

 Department of Corrections and Community Supervision DIRECTIVE	TITLE Departmental Officer of the Day		NO. 2022
			DATE 10/23/2025
SUPERSEDES DIR #2022 Dtd. 05/17/21	DISTRIBUTION A	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

I. DESCRIPTION: A Departmental Officer of the Day is appointed to provide responsible Central Office authority.

II. PROCEDURE

A. Schedule

1. The schedule for each Departmental Officer of the Day will be from 4 p.m. Friday to 4 p.m. the following Friday.
2. The Departmental Officer of the Day schedule will be prepared and disseminated by the Deputy Commissioner for Correctional Facilities.
3. The Departmental Officer of the Day will be contacted by the Communication Control Center (CCC) outside of regular duty hours on emergency matters and other special reports requiring their attention.

B. Responsibility

1. The Departmental Officer of the Day will keep the CCC informed as to the method/device and where they can be contacted at all times.
2. When reporting incidents of a serious nature, it is the responsibility of the Facility Officer of the Day to provide all necessary information required to the CCC in order that the Departmental Officer of the Day can be properly advised. If the seriousness of the incident requires, the CCC will "patch through" the telephone call directly to the Departmental Officer of the Day.
3. It will be the responsibility of the Departmental Officer of the Day to have the CCC inform the Commissioner of the contents of all calls requiring their attention.
4. It will be the responsibility of the Departmental Officer of the Day to contact the CCC on a daily basis for a status report on Departmental operations.
5. It will be the responsibility of the Departmental Officer of the Day, in consultation with the CCC and the Office of Classification and Movement, to approve incarcerated individual moves outside of normal business hours.