

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 303.03**

**DATE: 01 August 2020**

**SUBJECT: ADMINISTRATIVE DUTY  
OFFICER**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To establish and implement a mechanism for each facility to have designated administrative or managerial employees serve as the facility's primary point of contact (Administrative Duty Officer) for all unusual incidents that take place after regular business hours.

**REFERENCE:**

None.

**RESPONSIBILITY:**

Superintendents shall be responsible for enacting Operational Procedures and Post Orders to ensure compliance with this Policy Directive.

**CANCELLATION:**

Any previous written instruction on the subject, including DOC Commissioner's Instruction #16-21, dated 15 November 2016 and DOC Protocol ACO-1, dated 01 January 2017.

**APPLICABILITY:**

All facilities within the Division of Corrections and Rehabilitation. This Policy is available for general distribution.

**DEFINITIONS:**

**Administrative Duty Officer (ADO):** Designated administrative or managerial employees who serve as the facility's primary point of contact for all serious or unusual incidents that take place after regular business hours.

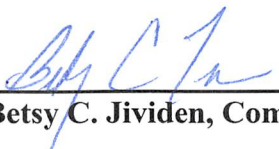
**Serious Incidents:** Those incidents having a negative impact upon the physical safety of any person or which impact adversely upon the immediate safe, secure operation of any operational unit of the DCR. Examples include, but are not limited to: deaths; riot or serious disturbance; escape/attempted escape from confinement or direct custody; assaults that inflict severe injury; arrest of a staff member, inmate or parolee (on a new charge); PREA incidents/allegations that may constitute criminal activity and require notification of outside law enforcement; or any other incident that may require the immediate attention and/or response from the Office of the DHS Secretary or the Office of the Commissioner.

**Unusual Incidents:** Those incidents which, although contained or presenting no immediate threat to the public, inmates or staff, could initiate attention from the media or require a response from the Office of the DHS Secretary or the Office of the Commissioner.

**POLICY:**

- I. Superintendents shall designate those employees at the facility who are to serve as the Administrative Duty Officer (ADO). This designation shall include administrative or managerial employees at the equivalent rank of Chief of Security or higher. The Superintendent may include themselves in the designation. A rotating schedule for the facility's ADO tour of duty (e.g. weekly, biweekly, monthly, etc.) shall also be developed. Such designation and schedule, to include the ADO's contact information, shall be submitted in writing at least annually to the appropriate Assistant Commissioner, Chief of Operations and Regional Director (if applicable).
- II. Superintendents shall include in their facility-specific procedures those designated person(s) who shall make notification to the ADO (e.g. Shift Commander), as well as the method(s) by which the ADOs can be contacted (e.g. state-issued cell phone, home phone, e-mail, etc.).
- III. Superintendents shall enact procedures to ensure that the ADO and the person(s) contacting the ADO document the contact; such documentation shall minimally include the date, time, duration, and reason for the contact, as well as any action that is taken as a result of the contact.

**ATTACHMENT(S):** None.

**APPROVED SIGNATURE:**  \_\_\_\_\_ 7-30-20  
**Betsy C. Jividen, Commissioner** **Date**