

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** ADMINISTRATIVE OFFICER OF THE DAY (AOD)**POLICY NO.** 350

PURPOSE:: To provide administrative coverage on evenings, nights, weekends, and holidays at major operations.**POLICY::** Department headquarters, Public Health Programs and Services and each hospital shall have an Administrative Officer of the Day (AOD) assigned to provide administrative coverage for the respective area of operation on evenings, nights, weekends, and holidays.

The AOD shall provide administrative assistance in problems that may arise during his/her tour of duty. The AOD shall act for the Director, Assistant Director, Deputy Directors in Public Health Programs and Services, or the Hospital Administrator.

GUIDE:: The Director, Assistant Director, Deputy Directors in Public Health Programs and Services, or Administrator of each hospital facility shall establish specific hours of duty for the AOD and assign specific personnel to act as AOD.

The AOD will be available at all times by mobile radio, telephone, or radio pager, and shall keep the telephone operator on duty informed as to his/her whereabouts. An AOD schedule shall be developed and published every six months or more often if desired. If a change is necessary, it shall be the duty of the individual requesting the change to inform those normally calling on the AOD of the change in schedule.

The Director, Assistant Director, Deputy Directors in Public Health Programs and Services, and Administrators of each hospital facility will develop procedures as are necessary to carry out the AOD function.

Compensation for duties performed as an AOD shall be in accordance with any applicable provisions of the County Code. Overtime may not be claimed for this assignment unless it meets the definition of overtime in the County Code.

AUTHORITY:: Department Head Los Angeles County Code

ATTACHMENT1: [DHS Policy #350 Attachment](#)**EFFECTIVE DATE:** Jul 02, 1990**SUPERCEDES:****APPROVED:** Signature on File