



**DEPARTMENT OF CORRECTIONS
Institutions**



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| Title: | Officer-of-the-Day Selection Criteria and Training | DOC Policy: 40.2.2 |
| Effective: | 10/25/24 | Supersedes: 5/15/06 |
| Applicability: | Management employees who are candidates to become an officer-of-the-day | |
| Directives Cross-Reference: | | |
| Rules: | OAR 291-053 Emergency Preparedness OAR 291-013 Use of Force | |
| Policy: | DOC Policy 40.1.6 Unusual Incident Reporting Process | |
| Attachments: | Officer-of-the-Day Accrual and Leave Use Instructions | |

I. PURPOSE

To establish criteria for the selection and training of a candidate to become an Officer-of-the-Day; and 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. **Functional Unit Manager:** Any person within the Department of Corrections who reports to either the Director, the Deputy Director, an Assistant Director, or an administrator and has responsibility for delivery of program services or coordination of program operations.
- C. **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 period of Officer-of-the-Day 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 lose unused OD Leave.
- D. Officer-of-the-Day Manual: A manual assigned to each Officer-of-the-Day which delineates specific information and procedures to be used for operational situations for that institution.
- E. Officer-of-the-Day (OD): A person designated by the functional unit manager and approved by the Eastside or Westside Institutions Administrator to act on behalf of the functional unit manager during non-business hours and other periods in which the functional unit manager may be absent. The Officer-of-the-Day assignment consists of seven consecutive days or seven consecutive 24-hour periods (one week) on-call response and off-hours visitation at the institution (7 day/24-hour period). The superintendent may serve as the Officer-of-the-Day.
- F. 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 and appointment of Officer-of-the-Day candidates:

1. Candidates shall be selected by the functional unit manager.
2. Candidates shall be approved by the Eastside or Westside 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 Officer-of-the-Day under the mentorship of trained Officers-of-the-Day prior to independent assignment.
2. The candidate shall log a minimum of 16 hours accompanying experienced and trained Officers-of-the-Day during off-hours, weekends, and holidays before being added to the institutions Officer-of-the-Day 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 Officer-of-the-Day manual.
6. The candidate shall be thoroughly familiar with the department's policy on Unusual Incident Reporting Process (DOC policy 40.1.6).
7. All Officer-of-the-Day training shall be documented and forwarded to Professional Development.

C. Duties and Expectations

1. The Officer-of-the-Day shall be on-call for the 7 day/24-hour period.
2. The Officer-of-the-Day shall be expected to spend at least eight 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 first or third shifts.
 - c. Functional unit managers may designate other specific times and days for Officer-of-the-Day tours as necessary to properly monitor the institution. For example, Officer-of-the-Day duty may include tours on holidays when deemed necessary by the functional unit manager.
3. The Officer-of-the-Day shall perform Officer-of-the-Day duties in conformance with the Officer-of-the-Day manual developed for the institution.

4. The Officer-of-the-Day shall complete a checklist developed by the institution to document Officer-of-the-Day activities performed during the week and the time required to perform them. The institution shall retain Officer-of-the-Day checklists and reconcile them to the Workday Payroll and Time Tracking System when staff request OD leave.
5. The Officer-of-the-Day shall report weekly at institution operations meetings.

D. Accounting and Scheduling

1. Functional unit managers shall develop and maintain a schedule for Officer-of-the-Day duties.
2. Staff shall request Officer-of-the-Day days off by submitting a Request Time Off in the Workday Payroll and Time Tracking System.
3. Unless otherwise approved by the functional unit manager, 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 Officer-of-the-Day assignment end date) with approval from functional unit manager.
4. Trainees shall be eligible for OD leave on an hour-for-hour basis, up to eight hours per weekly tour, when accompanying an Officer-of-the-Day during off-hours, weekends, or holidays.
5. Officer of the Day Accrual and Leave Use Instructions (Attachment to DOC Policy 40.2.2) 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: _____ signature on file
Julie Vaughn, Rules Coordinator

Approved: _____ signature on file
Heidi Steward, Deputy Director

Officer-of-the-Day Accrual and Leave Use Instructions

Reference DOC policy 40.2.2 for selection criteria.

Employee Responsibilities

- Employee completes 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 where the Officer-of-the-Day duties were performed.
 - 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 Officer-of-the-Day assignment and marks the on-call box if on call that day.
 - Employee records beginning and end time and total number of Officer-of-the-Day hours in institution for each day.
 - Employee signs on Employee Signature line at bottom of the sheet.
 - Employee sends the Officer-of-the-Day Authorization form to the employee's functional unit manager for approval and signature.
- Employee completes entries into Workday Payroll and Time Tracking System (Workday) as follows:
 - Employee records hours banked via the Workday using the Enter Time option and selecting 'Hours Banked – Officer of the Day' as the Time Type option.
 - Employees using leave accrued from working as Officer-of-the-Day will go into the Workday to record this as an absence (Request Time Off), as approved by the functional unit manager.

Supervisor Responsibilities

- The functional unit manager must sign the bottom of the OD Leave sheet.
 - The completed form is to be submitted to Payroll or the employee's Payroll Analyst for the month and year the duty is served.

Payroll Responsibilities

- Payroll will reconcile what the employee submitted in the Workday against 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 Officer-of-the-Day duty served. If an adjustment needs to be made, the Payroll Analyst will contact the employee and the employee's manager to notify them of the adjustment being made and reason for the adjustment.*
- The accrued amount of ODA will be automatically received into the employee's time and leave balances. The leave will be available to use immediately with approval from the functional unit manager. For example, ODA accrued in July will be available to use during July or later. Once the ODA has been loaded into the Workday, those hours can only be used after the date accrued, not before.

DEPARTMENT OF CORRECTIONS Officer-of-the-Day Authorization

Employee Name: _____

Functional Unit or Institution: _____

Scheduled Officer-of-the-Day Assignment:

Begin: _____ **End:** _____
Time 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