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Section-04 Security	OP-040116	Page: 1	Effective Date: 11/30/2021
Selection and Responsibilities of Duty Officers	ACA Standards: None		
Scott Crow, 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(s), chief of security, unit managers, and case manager IV(s) or higher will be assigned as duty officers. The facility head may be assigned as a duty officer.

B. Community Corrections Duty Officers

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

C. Probation and Parole Duty Officers

The assistant regional supervisors and team supervisors will be assigned as duty officers. The administrator of Community Corrections of a region may be assigned as a duty officer.

D. Private Prisons/Halfway Houses Duty Officers

The private prison/halfway house contract monitors will be assigned as duty officers for private prisons/halfway houses. The chief administrator of Community Corrections and Contract Services may be assigned as a duty officer.

E. Office of the Inspector General (OIG) Duty Officers

The Inspector General will designate supervisors and agents as duty officers for the office of the Inspector General.

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/unit head.

III. Development and Revisions of Schedules

Quarterly duty officer schedules will be established, maintained, and distributed to all affected staff and facilities/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 unit duty officers will be accessible and available to report to the facility/unit if needed. If it becomes necessary for the duty officer to be away from the facility/unit 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/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” and [OP-053001](#) entitled “Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures, and Major Disasters,” duty officers will maintain a copy of written emergency plans as applicable for their assigned work location.

VI. References

Policy Statement P-040100 entitled “Security Standards for the 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”

OP-053001 entitled “Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures, and Major Disasters”

VII. Action

The affected executive/senior staff and facility heads are responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-040116 entitled “Selection and Responsibilities of Duty Officers” dated October 28, 2020

Distribution: Policy and Operations Manual
Agency Website