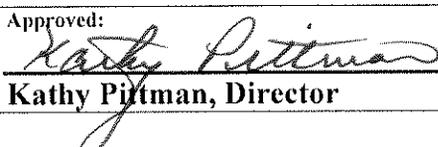


<b>MISSISSIPPI DEPARTMENT OF HUMAN SERVICES</b> <b>DIVISION OF YOUTH SERVICES</b> <b>JUVENILE INSTITUTIONS</b>	
Subject: <b>Administrative Duty Officers</b>	Policy Number: <b>4</b>
Number of Pages: <b>7</b>	Section: <b>III</b>
Attachments	Related Standards & References
<b>None</b>	<b>ACAC-3-JTS-1A-09</b>
Effective Date: <b>March 3, 2008</b>	Approved:  <b>Kathy Pittman, Director</b>

## I. POLICY:

It is the policy of the Mississippi Department of Human Services (MDHS) Division of Youth Services (DYS) that specified senior staff of the training schools shall be utilized to act in the absence of the Facility Administrator, and to be on call to handle emergencies and serious incidents.

## II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. **Administrative Duty Officer** – The Facility Administrator’s designee when the Facility Administrator is absent from campus, who handles routine matters, emergencies and serious incidents during the evening and weekend hours.
- B. **Facility Administrator** – The individual responsible for the overall Training School operations including facilities, care and custody of youth, and all related programs, services and management functions.
- C. **Duty Week** – The seven (7) day period of time beginning at 5:00 pm, Tuesday and ending at 9:00 am, (Tuesday) during which the Administrative Duty officer is scheduled for Duty.
- D. **Shift Supervisor** – A supervisor with authority over the direct care staff who has been designated to manage the facility during a given shift or period of time, who is responsible for the operation of the facility, events that take place, and the staff on duty, during the time on duty.
- E. **Room Confinement** - A form of isolation in which a youth is confined to and locked in a room in order to manage a youth’s out of control behavior, which is limited to Special Management Units (SMU). (See policies XIII.7: BMU and XIII.8: OMU)
- F. **Disciplinary Segregation** - A form of isolation in which a youth is confined to and locked in a room as a formal sanction resulting from a disciplinary hearing, which may not exceed 72 hours. The use of disciplinary segregation is limited to the OMU. (see policy XIII.8: OMU)

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### III. PROCEDURE

Senior managers shall be designated and trained to fill the role of the Administrative Duty Officer. These individuals shall be on call and shall handle routine matters, emergencies and serious incidents during evening and weekend hours.

- A. **Eligible Managers** – Only senior members of the facility staff shall act as Administrative Duty Officers. These are normally the senior management staff that report directly to the Facility Administrator. They are the staff that may be designated as “Acting Administrator” if the Facility Administrator is on vacation or absent from the facility for an extended period of time. Individuals who may function as the Administrative Duty Officer shall include:
1. Facility Administrator
  2. Deputy Facility Administrator for Operations
  3. Deputy Facility Administrator for Clinical Services
  4. Deputy Facility Administrator for Educational Services
  5. Deputy Facility Administrator for Direct Care Services
  6. Assistant Deputy Administrator for Security
  7. Assistant Deputy Administrator for Direct Care Services
- B. **Ineligible Managers** – The following employees or managers shall not be assigned to function as Administrative Duty Officers:
1. Managers of clerical or support units, such as, business, fiscal management or personnel
  2. Managers of specialized units such as medical or food services
  3. Staff, such as, investigators, attorneys, or administrative assistants
- C. **Scheduling** – Prior to the beginning of each month, the Facility Administrator shall prepare a schedule of Administrative Duty Officer coverage for the upcoming month. A copy of this schedule shall be given to all of the scheduled Administrative Duty Officers, and a copy shall be placed in the facility’s primary control room and/or security station. In addition, a copy shall be submitted to the Director of Institutions, Division of Youth Services, Office Director and the MDHS Executive Director.
1. **Duty Week** – The duty week shall start at 5:00 pm on Tuesday afternoon and run for one week. During normal working hours (Monday through Friday from 8:00 am to 5:00 pm), management of the facility is the responsibility of the Facility Administrator. The Administrative Duty Officer shall be on duty on holidays, even if they fall on a week day. The Duty Administrator shall not be

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required to remain on campus the entire week. However, the Administrative Duty Officer shall not leave the campus without completing the tasks assigned in this procedure and must be available to return to campus as needed.

2. **Information** – The monthly schedule shall list the month and year which the schedule covers; the names of the administrators who shall be assigned duty coverage; the specific weeks each person is assigned the duty; and the phone number, pager number, and/or radio call sign for each Administrative Duty Officer.
3. **Changes** – If it is necessary to change the Administrative Duty Officer coverage, the Facility Administrator shall prepare a memo documenting the changes and give a copy to all individuals and locations where the schedule is maintained.
4. **Emergency Changes** - If an emergency necessitates a last minute change in duty officers (such as an injury or family emergency), notifications may be made by phone. A memo shall be prepared as soon as possible documenting the change.

D. **Relationship to Shift Supervisors** – The Administrative Duty Officer is not to provide direct supervision to staff working during the evenings, weekends, and/or holidays; that supervision is to be provided by the Shift Supervisors. The Administrative Duty Officer shall monitor the operation of the facility and make decisions that would otherwise be made by the Facility Administrator. (See policy III.12: Shift Supervisor)

1. **Deficiencies** - If the Administrative Duty Officer, while touring the facility, observes behavior or practices that are not consistent with policy, the Administrative Duty Officer shall notify the Shift Supervisor who should correct the problems that have been observed. The Administrative Duty Officer is expected to log these observations in the Bound Administrative Duty Officer Logbook and follow-up to make sure they are corrected.
2. **Communication** – If an issue requires a decision by the Administrative Duty Officer, the Shift Supervisor shall contact the Administrative Duty Officer. Shift Supervisors shall contact the Administrative Duty Officer at least twice (in the am and pm) during their scheduled shift to provide an update on facility operations and to assure both individuals are informed about current events. Other staff should not contact the Administrative Duty Officer. Communication with the Administrative Duty Officer shall take place through the Shift Supervisor.

E. **Site Visits** – During the week of assigned duty, the Administrative Duty Officer shall visit the facility and observe the routine operation of the facility. During these inspections, the Administrative Duty Officer shall examine and log general cleanliness, maintenance problems, the activities of youth and staff, and compliance or non-compliance with DYS policy and procedure. These site visits shall include the following:

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1. **Special Management Units** – The Administrative Duty Officer shall visit all special management units daily. This includes observing suicidal youth placed in the AMU; as well as youth placed in the OMU for either room confinement or disciplinary segregation. The Administrative Duty Officer shall ensure that such youth are being appropriately cared for and managed according to DYS policy. (See policies XIII.6: SMU-AMU, XIII.8: SMU-OMU, and XIII.12: Suicide Prevention)
  2. **Meals and Food Service** – Over the course of the week of duty, the Administrative Duty Officer shall eat a minimum of three meals at the facility (one of which shall be had at Unit I and two of which shall be had at Unit II) – one breakfast meal, one lunch meal, and one evening meal. At least one meal shall be eaten on the weekend.
  3. **Visiting** – Once during the week of duty, the administrator shall observe visitation taking place at the facility.
  4. **General Housing Units** – The Administrative Duty Officer shall visit all housing units other than special management units at least twice during the week of duty.
  5. **Evening/Night Visits** – Over the course of the duty week, the Administrative Duty Officer shall, at least once, visit all areas of the facility where youth live or spend time during the evenings or on weekends. In addition to housing units, this shall include all recreation areas, medical areas, and administrative areas.
- F. **Other Duties** – In addition to monitoring the general activities taking place at the facility, the Administrative Duty Officer is responsible for making key decisions and acting in the place of the Facility Administrator during evening and weekend hours. These include:
1. **Changes in Housing** – Any change in a youth’s housing assignment must be approved by the Administrative Duty Officer.
  2. **Room Confinement** – The Administrative Duty Officer must approve the placement of a youth in a locked room other than during normal sleeping hours. The Administrative Duty Officer shall review the Incident Report as well as the Special Placement Form resulting from the placement of youth in room confinement (see policies XIII.7: BMU, XIII.8: OMU and VII.7: Incident Reporting)
  3. **Changes in Scheduled Activities** – Facility staff are to develop and implement a master schedule of activities for the youth; this schedule is to be posted weekly and serve as a guide for all staff. The Administrative Duty Officer shall assure that evening and weekend activities are implemented for all housing

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units, and must be contacted and give approval if staff are going to deviate from that schedule. (see policy XIII.14: Structured Programming)

4. **Escapes** – The Facility Administrator, Director of Institutions and DYS Division Director shall be notified immediately by telephone in the event of a youth escape from the facility or campus. As well, all mentioned parties shall be notified in writing via a Serious Incident Report Form. (See policy VII.2: Incident Reporting) Furthermore, the facility and campus shall be secured, all youth accounted for and activity suspended until a campus-wide search has been completed.
5. **Emergency/Unscheduled Transportation** – The Administrative Duty Officer shall be contacted if it is necessary to transport a youth from the facility for emergency or unscheduled reasons.
6. **Changes in Staff Schedules** – During evenings and on weekends, the Shift Supervisor shall contact the Administrative Duty Officer for authorization regarding any deviation from the posted work schedule of staff. This includes calling in extra staff, or letting staff leave or not work their assigned schedules.
7. **Continued Placement in the OMU and Disciplinary Segregation** – The Administrative Duty Officer shall visit each youth daily who is being housed in the Observation Management Unit (OMU) for the purposes of disciplinary segregation. If, in the judgment of the Administrative Duty Officer, there is insufficient justification to continue holding the youth in the OMU, in room confinement or in disciplinary segregation, the Administrative Duty Officer shall order the youth returned to his/her assigned housing unit.
8. **Power Outage or Weather Emergency** – In the event of a power outage or weather emergency, all available Administrative Duty officers shall be contacted by the officer on duty. As well, the Administrator on duty shall coordinate the placement of officers at assigned posts and units in order to appropriately secure campus and ensure the safety of all youth and staff persons on campus.
9. **Other Duties** – If the Facility Administrator cannot be reached, the Administrative Duty Officer shall call the Director of Institutions for consultation before making decisions normally made by the Facility Administrator in any situation which requires immediate action. (If immediate action is not warranted, the matter shall be documented and left for the Facility Administrator to handle when available.) For example, if a staff person is found to have committed a crime or serious breach of policy and procedure, the Administrative Duty Officer shall call the Director of Institutions before taking action. In the event the Director of Institutions cannot be reached, the Administrative Duty Officer shall call the Director of the Division of Youth Services for guidance.

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G. **Availability** – When on a duty status, the Administrative Duty Officer shall be available at all times. This shall include the following:

1. Immediately available by radio, cell phone, or pager; and
2. Able to travel to and arrive at the facility within 30 minutes if called and asked to respond to manage a serious incident.

H. **Adjusted Work Hours** – Time spent at the facility during the evening or on weekends shall be considered as hours worked. The Facility Administrator may utilize work schedule adjustments to compensate for extra time spent at the facility. However, time spent in an “on call” status shall not be counted as work time.

I. **Duty Logbook** – The Administrative Duty Officer shall maintain a hard bound log which contains written notes documenting the performance of assigned duties. These shall include:

1. **Changes in Duty Officers** – Any time there is a change in duty officers, a log entry shall be made by both administrators – the one being relieved and the one assuming the duty.
2. **Site Visits** – All areas visited shall be noted in the log, including the date and time of the visit.
3. **General Observations** – Log entries shall note general cleanliness, activities taking place, content of meals, the behavior of youth and compliance or non-compliance with posted schedules and policy and procedure.
4. **Conversations with Restricted Youth** – A log entry shall be made regarding each youth visited while on room confinement or disciplinary segregation (locked in a room). The log entry shall include the youth’s physical and mental condition, any issues or concerns raised by the youth, and a justification for keeping the youth in room confinement or disciplinary segregation.
5. **Decisions** – A log entry is required if the Administrative Duty Officer is contacted by facility staff and asked for permission to take any action which must be approved by the Administrative Duty Officer.

J. **Training** – Before assuming the responsibilities of an Administrative Duty Officer, individuals shall be trained in the subjects listed below. The Division’s Training Director shall document and maintain records that show the training was completed:

1. Use of Force
2. Emergency Management
3. Resolving and Reporting Incidents

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4. Operation of the Special Management Units
5. Suicide Prevention
6. Programming and Master Activity Schedules
7. Post Orders
8. Handle with Care
9. Disciplinary Policy and Procedure
10. Visitation Policy, Rules and Restrictions
11. First Aid and CPR Procedures
12. Other key policies related to the operation of the campus and proper management and care of youth.

K. **Documentation** – Administrative Duty Officers shall document their activities, decisions and observations. The following documentation shall take place:

1. **Hard Bound Log** – A hard bound log shall be used to document the duties performed by the Administrative Duty Officer. This log book shall be transferred to the oncoming Administrative Duty Officer when the duty is transferred on Tuesday morning, or any other time the duty is transferred to another administrator. This exchange shall be documented by the date, time and signature of both parties.
2. **Other Reports** – The Administrative Duty Officer is to comply with all reporting requirements as defined in policy and procedure. For example if an incident is observed, or the Administrative Duty Officer is involved in an incident, an incident report shall be completed as required by policy.
3. **Submission of Log Entries** – No later than 9:00 am on each week day morning, the Administrative Duty Officer shall photocopy the pages of the hard bound log which contain all log entries entered for the previous 24 hours. (On Monday morning, the copied log entries shall cover the period from 9:00 am on Friday morning until 9:00 am on Monday morning.) A set of these photocopied log entries shall be hand delivered or faxed to the following people: the Facility Administrator, the Director of Institutions, Division of Youth Services Office Director and the MDHS Executive Director.