

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
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	1.9	4
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	INSTITUTIONAL DUTY OFFICER	

## I. POLICY and PROCEDURE

A. Each institution shall appoint a staff member to serve as duty officer during weekends, holidays, and periods other than regularly scheduled 8:00 a.m. - 4:00 p.m. workdays.

1. The staff member selected shall be of supervisory rank and normally at the level of Unit Director, Captain or above. This provision may be waived at the discretion of the Deputy Commissioner of Adult Institutions.
2. The staff member shall be on twenty-four (24) hour call.
3. The staff member shall have no more than a 60-minute response time if called.
4. The assignment of duty officer shall be rotated on a weekly basis and a schedule of assignment shall be posted in the institution and forwarded to the Deputy Commissioner of Adult Institutions.
5. A duty officer shall be equipped with a cell phone to ensure accessibility.

## B. Training

The institutional fire and safety coordinator, in conjunction with security staff designated by the Warden or designee, shall train the duty officer, at a minimum, in the following:

1. Applicable safety and fire prevention standards;
2. Security conditions and practices to include key and tool control;
3. Sanitation;
4. Applicable work, health, and safety standards;
5. Toxic and flammables control
6. Critical Incident Management; and
7. Facility Incident Action Plans.

Staff members appointed to serve as an institutional duty officer shall receive training on an annual and as-needed basis.

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- C. The duty officer shall be contacted by telephone if a situation listed below occurs. After receiving the description of the incident, the duty officer shall decide whether supervision may be provided by telephone or whether on-site supervision is necessary.
1. Escape from the institution;
  2. Death;
  3. Serious Assault or Injury (including sexual assaults);
  4. Major fire or disturbance;
  5. Serious incidents involving visitors;
  6. Discharge of firearms or use of chemical agents; or
  7. Other matters considered to be of a serious nature by the Shift Supervisor.
- D. In situations requiring the duty officer to enter the institution, the duty officer shall provide supervision until the conclusion of the incident or until relieved by higher authority.
- E. The institutional duty officer shall ensure incidents are reported in accordance with CPP 8.6. The contact may be made in an electronic format.
- F. The institution may make available, if possible and practical, an institutional vehicle for use by the duty officer. Use of an institutional vehicle shall be subject to the following conditions:
1. The vehicle shall be used only for purposes of transportation between the staff member's home and the institution. An institutional vehicle shall not be used for personal purposes under any circumstances;
  2. Each institution shall maintain a log on the use of institutional vehicles assigned to a duty officer. The log shall include the date and time a vehicle is assigned, to whom the vehicle is assigned, the vehicle number, the mileage readings when the vehicle is checked in and out and the total miles driven; and
  3. A person other than those on official Corrections business shall not operate or be carried as passengers in the assigned duty officer vehicle.
- G. The institutional duty officer shall conduct a thorough inspection of the institution, including all inmate living, work and program areas, with specific attention to the following:
1. Applicable safety and fire protection standards;
  2. Sanitation;
  3. Applicable work, health and safety standards;
  4. Key and tool control; and
  5. Toxic and flammables control.

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H. The institutional duty officer shall ensure that monthly system checks and drills are conducted.

1. The monthly system checks and drills information shall be documented in the Duty Officer Log Book and shall contain the following information:

- a. Name of person conducting the system check;
- b. Date and time of the system check;
- c. Subject and location of the system check;
- d. Brief narrative of the system check;
- e. Results of the system check; and
- f. Corrective action taken as a result of the system check.

2. Each institution shall establish a schedule of system checks and drills. At a minimum, the checks shall include:

- a. Escape – quarterly;
- b. Hostage Drill – annually;
- c. Fire Drill – quarterly on each shift; and
- d. Medical Emergency (on grounds) – quarterly.

3. Other checks and drills shall include:

- a. Mass Casualty Drill;
- b. Emergency Count;
- c. Missing Tool from Tool Room;
- d. Missing Key Ring; and
- e. Medical Emergency (off grounds work crew).

I. Reporting

During the tour of duty, the institutional duty officer shall sign all post logs of areas inspected and document all inspections and systems checks in the duty officer logbook.

1. Additional reports of discrepancies found and actions taken shall be copied and submitted to the Warden for review and further actions if warranted.

2. At the end of the preceding duty officer's tour of duty, the duty officer logbook and all other equipment related to the functions of the duty officer shall be forwarded to the succeeding duty officer after a thorough briefing.

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J. Duty Officer Logbook

The institutional duty officer shall be required to maintain a logbook of all inspections made, actions taken, systems checks and any significant occurrences that happened during their tour of duty.

K. Maintenance Duty Officers

1. The Maintenance duty officer may be provided with an appropriate vehicle for his use during his tour of duty.
2. The maintenance duty officer shall be contacted by telephone for matters considered to be serious in nature and requiring the services of a maintenance employee. The maintenance duty officer shall, after receiving a description of the incident, make a decision as to whether or not he needs to report to the institution or contact another maintenance employee or vendor to resolve the situation.
3. Maintenance uniform attire is not required for the maintenance duty officer if it is necessary for him to report to the institution.

L. The following expectations shall be met during the period a staff member serves as duty officer.

1. No use of alcohol or intoxicants;
2. Provision of an accurate description of the situation if reporting incidents;
3. Prudent use of institutional vehicles and duty officer related equipment; and
4. Accessibility by telephone at all times.

M. A duty officer shall receive compensatory time for all duty officer related work including phone calls and time spent at the institution. Travel time to and from the institution may be counted in the determination of compensatory time earned. Travel time for compensatory purposes does not include those trips that an employee would be normally expected to incur in relation to his regular 8 hour shift, 5 day work week. In a situation requiring the physical presence of the duty officer within the institution, mileage shall be reimbursed pursuant to Personnel regulations, if a state vehicle is not used.

N. An institution shall not develop additional policies or restrictions relating to duty officer responsibilities.