

Administrator on Call

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: RI Training School

Policy: 1200.0004

Effective Date: May 17, 2010

Version: 1

To ensure the safe and efficient functioning of the Training School in the Superintendent's absence, an Administrator on Call is appointed. The Administrator on Call provides direction as needed for all facilities, programs and units within the Training School.

Related Procedure

[Administrator on Call](#)

Related Policy

[Administrative Responsibility](#)

Administrator on Call

Procedure from Policy 1200.0016: Administrator on Call

- A. When Superintendent is absent from the institutional grounds after hours or for an extended period, he/she designates an Administrator on Call.
- B. A list of administrative employees who may be designated to be Administrator on Call is maintained by the Superintendent.
- C. The Administrator on Call is an additional duty position that rotates among designated administrators on a regular and pre-determined schedule. The Superintendent approves that schedule.
- D. The Administrator on Call acts in the Superintendent's capacity with respect to all Training School activities, functions and units for the designated time period.
- E. Whenever the Administrator on Call is unavailable, he/she must designate another Administrator as the Administrator on Call. Except in emergencies, such substitutions are approved by the Superintendent.
- F. The name and contact information for the Administrator on Call is maintained in the Master Control Center to facilitate efficient communication with Training School staff.
- G. The Administrator on Call responds promptly to all contacts from the Master Control Center.
- H. Paragraphs A-G are consistent with American Correctional Association (ACA) Standards 3-JTS-1A-09 and 3-JDF-1A-11.