



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-031200 Institutional Duty Officer	Issued: 6/28/06 Effective: 6/28/06	Reviewed: 8/31/20 Revised: 2/23/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

NMSA, 1978, Section 9-3-5 and 33-1-6, as amended

## REFERENCES:

None

## PURPOSE:

To establish an institutional Duty Officer and outline duties, responsibilities and assignment plan.

## APPLICABILITY:

This policy applies to New Mexico Corrections Department employees designated and assigned to serve as Duty Officers.

## FORMS:

**Duty Officer Report** form (*CD-031201.1*) (4 Pages)

## ATTACHMENTS:

None

## DEFINITIONS:

- A. Duty Officer: A staff member designated by the Warden to assist the shift commander beyond normal business hours, weekends and holidays.
- B. Duty Officer Schedule: A roster of qualified Duty Officers, submitted by the Warden, designating specific staff as Duty Officer on a specific date.

## POLICY:

It is the policy of the Corrections Department to provide managerial coverage beyond normal business hours.

- A. A staff member, designated as the Duty Officer will be available and responsible for assisting the shift commander in their duties during non-duty hours.
- B. Personnel assigned as the duty officer shall not be impaired during their tour of duty and shall be able to respond to the needs of the institution. If during a tour of duty the duty officer becomes incapacitated, impaired or is otherwise incapable of performing his/her duties, the Warden or a designee shall be immediately notified and an alternate shall be assigned.
- C. The Warden or designee, Deputy Warden or designee, and designated department heads shall visit the institution's living and activity areas at least weekly to encourage informal contact with staff and inmates and to informally observe living and working conditions.



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## **AUTHORITY:**

Policy *CD-031200*

## **PROCEDURE:**

### **A. Duty Officer:**

A management staff member will be designated to assist the shift commander of the facilities during non-duty hours.

### **B. Minimum Training Requirements for Duty Officer:**

1. Be familiar with Departmental Policy with emphasis on Emergency Preparedness and Security Policies and Procedures;
2. Be familiar with Institutional Policy;
3. Have attended the Emergency Preparedness Training;
4. Be familiar with basic radio communication;
5. Be familiar with Post Orders on Transport/Hospital; and
6. Receive eight (8) hours of on-the-job duty officer training. The Deputy Warden of Administrative Services will implement a training schedule for newly assigned Duty Officers.

### **C. Tour of Duty:**

1. Tour of duty will commence on Monday at 8:00 a.m. and continue until 8:00 a.m. the following Monday. During this period of time the Duty Officer will report to work at 8: 00 a.m. Monday thru Friday.
2. The Duty Officer will also conduct a four (4) hour tour of the facilities (activities/operations) on each Saturday, Sunday and any holidays. To compensate for working the previous Saturday and Sunday the Duty Officer will have the following Friday off in addition to the normal Saturday and Sunday.
3. Additional compensation may be given for working holidays. The Duty Officer will be available and on-call during other non-duty hours. The Duty Officer may trade duty weeks by mutual agreement and with the concurrence of the Warden.

### **D. General Responsibilities:**

1. The Duty Officer will be responsible for monitoring and assisting the shift commander during his/her tour of duty. The Duty Officer will set a schedule flexible enough to accomplish normal supervisory responsibilities.
2. During the tour of duty and non-duty hours, the Duty Officer will be on call and available to respond immediately if a major emergency occurs. On Saturday and Sunday he/she will be required to visit and observe institutional activities, to include but not limited to housing units, segregation, food service, visiting room, vehicle patrols, towers, traffic control and housing unit control centers.
3. The Duty Officer will be on-call and may be called to the facility at any time should the need arise. It is imperative that there is **NO** consumption of any alcoholic beverages during this period.
4. The Duty Officer will be notified by the Shift Supervisor when unusual situations arise as necessary. The Duty Officer and/or shift commander will determine if notification of other staff members is necessary. In emergency situations he/she will consult with the appropriate staff members.
5. The Duty Officer will review placements of administrative segregation, pre-hearing detention and recommend continued placement or release. The Duty Officer will only conduct these reviews when weekends are in conjunction with holidays and is necessary to ensure reviews are conducted within 72 hours of the inmate's placement.
6. The Duty Officer not having an assigned vehicle will be issued a vehicle for use. Vehicles will be used for **OFFICIAL BUSINESS ONLY**.
7. The Duty Officer will be required to advise Master Control when not available at a home phone and also of a location where The Duty Officer may be reached should the Duty Officer be needed at the facility.
8. In conjunction with the shift supervisor, the Duty Officer will oversee the entire operation of the institution during non-regular hours of duty.
9. The Duty Officer is not authorized to make any statements to the press or other news media. Media inquiries will be handled per NMCD policy and procedures via the NMCD public information officer.
10. The Duty Officer is not authorized to approve inmate furloughs, funeral or bedside visits. This requires the approval of the Warden only or his/her designee in his/her absence.
11. The Duty Officer will record entries in the designated **Duty Officer Report** form (CD-031201.1) recording incidents, notifications, observations, training, quizzing, violations,

follow up action etc. The Duty Officer form shall be provided to the Warden the following Monday of the duty week.

12. The Deputy Director of Adult Prisons and the facility Warden shall be notified of any Type I incidents.
13. The Warden shall be responsible for notifying the Deputy Director of Adult Prisons of any Type I incidents.

#### **E. Program Areas:**

During the tour of duty, the duty officer should visit and review all program areas. These areas include, but are not limited to:

- Food Service (including observing the serving of meals);
- Visitation (during visiting hours);
- Library;
- Medical;
- Recreation (during recreation times); and,
- Religious activities (including sweat lodge).

#### **F. Inmate Living Areas:**

The Duty Officer should visit all inmate living units during non-duty hours and shall inspect the following areas for cleanliness, serviceability and safety.

#### **G. Security Posts:**

1. The Duty Officer should visit all security posts during non-duty hours and shall inspect the following areas for cleanliness, serviceability and safety.
2. The Duty Officer should ensure that each security post has a current signed post order and that all security staff is equipped and are using protective gear.
3. All armed posts should be inspected for current weapons qualifications. Discrepancies on weapons qualifications shall be immediately reported to and corrected by the shift supervisor.

#### **H. Key/Tool Control Observation:**

Throughout the tour of duty, the Duty Officer should inspect any area that has a shadow board or key board for accountability. Areas to be inspected include, but not limited to:

- Control centers (key and equipment checkout);
- Housing unit/dormitory control centers (handcuffs, leg irons, etc);

- Maintenance (tools);
- Recreation (equipment checkout);
- Housing unit/dormitory (cleaning supplies, caustics);and,
- Food service (cooking utensils).

Discrepancies shall be immediately reported and corrected by the shift supervisor.

All areas not checked by the Duty Officer during their tour of duty shall be reviewed by the next Duty Officer.

**I. Major Incidents/Unusual Activities:**

The shift supervisor shall report on all incidents that are outside the normal activity. Include a copy of the **Shift Supervisor's Serious Incident Report** form (*CD-070701.1*) when applicable. The shift supervisor will determine if notification of other staff members is necessary.

**CORRECTIONS DEPARTMENT**  
**Duty Officer Report**

Duty Officer: \_\_\_\_\_

Dates: \_\_\_\_\_ to \_\_\_\_\_ Time Started: \_\_\_\_\_ Time Ended: \_\_\_\_\_

The following areas are to be viewed during assigned tour:

**PROGRAM AREAS**

	<i>Satisfactory</i>	<i>Unsatisfactory</i>	<i>Not Checked</i>
1. Food Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Visitation(s)			
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Medical			
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Recreation			
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Religious activities			
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Serving of meals			
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NAME OF INMATES PAROLING / DISCHARGING OVER WEEKEND AND/OR HOLIDAY**

Name: \_\_\_\_\_ #: \_\_\_\_\_      Name: \_\_\_\_\_ #: \_\_\_\_\_

Name: \_\_\_\_\_ #: \_\_\_\_\_      Name: \_\_\_\_\_ #: \_\_\_\_\_

**Comments or Observation:** (Unsatisfactory requires comments)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW MEXICO  
 CORRECTIONS DEPARTMENT  
Duty Officer Report**

**Facility:** \_\_\_\_\_ **Inmate Count** \_\_\_\_\_ **Out to Court Inmates** \_\_\_\_\_  
 Level: \_\_\_\_\_  
 Level: \_\_\_\_\_  
 Level: \_\_\_\_\_

**AREAS OF SECURITY**

	<i>Satisfactory</i>	<i>Unsatisfactory</i>	<i>Not Checked</i>
1. Traffic Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Tower(s) Level: _____ Level: _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Sally Port(s) Level: _____ Level: _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Perimeter Fence/Lights Level: _____ Level: _____ Level: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Vehicle Patrol(s) Level: _____ Level: _____ Level: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Support Services Building(s) a. Administration Building(s) _____ _____ _____ b. Warehouse c. Maintenance d. K-9	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. Housing Unit Control Center(s) Level: _____ Level: _____ Level: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. Unit Compound(s) Level: _____ Level: _____ Level: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Comments or Observation:** (Unsatisfactory requires comments)



**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Duty Officer Report**

**TOOL CONTROL / KEY CONTROL / SHARPS**

	<i>Satisfactory</i>	<i>Unsatisfactory</i>	<i>Not Checked</i>
<b>1. Tool Control (This includes kitchen / medical / sharps)</b>			
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Key Control Procedure (This includes emergency keys, restricted keys and key boards)</b>			
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments or Observation:** (Unsatisfactory requires comments)

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**MAJOR INCIDENTS / UNUSUAL ACTIVITIES:**

	<i>Satisfactory</i>	<i>Unsatisfactory</i>	<i>Not Checked</i>
<b>Unit Post Orders</b>			
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are officers wearing protective vest?</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are officers in possession of approved chemical agents?</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments on deficient areas and follow up corrective action:**

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Duty Officer: \_\_\_\_\_ / \_\_\_\_\_ Date

(print) (sign)