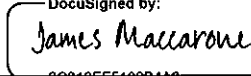


MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: Administrative Duty Officer	Policy Number: 4
Number of Pages: 8	Section: III
Attachments None	Related Standards & References ACA 3-JDF-3A-05, ACA 3-JDF-3A-09, 3-JDF-3A-10, ACA 3-JDF-3A-11
Effective Date: 3/3/2008 Revised: 5/30/2019, 6/28/2019	Approved:  2C310EF5188B4A2...

I. POLICY:

It is the policy of the Mississippi Department of Human Services (MDHS), Division of Youth Services (DYS), that specified senior staff of Oakley Youth Development Center (OYDC) 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, weekend, and/or holiday hours.
- B. **Facility Administrator** – The individual responsible for the overall operations of Oakley Youth Development Center (OYDC), including facilities, care and custody of youth, and all related programs, services, and management functions.
- C. **Days of Duty**– The three (3) day period of time beginning at 5:00 pm. Friday and ending at 8:00 am. Monday during which the Administrative Duty Officer is scheduled for Duty. Days of Duty may be extended or changed due to scheduled holidays and/or approved days of vacation/leave.
- 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. **Behavior Management Isolation (BMI)** - A “cooling off” period for youth: where placement of youth in a room either locked or unlocked for the purposes of controlling

aggressive behavior, restoring order, correcting undesirable behavior, and to achieve compliance with behavioral rules and expectations (See OYDC Policy: VII.10, BMI).

- F. **Due Process Isolation (DPI)** - A sanction that arises from Due Process proceedings. When on DPI, a youth is confined alone in a room as a result of a rule violation (See OYDC Policy: VII.9, Due Process Hearings).
- G. **Special Management Unit (SMU)** - A housing unit with special rules and procedures established to manage a unique population of youth requiring removal from the general population. These units have specialized programs and structure designed to address the needs of these youth and have different rules for daily operation and unique security and control features (See OYDC Policies: VII.9-DPI, VII.10-BMI, XIII.7-AMU, XIII.8-BMU, and XIII.22-OP).
 - 1. **Assessment Management Unit (AMU)** --- A Special Management Unit (SMU) utilized for the temporary placement for youth who (1) need Intake services upon arrival to OYDC, and/or (2) when circumstances warrant removing youth from the general population for specialized assessment and/or treatment. Youth in the AMU receive continuous one-on-one supervision within five physical feet, at all times, while the youth is sleeping and awake (See OYDC policy: XIII.7, AMU).
 - 2. **Behavior Management Unit (BMU)** --- A special program, segregated from the general population, designed to provide a high level of supervision and structure, assist youth in learning to manage their emotions, thinking, and actions to reduce the likelihood of committing acts of aggression or seriously out of control behavior (See OYDC policy: XIII.8, BMU).
 - 3. **Observation Pod (OP)** – A Special Management Unit (SMU) with special rules and procedures established to manage youth that threaten the secure and orderly management of the facility (See OYDC Policy: XIII.22, OP).

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, weekend, and/or holiday 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 or are a trained designee approved by 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. Director of Mental Health Services
4. Superintendent for Educational Services
5. Administrator for Direct Care Services
6. Approved Facility Administrator Designee

B. **Scheduling** – The Facility Administrator or designee shall prepare a schedule of Administrative Duty Officer coverage annually. This schedule may be updated as needed by the Facility Administrator or designee in order to accommodate any changes in the holiday schedule, approved vacation, and/or approved days of leave (e.g., facility/job related conferences, medical leave, military leave, etc.). 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 Youth Services.

1. **Days of Duty** – The scheduled Days of Duty begin at 5:00 pm on Friday afternoon and continue to through Monday, 8:00 am. Days of Duty may be extended or changed due to scheduled holidays and/or approved days of vacation/leave. The Administrative Duty Officer shall be on duty on holidays, even if they fall on a week day. The Administrative Duty Officer shall make rounds on campus during each shift of their scheduled Days of Duty. The Administrative Duty Officer shall not be required to remain on campus for the entirety of their scheduled Days of Duty, but should remain in reasonable proximity (30 minute travel time or less) to campus in order to return to campus as needed and/or for emergencies. However, the Administrative Duty Officer shall not leave the campus without completing the tasks assigned in this procedure.
2. **Information** – The annual schedule shall list the months and the year in which the schedule covers, the names of the administrators who shall be assigned duty coverage; the specific days each person is assigned duty, and the phone 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.

C. **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 OYDC 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 will correct the problems that have been observed. This information is to be documented in the Duty Report, and the Administrative Duty Officer is to follow-up to make sure any deficiencies 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 other than any Senior Staff present on campus. Communication with the Administrative Duty Officer shall take place through the Shift Supervisor.

D. **Site Visits** – During the assigned Days of 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 general cleanliness, maintenance problems, the activities of youth and staff, and compliance or non-compliance with DYS and OYDC policies and procedures. Any deficiencies are to be documented in the Duty Report, and the Administrative Duty Officer is to follow-up to make sure any of the noted deficiencies were corrected. These site visits shall include the following:

1. **Special Management Units** – The Administrative Duty Officer shall visit all Special Management Units daily. This includes observing suicidal youth placed on the AMU, as well as youth placed on the OMU. The Administrative Duty Officer shall ensure that such youth are being appropriately cared for and managed according to DYS policy. (See OYDC policies: VII.9-DPI, VII.10-BMI, XIII.7-AMU, XIII.8-BMU, XIII.22-OP, and XIII.12-Suicide Prevention).
2. **Visiting** – During assigned Days of Duty, if visitation is taking place, the Administrative Duty Officer shall observe visitation no less than once.
3. **General Housing Units** – The Administrative Duty Officer shall visit all housing units at least twice during the assigned Days of Duty.
4. **Evening/Night Visits** – Over the course of assigned Days of Duty, the Administrative Duty Officer shall, at least once, visit areas of the facility where

youth are currently active. These areas should include, but are not limited to: recreation areas, medical areas, and administrative areas.

E. **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 the assigned Days of Duty. These duties include:

1. **Changes in Housing** – Any change in a youth's housing assignment must be approved by the Administrative Duty Officer or Shift Supervisor via communication with the Administrative Duty Officer.
2. **Room Confinement** – The Administrative Duty Officer or Shift Supervisor 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 OYDC policies: VII.9-DPI, VII.10-BMI, XIII.7-AMU, XIII.8-BMU, XIII.22-OP, 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 and/or Shift Supervisor shall assure that evening, weekend, and holiday activities are implemented for all housing units. The Administrative Duty Officer and/or Shift Supervisor, via communication with Administrative Duty Officer, must give approval prior to staff deviating from the Master Schedule (See OYDC Policies: XIII.14, Structured Programming and XIII.25, Recreation Policy).
4. **Escapes** – The Facility Administrator and Director of Youth Services 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 OYDC 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, weekends, and/or holidays, 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, letting staff leave from work, or allowing staff not to work their assigned schedules.

7. **Continued Placement on a Special Management Unit (SMU) or Behavior Management Isolation (BMI)** – The Administrative Duty Officer shall visit each youth daily who is being housed on a Special Management Unit (SMU) and/or is placed in Behavior Management Isolation (BMI). If, in the judgment of the Administrative Duty Officer, there is insufficient justification to continue holding the youth on a Special Management Unit (SMU) or in Behavior Management Isolation (BMI), 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 and campus residents shall be contacted by the Administrative Duty Officer. As well, the Administrator Duty Officer 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 contact the Director of Youth Services 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 contact the Director of Youth Services before taking action if not able to contact the Facility Administrator.
- F. **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 or cell phone
 2. Able to travel to and arrive at the facility within 30 minutes if called and asked to respond to manage a serious incident.
- G. **Adjusted Work Hours** – Time spent at the facility during evenings, weekends, and scheduled holidays 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.
- H. **Duty Report** – The Administrative Duty Officer shall assist in developing a Duty Report prepared by the Shift Supervisor. The Administrative Duty Officer will review the Duty Report to check for consistency. This report is to contain written notes documenting the performance of assigned duties. These shall include:
1. **Changes in Administrative Duty Officers** – Any time there is a change in Administrative Duty Officers, the Shift Supervisor will document this change in the Duty Report and the in the Central Control log book.

2. **Site Visits** – All areas visited shall be noted in the Duty Report, including the date and time of the visit.
 3. **General Observations** – The Duty Report shall note general cleanliness, activities taking place, content of meals, the behavior of youth, and compliance or non-compliance with posted schedules and policies and procedure.
 4. **Conversations with Restricted Youth** – A log entry shall be made in the Unit Log book and Duty Report regarding each youth visited while on a Special Management Unit (SMU) and/or in Behavior Management Isolation (BMI). 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 on the SMU and/or in BMI.
 5. **Decisions** – A log entry is required in the Duty Report 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.
- I. **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 (Controlled Force)
 2. Emergency Management
 3. Resolving and Reporting Incidents
 4. Operation of the Special Management Units
 5. Suicide Prevention
 6. Programming and Master Activity Schedules
 7. Post Orders
 8. Disciplinary Policy and Procedure
 9. Visitation Policy, Rules, and Restrictions
 10. First Aid and CPR Procedures
 11. Other key policies related to the operation of the campus and proper management and care of youth.
- J. **Documentation** – Shift Supervisors shall document activities, decisions, and observations conducted by the Administrative Duty Officers. The following documentation shall take place:

1. **Duty Report**– Shift Supervisors, in coordination with the Administrative Duty Officer, will complete a Duty Report to document the duties performed by the Administrative Duty Officer. The Administrative Duty Officer will review this report with the Facility Administrator and/or Director of Youth Services after Days of Duty have been fulfilled. The review of the Duty Report will be documented by all parties involved.
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 (See OYDC policy: VII.2, Incident Reporting).
3. **Submission of Duty report** – The Duty Report shall be submitted by no later than 9:00 am on the morning in which Administrative Duty Officer’s Days of Duty are complete. The Duty Report shall be submitted to the following people: Facility Administrator, Director of Youth Services, and any other persons or designees determined by either of these parties. Submission of the Duty Report may be hand delivered, emailed, or faxed.