



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 1.1.6B	Subject: DUTY OFFICER SYSTEM
Reference: DOC Policy 1.1.6	Page 1 of 1
Effective Date: September 4, 2001	Revision: (new effective date) July 13, 2009
Signature / Title: /s/ Mike Mahoney / Warden	

I. PURPOSE

To ensure the availability of key staff during non-duty hours.

II. DEFINITIONS

None

III. PROCEDURES

A. Montana State Prison Duty Officer

1. The Warden will identify staff to serve as MSP Duty Officers.
2. Identified staff will share this duty on a one week rotating basis according to a schedule established, maintained, and distributed by the Associate Warden of Housing.
3. The Associate Warden of Housing will develop, maintain, update, and distribute a list of MSP Duty Officers, their phone numbers, and a schedule of their assignment.
4. Duty Officers are issued a cell phone while on duty.
5. The Warden or designee has the authority to make on-site emergency assignments and decisions independent of the Duty Officer System.

B. Active Duty Officer Responsibilities

1. Will be available for consultation and notification during unusual management situations and times of crisis.
2. Will begin their assignment on Wednesday at 1600 hours and end it at 0800 hours the following Wednesday.
3. Will be responsible for the Duty Officer briefcase and its contents (cell phone, laptop computer, and Policy and Procedures CD). This briefcase will be turned over to the oncoming Duty Officer on Wednesdays.
4. Will notify the on duty Shift Commander or designee of their whereabouts and availability (cell phone or home phone) when they are not at MSP.
5. Will process the required paperwork and timesheets in compliance with *DOC 1.3.29, On-Call Status for Exempt and Non-Exempt Employees*.
6. Will spend four hours outside of their regular works hours at MSP during their week of duty.

IV. CLOSING

Questions concerning this operational procedure will be directed to the Associate Warden of Housing.

V. ATTACHMENT (none)