



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**

**CHAPTER: Administration**

**AUTHORITY: KRS 15A.065**

**SUBJECT: Administrative Duty Officer**

**POLICY NUMBER: 106.5**

**TOTAL PAGES: 2**

**EFFECTIVE DATE: 12/01/2014**

**APPROVAL: Bob D. Hayter**

**, COMMISSIONER**

**I. POLICY**

Each Superintendent shall appoint an Administrative Duty Officer (ADO) responsible for operations and management in their absence.

**II. APPLICABILITY**

This policy shall apply to Department of Juvenile Justice (DJJ) facilities.

**III. DEFINITIONS**

Refer to Chapter 100.

**IV. PROCEDURES**

A. The ADO for a regional juvenile detention center (RJDC), youth development center (YDC), group home, or day treatment program shall be an Assistant Superintendent, Youth Service Program Supervisor (YSPS), or Treatment Director.

1. A Counselor in a YDC or RJDC may be selected as ADO upon the approval of the Facilities Regional Administrator (FRA).
2. A Youth Worker Supervisor (YWS), Counselor, or Youth Worker III may be selected as an ADO group homes and day treatment centers upon the approval of the Facilities Regional Administrator (FRA).

B. The staff member selected as ADO for a community services district shall be a Social Service Specialist or Social Services Clinician.

C. In a YDC and RJDC

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1. The ADO shall be required to be on-site until 8:00 p.m. on weekdays; and
  2. The ADO shall make contact with the facility by phone at least once on Saturdays, Sundays, and holidays.
- D. The ADO shall have on-site administrative authority.
- E. The ADO shall be on twenty-four (24) hour call.
- F. When serving as the ADO, staff shall have no more than remain within a sixty (60) minute response time.
- G. The assignment of ADO shall be rotated and an assignment schedule provided to staff. Community services ADO rotation and assignment schedule of assignment shall be shared with Court Designated Workers (CDW's) and local law enforcement agencies, as needed.
- H. The ADO shall be contacted in matters considered to be of a serious nature as stipulated in the Standard Operating Procedures (SOPs) and shall up-line through the chain of command. Message services or voice mail shall not be utilized, contact is required.
- I. The following expectations shall be adhered to during the period a staff member serves as ADO:
1. No use of alcohol or intoxicants.
  2. Provision of an accurate description of the situation when reporting incidents through the chain of command.
  3. Accessibility by telephone at all times.
- J. The ADO shall receive compensatory time for all ADO related work including phone calls and time spent at the office or facility. Travel time to and from the office or facility shall be compensatory time earned except for those trips that a staff would normally incur in relation to their scheduled shift. In a situation requiring the physical presence of the ADO within the office or facility, mileage shall be reimbursed pursuant to Finance and Administration regulations if a state vehicle is not used.

## **V. MONITORING MECHANISM**

Monitoring shall be the responsibility of the Regional Managers and FRAs.