



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 200-03	PAGE NUMBER 1 OF 4
		DISTRIBUTION: Public	
		SUBJECT: Duty Officer	
RELATED STANDARDS:	ACA 5-ACI: 1A-17, 3A-10, 3A-11	EFFECTIVE DATE: December 01, 2023	
		SUPERSESSION: May 1, 2022	
DESCRIPTION: Personnel	REVIEW MONTH: November	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to establish a duty officer program that will provide continuous administrative coverage at all facilities *and monitor operations and programs through inspections and reviews. This monitoring is conducted by the warden or designated staff at least annually and by qualified professionals not affiliated with the facility or system at least every three (3) years* [ACA 5-ACI-1A-17].

II. PURPOSE

It is the purpose of this policy to explain the duties of and provide guidelines for duty officers, who will be available to give advice, guidance, and decision-making assistance.

III. DEFINITIONS

Duty Officer (DO):

The duty officer (DO) is the primary person for the shift commander to contact regarding events at the institution after regular business hours. The duty officer shall also perform the duties and functions listed in policy "Responsibilities."

Shift Commander:

The shift commander is the on-duty captain or lieutenant responsible for the operation of the institution and for decisions made during his/her shift, unless a higher-ranking staff member reports to the institution and assumes command.

Tour of Duty:

The tour of duty will be on a continuous twenty-four (24) hours per day, seven (7) days per week basis. Beginning tour of duty will commence on any day of the assigned week and continue until the same day of the following week. Tour of duty will end with a formal briefing between off-going DO, oncoming DO, and the warden, or associate warden.

IV. PROCEDURES

1. Assignment of the Duty Officer:

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- A. The associate warden (AW) will establish a list of the trained DO staff and will finalize a DO rotation schedule, which will be updated with the annual review or sooner if required. The AW will be responsible for disseminating the list to the DO Staff. Shift commanders will not be assigned as DOs.
- B. The DO provides appropriate oversight, direction, and responsiveness to daily operations or non-routine situations during their assigned tour of duty and will report certain incidents to the DOC Administration and the Office of Risk Management.
- C. The DO will inform central control how they can be contacted at all times when away from the facility. Upon accepting DO responsibilities, the DO will ensure an email message is generated with appropriate phone numbers at which they can be reached at any time of the day or night and distributed to the warden and AW.
- D. If the DO should become ill, or for some other reason is unable to fulfill his/her responsibilities as DO, they will immediately notify their warden of the need for a replacement.

2. Responsibilities of the Duty Officer:

- A. The DO, during the week of his/her duty, will not consume substances, including alcoholic beverages, which may impair his/her judgment except under the supervision of a medical doctor.
- B. The DO will be available to respond to their facility either in person, by telephone, radio, or cellular phone throughout their entire tour of duty.
- C. The duty officer will be familiar with and comply with the procedures in DOC policy 1100-01 – *Prison Rape Elimination Act (PREA)*, in all cases involving sexual assault and/or sexual misconduct allegations.
- D. When notified of an emergency or reportable incident, the DO will be available to report immediately to the facility. The DO, during their entire tour of duty, must remain reasonably close to the institution (within one (1) hour travel time) to respond to any emergencies that may occur.
- E. The oncoming and off going DOs will meet for a formal briefing. During the formal briefing, the off going and oncoming DOs will meet with the warden or AW for an exchange of information. The off going DO reports incidents and concerns that arose during the previous duty period. The warden or AW has the opportunity to express special concerns or sensitive information. The oncoming DO has the opportunity to ask questions, learn of any required follow-up, and seek guidance before beginning the duty period. Acknowledgment of the briefing will be completed on the *Weekly Duty Officer Observation Form* (see attachment #1). The DO will also be responsible for completion of the other parts in Section IV (dates and times that shifts were visited) of the form and the distribution as designated.
 - 1. The DO will be provided with relevant policies, implementation adjustments, post orders, a cellular telephone, and a listing of emergency phone numbers.
 - 2. The AW will review and update information and verify working condition of the cellular telephone on a monthly basis.
- F. The DO is the primary contact person for the shift commander outside of regular business office hours. The shift commander will contact the DO to report incidents including, but not limited to, the following:
 - 1. Serious incidents, such as fights, assaults, or accidents with injuries serious enough to require a visit to the hospital or other external medical facility.
 - 2. An assault on any staff person.
 - 3. Death or serious injury of staff or offender.
 - 4. A disturbance or unrest, riot, hostage situation, or bomb threat.
 - 5. Escapes, attempted escapes, or walkaways.

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6. Work stoppages.
 7. Capture of an escapee.
 8. Suicide, serious suicide attempts, or death.
 9. Unusual or newsworthy events that may draw media attention.
 10. Staff contact with any senator, state official, legislator, or the media.
 11. Fire, serious maintenance problems, or major physical plant damage.
 12. Whenever an offender must be removed from a secure facility for an emergency.
 13. Adverse public contact.
 14. Any time an inmate is placed on or removed from a suicide or mental health precaution status.
 15. Non-routine segregation admissions i.e., safety watch, fights with injury, etc., will be reported by email to the DO by the end of the shift.
 - a. Routine segregation admissions, i.e., insolence, fights without serious injuries, inmates being in the wrong room etc., need only be reported by e-mail (no phone call) to the DO.
 16. Operational problems, unexpected occurrences, or to clarify procedural issues of concern.
- G. If there are any hospitalized inmates, the DO or designee will visit the hospital once each day including holidays and weekends, taking into consideration the distance between facility and hospital.
- H. The DO shall report to the institution in the instance of a disturbance, a verified escape, suicide, homicide, or similar serious event.
- I. The DO will make contact with the warden or AW, all reportable incidents, request assistance, or clarify proper procedure.
- J. For all applicable incidents, the DO will ensure that all required checklists have been completed with a Major Incident Report completed within four (4) hours unless otherwise directed by the warden.
- K. The DO will, during regularly scheduled work hours, visit all areas of the institution to observe routine operations and assess the mood of the inmate population.
- L. The DO will, during non-scheduled work hours, make an onsite visit to the facility at least once each day including weekends and holidays to:
 1. Consult with the shift commander.
 2. Tour the general population units to assess the mood and climate of the institution.
 - a. Specifically tour food service, visits, recreation, and medical.
 3. Note any general concerns, such as complaints about food, utilities, unusual behavior of inmates, etc. The DO shall contact the warden or AW if significant problems are noted.
 4. ***Written policy, procedure, and practice require that the warden or designee, AW, and designated department heads visit the institutions' living and activity areas at least weekly to encourage informal contact with staff and offenders and to informally observe living and working conditions [ACA 5-ACI-3A-11]. Supervisory staff (the DOs) conduct a daily patrol, including holidays and weekends, of all areas occupied by offenders and submit a daily written report to their supervisor. Unoccupied areas are to be inspected weekly [ACA 5-ACI-3A-10].***
- M. The DO will sample a minimum of one (1) meal prepared by the facility food service department taking into consideration food flavor, texture, temperature, quantity, appearance, and palatability, reporting information to food service, and logging comments on the Duty Officer Observation Form (Section III).
- N. The DO will record the number of offenders placed in restrictive housing (RH) during their tour of duty on the Duty Officer Observation Form (if applicable). The DOs will also note the number of offenders that were released from RH within twenty-four (24) hours of confinement.

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- O. On the DO's last day of duty, he/she will give a reminder by telephone or in person to the oncoming DO that he/she will be assuming the duty as the DO the following day.

V. RESPONSIBILITY

- A. The warden will ensure that the DO's book and/or tablet is up-to-date and that all forms and on-call rosters are available.
- B. The DO will properly care for the serviceable equipment assigned to the DO tour and submit the equipment for maintenance repair as needed.
- C. The director of Prisons is responsible for the annual review and maintenance of this policy.

VI. AUTHORITY

None.

VII. HISTORY

November 2023

April 2022 – New policy

ATTACHMENTS *(*Indicates document opens externally)*

1. Weekly Duty Officer Observation Form*
2. DOC Policy Implementation / Adjustments

Weekly Duty Officer Observation Form

Duty Officer:		From:		To:	
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Section I:

Date	Time of Contact	Person Contacted	Subject Discussed

Section II:

Observations, Comments and/or Recommendations:

Section III: Meal(s) Sampled

A minimum of one meal must be sampled during the tour of duty Include date/describe meal texture, temperature, and taste

Section IV: Dates and times that shifts were visited

Shift	Date	Time
Day Shift		
Swing Shift		
Graveyard Shift		
Visitation		

Operations: Offenders in special housing units at end of tour to include clinical services, hospital, four-points, clinical restraints, observation units, dry cells, etc.: _____

Restrictive Housing (RH): Number of Offenders placed in RH during duty week: _____

Number of offenders released from RH within the initial 24 hours during the duty week: _____

Section V:

Distribution: Warden	Number of Reportable Incidents: _____ Are Reports Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed Emergency Procedures: _____ Duty Officer Signature _____ Date (End Of Tour)	Briefing Acknowledgement _____ On-Coming Duty Officer Signature _____ Warden Signature
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NOTE: The duty officer will make distribution to the individuals above. The original will be sent to the warden's office.