

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 100 GENERAL ADMINISTRATION	SUPERSEDES: AR 113 (09/06/03)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 113 ADMINISTRATIVE OFFICER OF THE DAY	EFFECTIVE DATE: 11/15/04

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	<u>MANDATORY REVIEW DATE</u>	<u>08/12/05</u>

PURPOSE

To define duties and responsibilities of the Administrative Officer of the Day (AOD).

To establish policy and procedures to facilitate timely and effective channels of communication for reporting of incidents, activities and events.

AUTHORITY

NRS 209.131

RESPONSIBILITY

The Assistant Director of Operations' Administrative Assistant/designee will be responsible for:

- Publishing the Administrative Officer of the Day (AOD) roster.
- Notify the respective AOD's of any special notification requirements in the event the Director or Assistant Director of Operations will be on travel status/annual leave at any time during the week.

DEFINITIONS

ADMINISTRATIVE OFFICER OF THE DAY – A designated administrator, who will be notified by institution/facilities of any unusual incident during off-duty hours, weekends, and holidays, facilitates communication and advises institution/facility on-duty supervisors.

DEPARTMENT – The Nevada Department of Corrections.

APPLICABILITY

This regulation applies to all employees of the Department.

PROCEDURES

113.01 ADMINISTRATIVE OFFICER OF THE DAY (AOD)

1.1 The Assistant Director of Operations will designate Department staff to be placed on the AOD rosters.

1.2 The rosters will be published each December as a weekly schedule for the upcoming year.

1.3 Each AOD will assume the duty from their predecessor at 5:00 P.M. Monday and continue with the duty until 8:00 AM on the succeeding Monday. If Monday is a holiday, AOD Duty will extend to 8:00 AM Tuesday.

1.4 If the assigned AOD find they cannot be available for duty, they have the responsibility to notify and obtain permission from the Assistant Director of Operations for a roster change and to provide the name of the person who will assume the duty for the specified period of time.

1.4.1 Such arrangements are to be made one (1) week in advance of the duty schedule.

1.4.2 The Administrative Assistant/designee will notify each Warden and manager by telephone, with follow-up written memorandum, of duty changes made pursuant to this section.

1.4.3 Each warden/Manager will ensure that all appropriate supervisors under their control are notified of any changes.

1.5 Unless personally relieved by another employee who has been designated and approved by the Assistant Director of Operations to serve as AOD, the person scheduled for the duty must be available or on call at all times during the week indicated by the AOD roster.

1.5.1 The AOD must remain in telephonic, cell phone, or pager contact at all times.

1.5.2 The institution/facility is to first attempt to contact the AOD by telephone. If no answer, the AOD is to be paged in accordance with established procedures. If the phone is busy call back, do not page.

1.6 Each designated AOD will maintain an up-dated Emergency Response Manual as outlined in the Department's Administrative regulation 107 and a telephone directory consisting of names, home/office numbers of frequently called staff and other agency contacts and updated as needed.

1.7 In general, the AOD is limited in authority to receiving reports and handling situations consistent with established Departmental regulations. The AOD is the Warden/Associate Warden for specific institution/facilities involved.

1.7.1 The AOD should not issue orders or operational instructions to institution/facilities line supervisors for handling specific incidents or emergencies unless the AOD is the Warden/Associate Warden for the specific institution/facility involved, or the institutional managers cannot be contacted.

1.7.2 When it is necessary to make an operational decision, the line supervisor will attempt to contact the respective Warden/Associate Warden prior to contacting the AOD. If contact cannot be made in an emergency situation, the AOD should closely consult with the line supervisor in charge concerning any operational decisions to be made.

1.7.3 The primary AOD responsibility is to assist other staff in problem solving, complying with Departmental Regulations and in maximum utilization of appropriate internal and external resources. Accordingly, the AOD will verify that appropriate measures have been taken and notifications have been made.

1.8 Line supervisors in charge of an institution/facility during the evening, night, weekend or on holidays, are instructed to contact the AOD consistent with the provisions of this regulation, on questions of policy, news media inquiries, and other unusual incidents.

1.8.1 Reporting personnel are to supply accurate and sufficient data, along with recommendations, alternatives, and a review of actions taken or planned based upon the facts and seriousness of the problem.

1.8.2 Reports to the AOD should be limited to:

1.8.2.1 Unusual Incidents;

1.8.2.2 Death of inmate or inmate injury or illness that requires outside medical treatment;

1.8.2.3 Shots fired;

1.8.2.4 Arrest of a visitor or staff member by outside law enforcement on Department property;

1.8.2.5 Violent incidents involving more than two inmates;

1.8.2.6 Media contacts;

1.8.2.7 Serious injury of any staff ; and

1.8.2.8 Escape.

1.8.3 The AOD will assist in the decision-making process as necessary and is responsible for submitting appropriate verbal and written reports as outlined herein concerning any unusual matter or incident.

1.8.4 The AOD will verify with reporting line supervisors that proper notifications concerning each incident, activity or event has been made consistent with the notification requirements.

1.9 The AOD is required to personally make an immediate verbal/telephone reports concerning unusual incidents, events or activities to the one Department Administrator who can be contact in the following order of priority:

- Assistant Director of Operations;
- Acting Assistant Director of Operations, if assigned;
- Inspector General; and
- Director.

1.10 Following any contact by an institution/facility pursuant to the provisions of this regulation, the AOD is required to make a report, in writing; to the Assistant Director of Operations via the Inspector General by 9.00 AM the following workday.

1.10.1 A copy of this report will also be sent to the respective Warden and appropriate regional Public Information Officer (PIO).

1.10.2 The report will be prepared and submitted using DOC-016 entitled AOD Incident Report.

1.10.3 The report may be hand written.

REFERENCES

None

ATTACHMENTS

AOD Incident Report, DOC-016

Jackie Crawford, Director

Date

CONFIDENTIAL XX
 Yes No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.