



**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

