



**DEPARTMENT OF CORRECTIONS  
Institutions**



<b>Title:</b>	<b>Officer-of-the-Day Selection Criteria and Training</b>	<b>DOC Policy: 40.2.2</b>
<b>Effective:</b>	<b>5/15/06</b>	<b>Supersedes: 7/1/99</b>
<b>Applicability:</b>	<b>Management employees who are candidates to become an officer-of-the-day</b>	
<b>Directives Cross-Reference:</b>	<b>Rules: Emergency Preparedness - Div 053</b> <b>Use of Force - Div 013</b> <b>Policy: Unusual Incident Reporting Process - 40.1.6</b>	
<b>Attachments:</b>	<b>None</b>	

**I. PURPOSE**

To establish criteria for the selection and training of a candidate to become an officer-of-the-day. To establish scheduling parameters, performance expectations, and associated 'special-leave-with-pay' for 'Officer-of-the-Day' (OD).

**II. DEFINITIONS**

- A. **Emergency:** A serious incident within a facility requiring the activation of the emergency response plan. Generally, an emergency shall require the establishment of a command post and command structure for isolation, containment and resolution.
- B. **OD Leave:** Special leave associated with the performance of Officer-of-the-Day duties that awards eight hours of time-off with pay for each 7 day/24-hour period of OD assignment, subject to the following limitations:
  - 1. It has no cash value.
  - 2. It cannot be transferred to another agency.
  - 3. It cannot be donated to those with a hardship or military leave bank.
  - 4. It shall be used within the fiscal year with the exception that leave earned in May or June may roll over to the next fiscal year.
  - 5. The employee shall 'use it' or 'lose it'.
- C. **OD Manual:** A manual assigned to each OD which delineates specific information and procedures to be used for operational situations for that institution.
- D. **Officer-of-the-Day (OD):** A person designated by the superintendent and approved by the Assistant Director of Operations or the Institutions Administrator to act on behalf of the superintendent during non-business hours and other periods in which

the superintendent may be absent. The OD assignment consists of seven consecutive days or seven consecutive 24-hour periods (one week) on-call response and off-hours visitation at the institution.

- E. Regular Work Schedule: Employee's approved weekly work schedule.

### III. POLICY

#### A. Selection Criteria

Each facility shall utilize the following criteria and minimum standards for selection/appointment of officer-of-the-day candidates:

1. Candidates shall be selected by the superintendent.
2. Candidates shall be approved by the Assistant Director of Operations or Institutions Administrator.
3. Candidates shall have at least one year of experience working within a Department of Corrections facility prior to selection.
4. Candidates shall have at least one year of management service.
5. Candidates shall not be on trial service.
6. Candidates shall be non-represented, management service staff who are not eligible for overtime pay.

#### B. Training

1. The candidate shall minimally receive six months training as an OD under the mentorship of trained Officers-of-the-Day prior to independent assignment.
2. The candidate shall log a minimum of sixteen hours accompanying experienced and trained OD's during off-hours, weekends and holidays before being added to the institutions OD rotation.
3. The candidate shall complete or have completed training in the use of physical force and be familiar with the department's rule on **Use of Force** (OAR 291-013) prior to independent assignment.
4. The candidate shall complete or have completed emergency preparedness training and be familiar with the department's rule on **Emergency Preparedness** (OAR 291-053) prior to independent assignment.
5. The candidate shall have documented knowledge of the OD manual.
6. The candidate shall be thoroughly familiar with the department's policy on **Unusual Incident Reporting Process** #40.1.6.

7. All OD training shall be documented and forwarded to the Staff Training section.

**C. Duties and Expectations**

1. The OD shall be on-call for the 7 day/24-hour period.
2. The OD shall be expected to spend at least eight (8) hours at the institution outside of regular work schedule hours on weekends and weekdays, as follows:
  - a. Four hours on weekends.
  - b. Four hours on 1<sup>st</sup> or 3<sup>rd</sup> shifts.
  - c. Superintendents may designate other specific times and days for OD tours as necessary to properly monitor the institution. For example, OD duty may include tours on holidays when deemed necessary by the superintendent.
3. The OD shall perform his OD duties in conformance with the OD manual developed for the institution.
4. The OD shall complete a checklist developed by the institution to document OD activities performed during the week and the time required to perform them. The institution shall retain OD checklists and reconcile them to timesheets when staff request OD leave.
5. The OD shall report out weekly at institution operations meetings.

**D. Accounting and Scheduling**

1. Superintendents shall develop and maintain a schedule for OD duties.
2. Staff shall request OD days off by using a standard leave request form.
3. 'OD Leave' shall be coded on timesheets using the "OD" code.
4. Unless otherwise approved by the superintendent, 'OD Leave' shall be taken within the fiscal year with the exception that leave earned in May or June may roll over to the next biennium. The leave will be available to use immediately (same month of OD assignment end date) with approval from functional unit manager.
5. Trainees shall be eligible for OD leave on an hour-for-hour basis, up to eight hours per weekly tour, when accompanying an OD during off-hours, weekends, or holidays.
6. Officer of the Day Accrual and Leave Use Instructions (attachment A) provides information on completion of the Officer of the Day Authorization form (CD 1453).

**VI. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

Certified: \_\_\_\_\_  
Birdie Worley, Rules Coordinator

Approved: \_\_\_\_\_  
Mitch Morrow, Deputy Director

# Attachment A

## Officer of the Day Accrual and Leave Use Instructions

Management employees exempt from FSLA and not eligible for overtime may be assigned Officer of the Day duty. Reference: DOC policy #40.2.2

### ***EMPLOYEE RESPONSIBILITIES***

- Employee complete Officer of the Day Authorization form as follows:
  - The employee's full name is legibly printed or typed as Last name, First name, Middle Initial on **Employee Name** line.
  - The employee's Institution and Functional Unit are recorded on the **Functional Unit/Institution** line.
  - Employee records the **Date** of the assignment for each day (or 24-hour period) during the month the employee serves in the capacity as Officer of the Day using one date per line. If a 24-hour assignment crosses over two dates, list beginning date of shift on date line. Holidays are included as duty assignment.
  - Employee records the **Regular hours worked** per day of the OD assignment and marks the 'on call' box if on call that day.
  - Employee records beginning and end time and total number of **OD hours in institution** for each day.
  - Employee signs on **Employee Signature** line at bottom of the sheet.
  - Employee attaches the Officer of the Day Authorization form to the employee timesheet for the Functional Unit Manager's signature.
- Employees using leave accrued from working as Officer of the Day will record the leave used by indicating the amount of hours used on the day the leave is used and indicating the leave code **OD** using line 7, 12, 13 or 15 on the employee timesheet. The total hours of **OD** used during the month are to be totaled in the first column on the right side of the timesheet labeled *REG HRS*.

### ***SUPERVISORY RESPONSIBILITIES***

- The Functional Unit Manager must sign the bottom of the sheet.
- The completed form and attached timesheet are to be submitted to Payroll for the month and year the duty is served according to the payroll timesheet deadline schedule for the month the duty is served.

### ***PAYROLL RESPONSIBILITIES***

- The payroll unit will calculate the amount of leave earned based on the number of days duty is served in the month and year submitted. *Note: An employee accrues 8 hours of leave (ODA) for every 7 days of duty served.*
- The accrued amount of ODA will be manually entered to employee's leave bank. The leave will be available to use immediately with approval from functional unit manager. For example, ODA accrued in July will be available to use during July or later.

**DEPARTMENT OF CORRECTIONS  
Officer of the Day Authorization**

**Employee Name:**

**Functional Unit/Institution:**

**Scheduled OD Assignment:**

**Begin:** \_\_\_\_\_ am/pm on \_\_\_\_\_ Date  
Time Date

**End:** \_\_\_\_\_ am/pm on \_\_\_\_\_ Date  
Time Date

Day of OD Assignment	Date	Regular hours worked	OD hours in Institution
Day 1 (Beginning date)		_____ hours actually worked <input type="checkbox"/> On Call (Not present @ Facility)	Begin _____ am/pm End _____ am/pm Total _____
Day 2		_____ hours actually worked <input type="checkbox"/> On Call (Not present @ Facility)	Begin _____ am/pm End _____ am/pm Total _____
Day 3		_____ hours actually worked <input type="checkbox"/> On Call (Not present @ Facility)	Begin _____ am/pm End _____ am/pm Total _____
Day 4		_____ hours actually worked <input type="checkbox"/> On Call (Not present @ Facility)	Begin _____ am/pm End _____ am/pm Total _____
Day 5		_____ hours actually worked <input type="checkbox"/> On Call (Not present @ Facility)	Begin _____ am/pm End _____ am/pm Total _____
Day 6		_____ hours actually worked <input type="checkbox"/> On Call (Not present @ Facility)	Begin _____ am/pm End _____ am/pm Total _____
Day 7 (End date)		_____ hours actually worked <input type="checkbox"/> On Call (Not present @ Facility)	Begin _____ am/pm End _____ am/pm Total _____

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Functional Unit Manager  
**Payroll use only ODA Accrued**