



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-031200 Institutional Duty Officer	Issued: 6/28/06 Effective: 6/28/06	Reviewed: 4/24/26 Revised: 5/22/23
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 management 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 to the Director or designee for approval, designating specific staff as Duty Officers on a specific date.

## POLICY:

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

- A. A management 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.

1. Staff Assigned as Duty Officers Normally Consist of:
  - Wardens
  - Deputy Wardens
  - Unit Managers
  - Majors/Chiefs of Security
  - Captains
2. On smaller facilities with limited positions, other experienced staff can be utilized to provide Duty Officer coverage, with the understanding one of the above listed individuals will be readily available for assistance and/or response to the institution in the event of an emergency.

### 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 Warden will implement a training schedule for newly assigned Duty Officers and document accordingly in the training file.

### C. Tour of Duty:

1. 1. Tour of duty will commence on Monday at 8:00 a.m. and continue until 8:00 a.m. the

following Monday. If a holiday falls on Monday, the assigned Duty Officer will remain until the following workday at 8:00 a.m. During this period of time the Duty Officer will report to work at 8:00 a.m. Monday thru Friday unless conducting after hours rounds or approved by the Warden.

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 Saturday and Sunday the Duty Officer will have the following Friday off in addition to the normal Saturday and Sunday.
3. The Duty Officer will visit the night shift for 4 hours once during their tour of duty (Between 6:00 p.m. and 6:00 a.m. on 12-hour shift facilities and 10:00 p.m. and 6:00 a.m. on 8-hour facilities). The visit can be conducted on any day during their scheduled week and their work hours can be adjusted to accommodate this, in coordination with the Facility Warden.
4. 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 the Warden or designee, as well as the Shift Commander, 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 Duty Warden will be required to notify the Warden of all Incidents per Serious Incident Report Policy CD-070700/070701. The Warden can require additional reporting as needed.
13. The Warden shall be responsible for notifying the Deputy Director of Adult Prisons of any incidents per Serious Incident Report Policy CD-070700/070701 The Deputy Director can require additional reporting as needed.

**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);
- Education/Library;
- Medical;
- Recreation (during recreation times);
- Religious activities (including sweat lodge).
- Maintenance
- Perimeter Security
- Hospital/Offsites

**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. At least one PREA Reporting Line will be tested and a message left documenting the location of the call.

#### **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.
4. The duty officer will inspect all security devices and equipment for serviceability to include, but not limited to, control panels, less than lethal equipment, cameras and monitors.

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

Throughout the tour of duty, the Duty Officer should inspect any area that has a shadow board, key board or Key watcher 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;
- Recreation;
- Housing unit/dormitory;
- Food service.

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 documented, and the justification provided on the Duty Officer Report form.

#### **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-070701.2*) when applicable. The shift supervisor will determine if notification of other staff members is necessary per NMCD Serious Incident Report Policy CD-070700/070701.

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Duty Officer Report**

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

Dates: \_\_\_\_\_ to \_\_\_\_\_ Time Started: 8:00 a.m. Time Ended: 8:00 a.m.

*(If Holiday on Monday duty will end Next Workday)*

The following areas are to be viewed during assigned tour:

	<b><u>PROGRAM AREAS</u></b>		
	<i>Satisfactory</i>	<i>Unsatisfactory</i>	<i>Not Checked</i>
1. Food Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Visitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Education/Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Medical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Recreation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Religious activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Serving of Meals/Meal Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Unannounced PREA Rounds:**

Facility \_\_\_\_\_ : (Area) \_\_\_\_\_

Facility \_\_\_\_\_ : (Area) \_\_\_\_\_

**PREA Reporting Line Tested:**

Date: \_\_\_\_\_ : (Location): \_\_\_\_\_

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

**COUNTS OBSERVED:**

Facility \_\_\_\_\_ : Date \_\_\_\_\_ Time \_\_\_\_\_ Sat \_\_\_\_ UnSat \_\_\_\_

Facility \_\_\_\_\_ : Date \_\_\_\_\_ Time \_\_\_\_\_ Sat \_\_\_\_ UnSat \_\_\_\_

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

**Facility:**

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Duty Officer Report**

(Numbers should reflect last day of Duty)

- 1. Facility Count
  - a. Facility \_\_\_\_\_
  - b. Facility \_\_\_\_\_
  - c. Facility \_\_\_\_\_
- 2. Out to Court \_\_\_\_\_
- 3. Hospital \_\_\_\_\_
- 4. MHTC \_\_\_\_\_
- 5. LTCU \_\_\_\_\_
- 6. Total I/D intakes for the week \_\_\_\_\_

**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. Sally Port(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Perimeter Fence / Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Vehicle Patrol(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Support Services Building(s)			
a. Administration Building(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Warehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Control Center(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Perimeter Towers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Offsite Inmate Areas <i>(i.e. Hospital, Detail)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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Duty Officer Report**

**TOOL CONTROL / KEY CONTROL / SHARPS**

<i>Satisfactory</i>	<i>Unsatisfactory</i>	<i>Not Checked</i>	
Tool Control			
Kitchen:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Trades:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garage:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Armory:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key Control Procedure (This includes emergency keys, restricted keys, key watchers and key boards)

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

**STAFF WORK AREA ROUNDS**

	<i>Satisfactory</i>	<i>Unsatisfactory</i>	<i>Not Checked</i>
Unit Post Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are officers wearing protective vest?			
Facility _____:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility _____:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are officers in possession of approved chemical agents?			
Facility _____:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility _____:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**After Hours Rounds Conducted** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_  
*(Minimum 4 hours between hours of 6pm and 6am 12hr Shift's,  
 between the hours of 10 pm and 6 am for 8 hr. shifts)*

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

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**TYPE I, TYPE II, and UNIT LEVEL INCIDENT REPORTS:**

**Monday (Date)**

- (Example Type I Incident MUOF Brief Narrative)

**Tuesday (Date)**

- 

**Wednesday (Date)**

- 

**Thursday (Date)**

- 

**Friday (Date)**

- 

**Saturday (Date)**

- 

**Sunday (Date)**

- 

**Monday (Date)**

- 

Duty Officer Assignment relinquished to \_\_\_\_\_

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

**Duty Officer:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Sign Date: