJECTIVES**

- a. The Duty Administrative Officer (DAO) Program will provide increased managerial oversight, presence and communications with line staff and inmates during weekends.
- b. The Duty Administrative Officer will provide adequate and timely responses to emergency or non-routine situations during their tour of duty.
- c. Regular inspections reveal how well an institution's operations and programs are complying with policies and procedures.

5. **DIRECTIVES AFFECTED**

a. **Directives Rescinded**

PS 1282.1D

Duty Administrative Officer (11/02/12)

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**b. Directives Referenced**

- 1) PS 1280.2 Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences
- 2) PS 1311.2 Management Controls
- 3) PM 1340.4 Media/Public Relations/Scheduling Department Events
- 4) PS 1340.2 Media Public/Relations
- 5) PS 2320.1 Issuance and Use of Telecommunications Equipment
- 6) PS 2830.1 Use of Government Vehicles, Fleet Management
- 7) PS 3310.4 Sexual Harassment Against Employees
- 8) PS 3350.2 Elimination of Sexual Abuse, Assault and Misconduct

**6. STANDARDS REFERENCED.** None

**7. AUTHORITY.** D.C. Code § 24-211.02, Powers; Promulgation of Rules

**8. REQUIREMENTS**

- a. **Duty Administrative Officer (DAO).** Duty Administrative Officers are selected and are available to provide administrative presence and oversight at the CDF they provide advice, guidance and decision-making based upon their job classification, correctional and managerial experience, and training.
- b. The Duty Administrative Officer shall consist of the following staff members:
  - 1) Warden,
  - 2) Deputy Wardens, and
  - 3) Majors.

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c. **Tour of Duty**

- 1) **Weekend.** The weekend tour of duty commences at 6 pm each Friday and ends at 7 am on Monday mornings.
- 2) The Duty Officer shall spend at least four (4) hours in the facility during a Duty Officer tour of duty.

d. **Operational Reviews.** Each tour shall be spent conducting inspections of systems and operations, observing activities, and during the course of inspections, interacting with staff and inmates as applicable and observing and responding to significant incidents and extraordinary occurrences.

9. **RESPONSIBILITIES**

- a. **Director.** The Director, DOC, establishes the DAO Program. The Director shall publish the Duty Administrative Officer roster.
- b. **Deputy Director.** The Deputy Director for Operations is delegated authority to further implement the requirements of this directive.
  - 1) The Deputy Director for Operations or designee shall ensure that the DAO roster is readily accessible to key staff such as the Director, Government and Public Affairs, the Warden and Deputy Wardens, the General Counsel, the Office of Investigative Services, the Community Residential Program Administrator, the Facilities Management Chief and the CDF Command Center.
  - 2) Each DAO shall be responsible for obtaining a replacement DAO when they have an emergency or other unplanned occurrence.
  - 3) DAO schedule changes shall only be made with the concurrence of the Deputy Director of Operations.
- c. **Warden.** The Warden shall ensure that the Command Center maintains a current set of policies and procedures, post orders as well as other documents in the Duty Administrative Officer's Book as specified in Attachment A.

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## 10. AVAILABILITY

- a. The DAO shall refrain from the consumption of any substance that interferes with their decision-making capability during their tour of duty.
- b. The DAO shall be available either in person, by telephone, or cellular phone throughout the entire tour of duty.

## 11. EMERGENCY RESPONSE

- a. When notified of an emergency or reportable incident, the DAO will be available to report immediately to the facility.
- b. The DAO will advise the Warden, Deputy Director and Director of Operations of all incidents that must be reported in accordance with PS 1280.2, *"Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences"*.
- c. The DAO shall respond to and observe responses to emergency codes if they occur while the DAO is in the facility.
- d. Procedures for reporting Sexual Misconduct and Sexual Harassment shall be followed as outlined in PS 3350.2, *"Elimination of Sexual Abuse, Assault and Misconduct"* and PS 3310.4, *"Sexual Harassment Against Employees"*.

12. **AUTHORITY.** The DAO shall make routine operational decisions and respond to significant and emergency incidents as outlined in this directive. The DAO may consult with the Warden, General Counsel, Deputy Director for Operations, and Director, and when needed the Chief of Investigative Services. The DAO shall defer decisions such as use of overtime, personnel decisions or other commitments of resources to the Warden or designee.

## 13. INSPECTIONS

- a. **Systems Checks.** The DAO shall conduct randomly selected inspections and systems checks such as, but not limited to:
  - 1) the community alert systems check,
  - 2) inmate counts,
  - 3) inmate movement,

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- 4) tool control,
  - 5) key control,
  - 6) contraband control,
  - 7) fire safety,
  - 8) roll call,
  - 9) daily roster and post coverage,
  - 10) command center operations,
  - 11) perimeter patrols,
  - 12) food services,
  - 13) safety and sanitation,
  - 14) inmate visiting halls,
  - 15) facility entrance and exit procedures,
  - 16) special management unit,
  - 17) volunteer services,
  - 18) receiving and discharge,
  - 19) records office,
  - 20) medical intake,
  - 21) housing unit inspections, and
  - 22) interviews with staff and inmates while conducting inspections.
- b. **Observation Summary.** The DAO shall only conduct general inspections of areas of operations that are subject to local building, fire safety or other regulatory codes unless trained in appropriate application of the specific requirement.
- 1) The DAO shall complete the Observation Form (Attachment B).

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2) In addition, the DAO may use the Office of Internal Controls and Accreditation (OICA) audit checklists and the Environmental Safety and Sanitation Inspection checklists to conduct inspections as indicated.

c. **Deficiencies and Remediation.** Deficiencies and possible remediation suggestions shall be addressed in writing to the Warden by 12 noon of the following Friday. The DAO shall provide earlier verbal feedback when appropriate.

14. **COMMUNICATIONS.** The DAO shall log all telephone contacts and their outcome, as well as routine and significant observations on the DAO Observation Form (Attachment B).

Attachments

Attachment A – DAO Book Index

Attachment B – DAO Observations Form

## **DUTY ADMINISTRATIVE OFFICER'S BOOK INDEX**

1. **FORMS**
  - a. Administrative Duty Officer Observation Forms
  - b. Notification - Significant Incident and Extraordinary Occurrences
  - c. Employee Report of Significant Incident/Extraordinary Occurrences
  - d. Vehicle Use and Accident Forms
2. **EMERGENCY CONTACTS**
3. **POLICY AND PROCEDURES**
  - a. OM 06-006 CDF Community Alert System Testing
  - b. PS 1280.2 Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences
  - c. PS 1311.2 Management Controls
  - d. PM 1340.4 Media/Public Relations/Scheduling Department Events
  - e. PS 2830.1 Use of Government Vehicles- Fleet Management
  - f. PS 2920.1 Fire Safety Inspections and Abatement
  - g. PS 2920.4 Inspections and Abatement Program
  - h. CN #1 for 2920.4 Environmental Safety and Sanitation Manual
  - i. PS 3410.1 Employee Assistance Program (EAP)
  - j. PS 3350.2 Elimination of Sexual Abuse, Assault and Misconduct
  - k. PS 3310.4 Sexual Harassment Against Employees
  - l. PS 3800.3 ADA: Communications for Deaf and Hearing Impaired
  - m. PS 4080.2 Video Visitation Center/Special Visits
  - n. PS 4160.3 Access to Legal Counsel (Attorney Visits)
  - o. PS 5009.2 Searches of Inmates, Inmate Housing Units, Work and Program Areas
  - p. PS 5010.1 Security Inspections
  - q. PS 5010.2 Accountability for Inmates
  - r. PS 5010.3 Contraband Control
  - s. PS 5010.4 Post Orders
  - t. PS 5010.8 Staffing and Manpower Utilization
  - u. PS 5010.9 Use of Force and Application of Restraints
  - v. PS 5020.1 Entrance and Exit Procedures
  - w. PM 5031.1 CDF Emergency Plan
  - x. PM 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures
  - y. PS 7500.2 Facilities Maintenance





**DUTY ADMINISTRATIVE OFFICER OBSERVATION FORM**

**DUTY OFFICER:** \_\_\_\_\_ **FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_  
**Tour Dates**

Laundry			
Inmate Visiting Entrance			
Staff Entrance			
Inmate Recreation Yard (Female)			
Inmate Recreation Yard (Male)			
Culinary			
Loading Dock			
Elevators			
Maintenance Shops			
Records Office			
Inmate Visiting Halls			
Inmate Program Room			
Officer's Dining Room			
Officer's Lounge			
Medical Unit			