

Selection and Responsibilities of Duty Officers.....	1
I. Positions Eligible for Appointment as Duty Officer.....	1
A. Facility Duty Officers.....	1
B. Community Corrections Duty Officers.....	1
C. Private Prisons.....	1
D. Inspector General’s Duty Officers.....	1
II. Briefing.....	2
III. Development and Revisions of Schedules.....	2
IV. Tour of Duty and Availability Requirements.....	2
A. Tour of Duty.....	2
B. Availability Requirements.....	2
V. Notification and Responsibilities of the Duty Officer.....	2
A. Reportable Critical/Serious Incidents.....	2
B. Written Reports.....	2
C. Emergency Plans.....	2
VI. References.....	3
VII. Action.....	3

Section-04 Security	OP-040116	Page: 1	Effective Date: 11/25/2014
Selection and Responsibilities of Duty Officers	ACA Standards: None		
Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Selection and Responsibilities of Duty Officers

A duty officer is assigned to designated departmental locations for administrative decision making during non-routine working hours.

I. Positions Eligible for Appointment as Duty Officer

A. Facility Duty Officers

The deputy warden, chief of security, unit managers, and case manager IV or higher will be assigned as duty officers. The warden may be assigned as a duty officer.

B. Community Corrections Duty Officers

The assistant district supervisors, team supervisors, chief of security, and case manager IV or higher will be assigned as duty officers. The district supervisor may be assigned as a duty officer.

C. Private Prisons

The private prison contract monitors will be assigned as duty officers for private prisons. The private prison administrator may be assigned as a duty officer.

D. Inspector General’s Duty Officers

The Inspector General will designate supervisors and agent III's as duty officers for the Inspector General's office.

II. Briefing

Prior to appointment as duty officers, individuals will be briefed in the specific duties and requirements of the position by the appropriate facility/district/unit head.

III. Development and Revisions of Schedules

Quarterly duty officer schedules will be established, maintained, and distributed to all affected staff and facilities/districts/units.

IV. Tour of Duty and Availability Requirements

A. Tour of Duty

Duty officers will be designated to serve continuously for one week intervals beginning at 5:00 p.m. on Tuesday and terminating at 5:00 p.m. the following Tuesday.

B. Availability Requirements

Facility and district duty officers will be accessible and available to report to the facility/district if needed. If it becomes necessary for the duty officer to be away from the facility/district and inaccessible, then an alternate duty officer will be designated to cover during the absence.

V. Notification and Responsibilities of the Duty Officer

A. Reportable Critical/Serious Incidents

Definitions of, and guidelines, for reporting critical/serious incidents will be in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents."

B. Written Reports

1. A duty officer log will be maintained as instructed by the appropriate facility/district/unit head.
2. All calls received, with pertinent information included, will be entered into the duty officer log.

C. Emergency Plans

As required by [OP-050102](#) entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities," duty officers will maintain a copy of written emergency plans as applicable for their assigned work location.

VI. References

Policy Statement No. P-040100 entitled "Security Standards for Oklahoma Department of Corrections"

OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

VII. Action

The division/unit head is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040116 entitled "Selection and Responsibilities of Duty Officers" dated April 1, 2014

Distribution: Policy and Operations Manual
Department Website