

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-11	Policy # 8.2
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: ACA Standards: 4-JCF-6A-05, 4-JCF-6A-07, 3-JDF-1A-15 DJJ 3.30, 8.3, 8.25, 23.1	
Chapter 8: SAFETY, SECURITY, AND CONTROL Subject: ADMINISTRATIVE DUTY OFFICER	Effective Date: 8/30/16 Scheduled Review Date: 8/29/17 Replaces: 3/15/13 Secure Facilities Division APPROVED:	
Attachments: None.	 <hr/> Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice facility directors shall designate members of the facility's management staff to function as Administrative Duty Officer (ADO) during weekends, holidays and when the director and other administrative staff are absent from the facility. The ADO shall function as the director's designee in ensuring that department policies are followed and directing on-duty supervisory staff in the management of the facility.

II. DEFINITIONS:

Administrative Duty Officer: The senior official designated by the Director to function on weekends, holidays, and times other than the facility's normal business hours. The Administrative Duty Officer must have the experience and knowledge necessary to fulfill the duties.

III. PROCEDURES:

- A. A written ADO roster will be prepared in advance and updated as necessary. The roster will be maintained in the central control room. The roster will identify:
1. Names of staff serving as ADO;
 2. Specific time periods each person is to serve as the ADO; and
 3. Radio call sign and telephone numbers where the on-duty ADO can be contacted.
- B. The following staff members may serve as ADO:
1. Director;
 2. Associate Director;
 3. Assistant Director;

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4. Unit Managers;
 5. Captain; and
 6. Administrative Lieutenant approved by the facility Director.
- C. The Director may designate other staff members who have the knowledge and experience to perform the duties to serve as ADO.
- D. The following staff members will not be designated as ADO:
1. Behavioral health staff;
 2. Health care staff;
 3. Direct care staff who work a regular shift directly supervising youth (e.g., lieutenants and other shift supervisors);
 4. Principals; and
 5. Teachers.
- E. ADOs must be familiar with DJJ policies, local procedures and the facility emergency plans.
- F. While on duty, ADOs will ensure that a current phone number is available on record and that they can be immediately contacted by the facility.
- G. All ADOs must have a telephone number where they can be directly contacted. The facility will provide a cell phone.
- H. While on duty, the ADO must be ready to immediately respond and will remain within reasonable traveling distance of the facility as determined by the facility director.
- I. ADOs may agree to adjust their schedule to facilitate personal needs (i.e. switch duty schedule with another ADO). Adjustments will be reflected on the roster and necessary staff including the Director must be immediately informed.
- J. A logbook will be maintained by the ADO.
1. All contacts and activities will be recorded, signed and dated (DJJ 8.3 - Logbooks).
 2. The logbook will be handed to the ADO when he/she assumes duty.

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3. The ADO getting off-duty will brief the ADO getting on duty when the logbook is handed over.
 4. On a weekly basis, the Director will review, sign, and date the ADO logbook in red.
- K. The facility requires that ADO or FD conduct unannounced rounds to identify and deter staff sexual abuse and sexual harassment. The unannounced rounds will cover all shifts and all areas of the facility. At least 2 unannounced rounds must be conducted after 12:30 am and no later than 4:30 am per month. Staff is prohibited from alerting other staff of such rounds. All such rounds must be documented using DJJ 23.1 Attachment B – PREA unannounced rounds and maintained in a binder for PREA audits. On duty senior supervisory staff is responsible for contacting the ADO when necessary. Examples of situations that require contact of the ADO include, but are not limited to:
1. Escape of youth;
 2. Riot or major group disturbance among youth;
 3. Allegation of sexual assault of a youth (See DJJ 8.25, Sexual Assault);
 4. Serious illness, injury, self-harm/suicide attempt, or death of youth, on-duty staff, or visitor, and/or contacting 911 or emergency personnel;
 5. Personnel problems such as inadequate personnel to supervise the facility;
 6. Significant maintenance problems such as loss of power, heat, Detex/Guard Plus system, etc;
 7. Use of force techniques;
 8. Fires, natural disasters;
 9. Any non-routine situation that supervisory staff determine justifies contacting the ADO; and
 10. Contacts required by DJJ policy.
- L. The ADO will determine the necessity of contacting the facility Director, other on-call staff such as medical or behavioral health staff, and/or other off-duty staff. In any major incident or emergency, the Director and other staff will be contacted as required by DJJ policy or based upon necessity, as determined by the ADO. The Director, ADO, or senior official will determine the necessity, based upon DJJ policy, of contacting central office staff through the chain of command, or other agencies when required.

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M. The ADO will visit the facility at least once per week outside of normal business hours (e.g., weekends, holidays, and evenings). Visits by various ADOs will be planned and coordinated to provide coverage at a variety of times and circumstances. Certain areas and activities will be observed and documents reviewed during the visits. Observations of the entire facility do not have to be done at each visit; however, each area listed below must be reviewed at least once per month per ADO rotation:

1. Youth on room restriction;
2. Visitation;
3. Food service during meal time;
4. Housing areas; and
5. Late night visits to maintain contact with evening staff.

N. While actively engaged in work duties and other work activities, time spent will be designated as “hours worked” on the appropriate time keeping mechanism (i.e., time sheet or time clock). Travel time to and from the facility as a part of the ADO duties will be considered work time. The facility Director will utilize work schedule adjustments to recognize the additional time spent at the facility after hours or on weekends by the ADO; however, time spent in an “on-call” or “on stand-by” capacity is not considered as hours worked for work schedule adjustment purposes. (See DJJ 3.30, Work Hours.)

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES