



**Department of Corrections and Rehabilitation**  
**NOTICE OF CHANGE**  
**TO DEPARTMENT OPERATIONS MANUAL**

**Chapter 8, Article 45,**  
**Administrative Officer-of-the-Day**

Transmittal Letter Number:

15-05

Revision Date:

5/4/2015

The purpose of this document is to provide all Department Operations Manual (DOM) holders with information regarding the attached amendments to Chapter 8, Article 45, Administrative Officer-of-the-Day.

The revisions update the procedure for creating and maintaining the Administrative Officer-of-the-Day (AOD) duty schedule for the Division of Adult Parole Operations (DAPO). The revisions also update the AOD duties and responsibilities, unit supervisor relationship, and AOD contact responsibilities. Section 85092.7 AOD Equipment is being removed and subsequent sections renumbered. These are refinements to the DAPO AOD policy announced last year in Notice of Change to DOM #14-12.

Please inform all persons concerned regarding the contents of this notice, which shall remain in effect until it is incorporated into the next edition of the DOM. If you have any questions, please contact Troy Todd, Division of Adult Parole Operations at (916) 327-1136.

*Original signed by:*

DANIEL STONE  
Director  
Division of Adult Parole Operations

## DEPARTMENT OPERATIONS MANUAL

### CHAPTER 8 – ADULT PAROLE OPERATIONS

#### ARTICLE 45 – ADMINISTRATIVE OFFICER-OF-THE-DAY

*Revised May 4, 2015*

##### **85092.1 Policy**

The Regional Parole Administrator (RPA) shall be responsible for the implementation of the Administrative Officer-of-the-Day (AOD) procedures. An AOD shall be assigned at each parole region during non-business hours. The AOD shall maintain the authority and responsibility for making administrative decisions and disseminating information regarding serious incidents in the absence of the RPA.

##### **85092.2 Purpose**

To standardize the AOD's functions, authority, duties, and responsibilities.

##### **85092.3 Responsibility**

The AOD shall be a field administrative staff member, possessing supervisory experience and authority to make decisions in the absence of the RPA. The AOD shall be responsible for ensuring administrative requirements are met and appropriate notifications are made relative to operational issues during other-than-normal duty hours.

Those staff designated as AOD shall not hold a classification level less than Parole Agent II, Supervisor. The below listed classifications will be assigned the functions of the Regional AOD:

Parole Agent II, Supervisor.

Parole Agent III.

##### **85092.4 Administrative-Officer-of-the-Day Duty Schedule**

RPAs are normally exempt from AOD duty; however, they may serve as AOD if needed. RPAs shall publish the AOD duty schedule in advance, every three months. The AOD schedule shall specify the name and period of time that each AOD shall be assigned the duties.

The Chief Deputy Regional Parole Administrator shall not normally be required to be assigned to the AOD rotation schedule, but may be added at the discretion of the RPA.

Parole Administrator Is shall not normally be required to be assigned to the AOD rotation schedule, but may be added at the discretion of the RPA.

Staff assigned to division or regional headquarters shall not normally be required to be assigned to the AOD rotation schedule, but may be added at the discretion of the director, RPA, or designee.

Any anticipated change in the AOD duty schedule shall be approved in advance by the RPA or their designee.

AOD personnel are permitted to request a "trade" in assignment coverage. The "trade" arrangement between AODs shall be submitted by memorandum to the RPA for approval not less than 24 hours prior to assigned period of duty.

The AOD period of duty shall commence at 5:00 PM Friday and shall conclude at 5:00 PM the following Friday. The AOD shall call the Warrant Unit prior to the beginning of their first AOD shift and provide the Warrant Unit with their name and contact numbers.

Each designated AOD shall familiarize themselves with the duties and responsibilities unique and particular to their own regional instruction packet.

##### **85092.5 Training**

RPAs shall assure all new AODs are provided with the proper training and job orientation.

The AOD should be knowledgeable of the following procedures relative to their duties as the AOD:

- Staff death or serious injury.
- Parolee death.
- Field incident reports.

- Use of deadly force.
- Employee relations/grievances/discipline.
- Natural/man-made disaster plans.
- Mutual aid requests.
- Incidents involving high notoriety/public interest.
- Incidents involving negative contact with the public.
- Media contact or presence.
- Information Practices Act.
- Any other procedures unique to their region.

**85092.6 Instructional Packet**

Twice annually, RPAs shall communicate expectations and duty requirements to all staff designated as AODs.

An AOD instructional packet shall be developed for each parole region. The packet shall include specific examples of:

- Situations and how they are handled.
- Departmental/institution/parole region changes.
- Current parole functions.
- Activities involving outside agencies.

The packet shall provide a list of telephone numbers for the following:

- Administrative staff.
- Appropriate outside agencies.
- Medical facilities.
- Police/Sheriff departments.
- Institutional AODs.
- Departmental AODs.
- Parole Agents.
- Unit Supervisors.
- Assistant Unit Supervisors.
- District Administrators.
- Judge/District Attorney for after-hours warrant requests.

**85092.7 AOD Duties/Responsibility**

The AOD shall become familiar with any special circumstances or existing situations occurring in the parole region prior to assuming the AOD duties.

In all circumstances or incidents of a serious nature where the AOD is contacted regarding a region incident, he/she shall communicate the incident, action taken, and current status of the situation to the RPA, or their designee, on the first working day following the incident. A written report shall be prepared and submitted within twenty-four hours of the incident regarding AOD contact.

On the first working day following the incident, the Unit Supervisor (US) of the responsible parole unit shall gather all of the CDCR Form 1662, Field Incident Reports, or notices of unusual occurrences that are completed by parole staff. As required by local procedures, a written report shall be prepared for the RPA. The AOD shall maintain a daily call log detailing all phones calls received.

**85092.8 Administrative Officer-of-the-Day Unit Supervisor Relationship**

The parole region AOD shall be contacted when any unusual incident/situation occurs and when the US is not available. From the information provided, the parole region AOD shall determine the necessary staff resources, outside agencies, and other resources required to establish and maintain control of the situation.

### **85092.9 Administrative Officer-of-the-Day Contact Responsibilities**

The US shall contact the AOD on questions of policy and all matters of unusual occurrences. Accurate information, details, and recommendations shall be provided by the US to enable the AOD to make sound decisions and complete necessary reports.

The AOD shall be contacted in all incidents involving, but not limited to:

- Staff death or serious injury.
- Staff arrests.
- Parolee death.
- Use of deadly force or any use of force that could have caused death or great bodily injury.
- Any strike to the head of a person with a baton and/or impact munitions.
- Threats against public officials.
- Natural/man-made disasters.
- Mutual aid requests.
- Incidents involving high notoriety public interest.
- Incidents involving the public.
- Media contact or presence.
- Other items outlined in the instructional packet.

When the US is unable to contact the AOD, notification of an incident shall be communicated to the RPA or their designee. It is the responsibility of each AOD to keep the Warrant Unit informed of their whereabouts during their tour of duty.

### **85092.10 Written Reports**

Incidents/events occurring during non-business hours and deemed serious in nature, which are of public or departmental interest, shall be reported to the AOD. The AOD shall prepare a written report concerning the contact to the RPA, prior to the start of the next business day.

### **85092.11 CDCR Form 1662, Field Incident Report: Preliminary Incident Notification**

The CDCR Form 1662, Field Incident Report: Preliminary Incident Notification, is the parole region's initial report to the Division of Adult Parole Operations that an incident of departmental interest has occurred. This form shall be used by the AOD to provide written documentation of all reportable incidents. It is essential that all information available at the time of the incident be entered into this report and shall be completed in accordance with DOM Sections 81030, 81040, and 81050.

### **85092.12 Revisions**

The Director, Division of Adult Parole Operations, or their designee shall be responsible for ensuring the contents of this article are current and accurate.

### **85092.13 References**

CCR §§ 3276, 3291, 3380-3383, 3450

DOM, Sections 51030, 81030, 81040, 81050

PC §§ 830, 832.2 (f), 830.5 (a) and (b)

ACA Standards 4-4206