



**Resolution Adopting and Amendment to the Roosevelt County Detention Center Policies and Procedures Manual**

**WHEREAS**, Roosevelt County operates and maintains an Adult Detention Center;

**AND WHEREAS**, the mission of the Roosevelt County Detention Center is to insure the safety of the public by providing a safe, secure and humane environment for all inmates lawfully placed in the custody of Roosevelt County by the Courts and to provide excellent customer service to the public and all participating agencies;

**AND WHEREAS**, Roosevelt County has implemented Detention Center Policies and Procedures which are current and reflect contemporary standards adopted by the American Correctional Association Standards for Adult Local Detention Facilities (4<sup>th</sup> Edition), the New Mexico Local Government Accreditation Program and the Adult Detention Professional Standards, (1<sup>st</sup> Edition), and the New Mexico Association of Counties Detention Accreditation Program;

**AND WHEREAS** the Adult County Detention Center Policy and Procedures Manual has implemented policies and procedures relating to administration, personnel, and staff development, security and control, safety and sanitation, inmate programs, which contains post-orders, as well as building schedules and operational schedules, and inmate handbook;

**AND WHEREAS**, the original policy shall be amended to include provisions for a duty officer;

**AND WHEREAS**, all other portions of the policy as originally adopted shall remain unchanged but shall include these amended provisions;

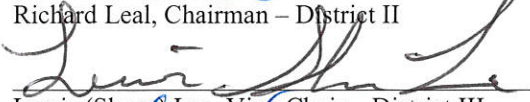
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ROOSEVELT COUNTY, NEW MEXICO** that the Roosevelt County Detentions Center Policy is hereby amended to include inmate good time policies, procedures and credit rules which shall apply; to include, all parts and subparts contained in such provisions shall be implemented effective immediately.

**PASSED, ADOPTED AND APPROVED this 15th day of November, 2016.**

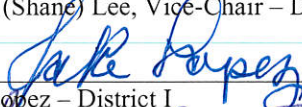
**BODY OF COUNTY COMMISSIONERS  
ROOSEVELT COUNTY, NEW MEXICO**

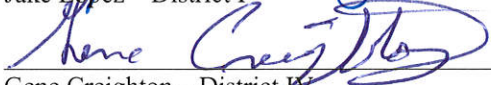
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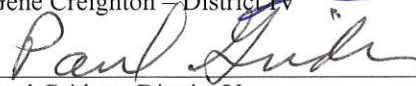
  
Richard Leal, Chairman – District II

  
Lewis (Shane) Lee, Vice-Chair – District III

DeAun D. Searl, Roosevelt County Clerk

  
Jake Lopez – District I

  
Gene Creighton – District IV

  
Paul Grider – District V

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# **ROOSEVELT COUNTY DETENTION CENTER**

## **POLICY AND PROCEDURE**

### **CHAPTER D: SECURITY AND CONTROL**

#### **SECTION 30: FACILITY DUTY OFFICER**

**Adopted November 2016**

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##### **PURPOSE**

The purpose of this policy and administrative procedure shall be to establish the appointment, scheduling, training, and responsibilities of a Facility Duty Officer within the structure of facility operations.

##### **APPLICABILITY**

This policy applies to all Roosevelt County Detention Center employees, to include civilian and support staff, at RCDC.

##### **POLICY STATEMENT**

RCDC shall have administrative/managerial coverage Twenty-four hours per day, seven (7) days per week. To provide for a system of continuous accountability, responsibility, and guidance, an appointed Duty Officer's presence during non-business hours and on other occasions as directed by the Detention Administrator shall be utilized.

Specific staff assigned to serve as Duty Officers shall act in place of the Administrator during non-business hours. The Duty Officer shall be responsible for ensuring that county and facility procedures are followed and incidents are reported as required.

The assigned staff who perform Duty Officer responsibilities are the following:

Facility Administrator  
Chief of Security  
Lieutenants  
Facility Auditor

Staff appointed to serve as Duty Officers shall be trained to ensure staff has the proper guidance and assistance during those times when the regular administrative staff of the facility is not present. The Duty Officer shall ensure appropriate notifications are made during non-business hours and be familiar with all county and facility procedures which impact their functioning as a duty officer.

##### **DEFINITIONS**

For the purpose of this policy and administrative procedure, the following definitions are presented:

1. **BODILY INJURY:** Any impairment of physical condition, including physical pain in accordance with policy.

2. BUSINESS HOURS: Monday through Friday, 8:00 a.m. to 5:00 p.m. (local time), excluding Saturdays, Sundays and Official Holidays.
3. CRITICAL INCIDENT: Any event that seriously disrupts the routine operation of a facility such as those situations involving, battery on staff or detainees, abusive sexual contacts, and staff sexual harassment. Also, those situations which are defined as serious, significant or highly sensitive are considered critical incidents.
4. DISTURBANCES: A disruption of routine facility security by detainees or other persons, such as sit-down strikes, demonstrations, or violent and tumultuous conduct which may include damage to property or injury either inside or outside the facility, including total or partial lockdowns of the facility.
5. DUTY OFFICER: Administrative/Managerial staff member appointed by the Administrator to serve as the Administrator's designee during a fixed time period.
6. EMERGENCIES: Man-made or natural disasters, disturbances, riots, work stoppages/strikes and any other unusual or extraordinary event that causes a threat to the security of a facility and/or safety of staff, detainees or the public. The levels of emergencies are as follows (from the RCDC emergency manual):

Emergencies: Disturbances, disasters, and other emergencies in which it is determined that responses/resources necessary for the stabilization of the situation cannot be achieved by facility staff and return to normal operations requires the assistance from county organizations (local police department, Sheriff's Office, or state mutual aid personnel). The Incident Commander (Detention Administrator) shall request assistance in accordance with facility emergency plans.

- A. NATURAL DISASTER: Events such as earthquakes, tornadoes, strong line winds, chemical spills, etc., where the routine function of the facility is seriously disrupted. These events do not include brief or intermittent power outages, unless these power outages result in substantial equipment failure and subsequent disruption of the facility.
- B. SERIOUS BODILY INJURY: An injury to a person that requires urgent and immediate medical treatment (normally more extensive than mere first aid, such as bandaging a wound; but which might include stitches, setting of broken bones, treatment of concussion, etc.) and/or that creates a substantial risk of death or that causes:
  1. Serious permanent disfigurement;
  2. Unconsciousness;
  3. Extreme pain;
  4. Permanent or protracted loss or impairment of the function of a bodily member or organ;
  - or
  5. Loss of a fetus.
- C. SERIOUS, SIGNIFICANT OR HIGHLY SENSITIVE EVENT: Any event that includes the following:
  1. Escape / Attempted Escape;
  2. Death or serious injury of on-duty staff;
  3. Death or serious injury of an detainee, except in cases where the detainee dies of natural causes and the death was anticipated;
  4. Riot / Hostage Situation
  5. Assault / Battery on Staff (All)

6. Battery on Detainee, (i.e. Battery on Another resulting in injury, such as requiring medical attention at the local hospital)
7. Sexual misconduct of detainee, visitor, (i.e. rape/attempted rape, etc.)
8. Staff sexual misconduct; (PREA)
9. Death or serious injury of a visitor at a facility;
10. Any serious fire or disturbance at a facility, and/or serious accident;
11. Any natural disaster or other serious unexpected event, such as the loss of utilities, that may have a serious negative impact upon the operation of the facility;
12. Staff or detainee injury resulting from use of force;
13. Any arrests that take place at RCDC by local Law Enforcement / State Police.
14. Any incident that may have a negative impact on the RCDC.
15. Any serious crime, such as homicide, serious battery or sex crime, committed by a detainee that may cause widespread interest or non-routine news coverage and where a response or comment may be solicited from the County Manager. (PREA)
16. Any unexpected event that may cause widespread interest or non-routine news coverage and where immediate response or comment may be solicited from the County Manager; such as Lockdown, Riot, Unexpected Death / Suicide, Hunger Strike of 5+ detainees at the same time, Cell Extraction and neighboring SORT activation, Disturbance involving use of CEW's / Pepper Ball / OC.

## **DUTY OFFICER RESPONSIBILITIES**

The Duty Officer shall be "on-call" during all hours of the rotation when the Duty Officer is not on-site at the facility. During the rotation, the Duty Officer shall be available by telephone away from the facility and shall be able to respond to telephone calls from the facility within 45 minutes of being contacted.

## **EQUIPMENT FOR DUTY OFFICER**

The Duty Officer shall be issued a Duty Officer Kit which shall include:

1. Cellular Phone (personal phone may be used in this capacity);
2. Weekly Summary and Duty Officer Report (can be stored in respective staff computer database) until completed in which a hard copy will be provided to the facility auditor to store in archives and a electronic copy will be forwarded to the Administrator who will provide a copy to the County Manager for review;

Facility Emergency Manual (**NOTE: The Facility Emergency manual contains confidential and restricted information and is not to be taken into secured areas of the facility or accessed by the public;**)

A small binder containing pertinent information and facility operational procedures and Facility Directives will be provided to the Duty Officer. (NOTE: This binder may contain confidential information and is not to be taken into the secured areas of the facility where detainees may have access to its content. This binder shall be secured before the Duty Officer enters the inner secured area of the facility.)

List of names/phone numbers (as applicable) of appropriate facility staff to contact in case of emergency or critical incidents in accordance with the Facility's Emergency Response Manual; Information outlining appropriate Emergency Interactive Employee Meeting Procedures;

Policy and Administrative Procedure, "Facility Duty Officer," and, other information deemed pertinent by the Administrator.

The facility shall designate a location where the above equipment and information shall be maintained and where the Duty Officer may obtain and return these items as necessary, (Detention Administrator's office, Chief of Security's Office, or the Facility Auditor's office). These documents are maintained in a secure location.

Duty Officers shall and when completing the duty officer's responsibilities shall brief the on-coming Duty Officer of any significant developments during his/her assignment.

The Duty Officer serves as the Administrator's designee in facility matters during the Administrator's "off-duty" hours, including facility emergencies, until properly relieved of responsibility by the presence/authority of the Administrator.

Duty Officers, acting as the "on-duty" Administrator, shall be contacted for all matters routinely referred to the Administrator when incidents, situations, and questions arise during other than normal working hours (e.g., nights, weekends, holidays, etc.).

The Duty Officer shall have a thorough knowledge of the facility's Emergency Information, including, but not limited to:

1. Chain-of-Command and responsibilities;
2. Telephone/radio numbers;
3. Emergency radio signals;
4. Levels of Emergency and Response Teams;
5. Notification and Declaration of Emergencies;
6. Command Center and Staging areas; and,
7. Activation of Emergency Teams and Emergency Procedures.

These processes shall serve as a source of information and support for facility staff, providing technical instruction/assistance and correcting/recording minor discrepancies as appropriate. Furthermore, Duty Officers shall remain highly visible during assigned rotations, promoting sound correctional practices throughout facility operations.

#### **REPORTING INCIDENTS AND CRITICAL INCIDENTS**

The Duty Officer shall ensure incidents and critical incidents shall be reported in accordance with Policy and Administrative Procedure.

#### **RECORD KEEPING/REPORTS**

Duty Officer Information shall be recorded as follows:

1. Name of Duty Officer;
2. Beginning date of Duty;
3. Specific time entering and leaving facility grounds;
4. Phone calls received;
5. Brief entry regarding specific incidents, containing names of individuals involved, description of incident, outcome/disposition;
6. Any other information deemed appropriate by the Duty Officer, including information to be shared with other staff assuming the Duty Officer position;

The Duty Officer shall record activities in the Duty Officer Report on a daily basis. The Duty Officer shall ensure that the Report is up-to-date at the end of each day.



Completed Duty Officer Reports shall be maintained in the Facility Auditor's or the Administrator's Office.

The Duty Officer shall maintain the Duty Officer Report each day while assigned as a Duty Officer.

This Summary shall contain information regarding any incidents or events that took place within the last week which the Duty Officer responded to, either in person at the facility or by providing guidance to staff. These events shall be logged into the Duty Officer report as well. All incidents or events that are out of the ordinary are to be reported on the "Duty Officer Report."

The original report shall be forwarded to the Administrator on Monday when the tour of duty is completed.

Reports containing confidential information shall be marked as such and handled accordingly.

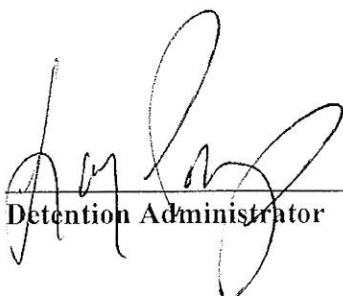
### **DUTY OFFICER TRAINING**

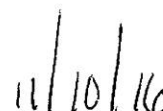
Duty Officers must possess a basic knowledge of facility and Departmental policies and procedures governing both everyday aspects of the facility operation and emergency situations.

Duty Officers shall be familiar in the following areas:

- a. Facility Emergency Plans;
- b. Use of Force;
- c. Removal from Population Procedures ;
- d. Detainee Accountability;
- e. Chemical/toxic flammable control;
- f. Detainee Restraints (four/five point);
- g. Detainee Visitation;
- h. Fire evacuation procedures; and
- i. Any other information/training deemed necessary by the Administrator.

All staff assigned to the Duty Officer Rotation shall receive annual refresher training in the duties and responsibilities of the Duty Officer.

  
\_\_\_\_\_  
Detention Administrator

  
\_\_\_\_\_  
Date