

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 112.00	<u>PAGES:</u> 4
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903		
<u>SUBJECT:</u> Administrative Duty Officer			
<u>DATE:</u> January 1, 2018			

PURPOSE

This Policy is to establish guidelines for reporting all emergency situations to the Division of Juvenile Services' Central Office.

CANCELLATION

This policy has been revised and supersedes Policy 112.00 dated January 1, 2017.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities, centers and offices.

DEFINITIONS

1. **Administrative Duty Officer (ADO)**: Central Office personnel who are assigned on a rotating basis to serve as each Facility Shift Commander's primary point of contact for all emergencies, unusual circumstances, and use of force incidents that take place after regular business hours.
2. **Emergency Situation**: As used within the scope of this Policy, an emergency situation is defined as an incident such as, but not limited to, the following:
 - a. Escape or attempted escapes,
 - b. Homicide, Rape, Serious Injury, or Death to an On-Duty Staff Member, or Visitor,
 - c. Any assault on staff,
 - d. Suicide or Attempted Suicide,

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- e. Medical Evacuation of an On-Duty Employee, or Visitor,
- f. Admission or Release of a Resident to or from an Outside Hospital,
- g. Any incident or mechanical failure that would result in a facility lockdown or evacuation,
- h. Riot or serious disturbance,
- i. Any use of force or room entry,
- j. Serious damage to state property, and
- k. An incident or controversial matter that may affect facility security or public safety or that may be newsworthy.

PROCEDURES

1. During normal work hours, the Facility Superintendent/Director shall ensure that the Director of the Division of Juvenile Services or designee is contacted and apprised of emergency situations. After normal working hours for Central Office, the Shift Supervisor shall report any emergency situations to the Administrative Duty Officer by following emergency notification procedures.
2. Telephone contact must be followed by written documentation of the incident before the end of the shift in which the incident occurred as outlined in Policy #315.00-Incident Report Writing.
3. Administrative Duty Officer duties shall be a functional job expectation of personnel selected by the Division Director. While on ADO status, every effort shall be made to be available by phone and return calls in a timely manner.
4. ADO duty shall rotate weekly. Each tour of duty shall begin at 5:00 p.m. on Monday and end at 9:00 a.m. the following Monday. If Monday should fall on a holiday, the ADO duty shall continue until 5:00 p.m. on that holiday.
5. Facility staff will notify the ADO within one (1) hour of the incident conclusion and enter the contact on the Shift Log in OIS for any emergency situation.
6. The staff calling the ADO will provide the following information:
 - a. Date and time of incident,

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- b. Incident report number, if available,
 - c. Resident involved,
 - d. Staff involved, and
 - e. Description of incident.
7. The Shift Supervisor will ensure that a follow-up e-mail will be sent to the ADO with the incident number(s).
 8. In the event that the on-duty ADO cannot be reached at the number(s) listed, leave a detailed message and contact shall be made to the next ADO on the list.
 9. The ADO has the responsibility to forward to the Division Director or Deputy Director immediately any issues of:
 - a. Escape,
 - b. Homicide, Rape, Serious Injury, or Death to an On-Duty Staff Member, Resident, or Visitor,
 - c. Any assault on staff,
 - d. Suicide,
 - e. Medical Evacuation of an On-Duty Employee, or Visitor,
 - f. Admission or Release of a Resident to or from an Outside Hospital,
 - g. Any incident or mechanical failure that would result in a facility lockdown or evacuation,
 - h. Riot or serious disturbance,
 - i. Critical damage to state property, and
 - j. An incident or controversial matter that may affect facility security or public safety or that may be newsworthy.

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10. The ADO will complete a weekly summary report of all calls received during the week and forward the summary via email to the Division Director, Deputy Director, Regional Directors, DJS Coordinator of Investigations, and the Division Director's secretary (who will upload the ADO report to the Central Office shared drive) no later than 5 pm on the Tuesday following their on-duty week. This summary will include the facility, date/time, person who called, description of incident, resident/staff name(s) involved and incident number, if available.

11. Each Facility will adopt this policy in its entirety and no operational procedure will be developed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

William K. Marshall
Director

Jan 1st 2018
Date