

DUTY OFFICER FUNCTION AND PROCEDURE

The duty officer acts in emergencies when an administrator with responsibility for a specific program cannot be contacted or when general or multi-level problems or emergencies occur. A member of the district office administrative staff serves as duty officer on a daily basis and for weekends/holidays. The duty officer is available on weekdays at the office between 8 a.m. and 5 p.m. and thereafter at home. On weekends/holidays the duty officer assignment begins on Fridays at 5 p.m. and continues to Monday mornings at 8 a.m.

Assignments have been made for the assistant superintendent for business and for the assistant superintendent for instruction. The schedule shall be distributed to appropriate parties at the commencement of the fall, spring and summer semesters.

The duty officer may be contacted via telephone at office, home, via pager, or forwarding telephone. Forwarding telephone number information is available from secretaries at the office or from family at home. The duty officer carries a portable pager at times when regular telephone service is not available. The pager is activated from the district's security service contractor. Upon a signal from the pager, the duty officer telephones the security officer at the number affixed to the portable pager to ascertain the nature of the emergency or the name and number of the person attempting to make a contact.

Problems or difficulties which are related to protection and use of the physical property of the school district are generally discovered by security personnel, Suffolk County Police, fire department officials, other official and unofficial community agencies, interested and concerned community members and by employees and officials of the school district. Such problems include broken windows, unlocked or unsecured doors or windows, suspicions of break-ins, vandalism, personal injury, unauthorized or improper uses of school sites and property and the like.

When security personnel become aware of these and other such problems, they are to use the following priority order for notification and contact: chief or head custodian, principal, assistant principal, director of facilities, director of security, assistant superintendent for business, duty officer, police department, fire department, superintendent of schools.

Fires, major storm damage or similar emergencies involving the property of the school district will be reported by security to both the director of security and director of facilities first.

Duty Officer Function and Procedure (Continued)

At times when schools are not in session, problems referred to or discovered by security personnel or other agencies which deal with children or with adults involved in school-related activities, such as field trip accidents or accidents while on trips to athletic events, or by injury to a pupil or adult on a school site or during a school activity, the priority order for reporting will be modified as follows: principal, assistant principal, director of security, director of facilities, duty officer, superintendent of schools.

Problems requiring action at the building will be referred to the custodial supervisor, or the head of maintenance followed by custodians assigned to the school that is involved, by the duty officer.

The assistant superintendent for business will assure that all concerned parties have up-to-date lists of names and telephone numbers. Such parties will include police and fire departments, and school district officials. The names of teachers will not be included on such lists.

Policy Adopted:
August 28, 1973

Policy Revised:
December 16, 1991