DEPARTMENT OF CORRECTIONS

Policy Number:	**300.200**
Title:	**Officer of the Day**
Effective Date:	**3/3/20**

PURPOSE: To designate staff members to assist, advise, and direct the facility watch commander.

APPLICABILITY: All facilities

DEFINITIONS: None

PROCEDURES:

A. The warden of each facility designates staff to serve as the officer of the day (OD) on a rotating basis. Staff assigned to OD duty are compensated according to the terms of their bargaining unit agreement.

B. The warden of each facility must develop, maintain, and distribute a roster of OD assignments. Should a change to the OD roster be made, the staff making the change must notify the watch commander and warden's office. A schedule of OD assignments is maintained at the facility and reflects changes made.

C. OD procedure

1. Staff must complete an orientation on the role and responsibilities of the OD before assuming duty. The orientation must include all policies identified by the facility warden/designees. It must include, in particular, a review and familiarization with Policy 301.081, "Use of Force and Restraints – Adult" and the "Pinion Restraints" online training through the agency electronic training management system. (For Red Wing, it must also include a review and familiarization with Policy 301.079, "Juvenile Restrictive Procedures.")

2. The OD's duty starts on Tuesdays at 0800 and ends the following Tuesday at 0800, unless otherwise scheduled by the facility warden. If OD responsibility begins on a Tuesday that is a holiday, both the outgoing and incoming OD receive holiday pay in accordance with their bargaining unit agreement.

3. The OD must remain fit for duty at all times (free of alcohol and/or medications that could impair judgment). The OD carries a cell phone and must respond by telephone as quickly as possible. Each facility provides an emergency contact list to allow the OD to make and return calls. The OD must report to the facility if needed.

4. If the OD becomes unavailable due to illness, injury, or other emergency during their OD assignment, the OD must notify their supervisor who designates an alternate OD.

5. The warden/acting warden informs the OD group under what circumstances the warden/acting warden needs to be contacted.

6. The OD's responsibilities include:

a) Attending the warden's morning meetings,
b) Visiting living and program areas of the facility,
c) Documenting the OD's rounds according to facility procedures,
d) Reading daily logs and reports, and
e) Maintaining contact with the watch commanders.

Each facility may further define OD responsibilities.

7. The OD does not respond to media inquiries unless directed by the warden.

D. Facility watch commander procedure

The facility watch commander must notify the OD of any serious or unusual occurrences. Such serious or unusual occurrences include such examples as:

1. Walkaways, escape, or escape attempts;
2. Significant disturbance;
3. Death of offender, staff, or visitor;
4. Medical emergency requiring hospitalization of offender, staff, or visitor;
5. Assault on staff or visitor;
6. Fire or other significant property damage;
7. Any situation likely to draw media attention;
8. Any incident requiring the use of force or restraints per Policy 301.081, "Use of Force and Restraints – Adult" or Policy 301.079, "Juvenile Restrictive Procedures;"
9. Any other situation, incident, or concern that jeopardizes the safety, security, and order of the facility; and
10. Lockup – any reason the facility, living unit, or a portion of the facility was locked up.

INTERNAL CONTROLS:

A. Each facility maintains a schedule of OD assignments at the facility that reflects changes made.

B. Rounds conducted by the OD are documented according to facility procedures.

ACA STANDARDS: None

REFERENCES:

Minn. Stat. § 241.01
Policy 301.055, "Security Rounds"
Policy 301.081, "Use of Force and Restraints – Adult"
Policy 301.079, "Juvenile Restrictive Procedures"
Policy 203.230, "Death of an Incarcerated Offender"
Policy 105.117, "Confined Space Entry"
Policy 105.170, "Bloodborne Pathogens"
Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)"
Policy 203.225, "Emergency Notification – Offender/Resident Hospitalization"
Policy 301.020, "Escape"
Policy 301.070, "Lockups"
Prison Rape Elimination Act (PREA), 28 C.F.R. §115 (2012)

REPLACES:

Policy 300.200, "Officer of the Day," 12/18/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVED BY:
Deputy Commissioner, Community Services
Deputy Commissioner, Organizational Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Office of Strategic Planning, Implementation, and Employee Development