

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: MISSION & VISION STATEMENT	Policy Number: 1
Number of Pages: 1	Section: I
Attachments: NONE	Related Standards & References: N/A
Effective Date: 04/02/2012	Approved:  James Maccarone, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) to incorporate the following Mission and Vision Statements which reflect our goals and philosophy.

II. DEFINITIONS

None

III. PROCEDURE

a. MISSION STATEMENT

The mission of DYS is to provide leadership for change for youth, family units, and communities. It operates by creating legitimate alternative pathways to adulthood through equal access to services that are least intrusive, culturally sensitive, and consistent with the highest professional standards.

b. VISION STATEMENT

Our vision is that every child experience success in caring families and nurturing communities that cherish children and teach them to value family and community. Our vision is guided by the fact that our decisions and actions affecting children today determine the quality of our life tomorrow.

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DIVISION OF YOUTH SERVICES
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Subject: Management of Policy and Procedure		Policy Number: 2	
Number of Pages: 5		Section: I	
Attachments		Related Standards & References	
A. Policy and Procedure Update		ACA 3-JTS-1A-11 ACA 3-JTS-1A-17 ACA 3-JTS-1A-18 ACA 3-JTS-1A-19	
Effective Date: April 21, 2006 Revised October 13, 2008		Approved:  Kathy Pittman, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that policy and procedure will be established which describes the operations of the Division and is used by staff to guide their actions and decision-making. Policy and procedure will be reviewed regularly and updated as needed. Policy and procedure will be available to staff through electronic means; paper copies will be used as backup and/or as working copies of the policy and procedure that is electronically available.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. Policy Officer – A staff person will be designated as the Division’s policy and Policy Officer. This person will be responsible for assuring the organization’s policies and procedures are correctly written, available to staff, and updated as necessary.
- B. Official Policies and Procedures - Official policies and procedures are maintained in electronic format and are updated as needed.
- C. Unofficial Copies – Paper copies of policy and procedure are considered unofficial copies; staff may make unofficial copies to quick reference and/or study. However, staff is responsible for checking the organization’s computer network to make sure any paper copies that have been made are current and up-to-date.

III. PROCEDURE

- A. Policy Officer – The director of the Division will appoint a Policy Officer who will be responsible for overseeing the Division’s policy and procedure process. The duties of the Policy Officer will include, but not necessarily be limited to, the following:

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1. Drafting, editing, and proofreading policy and procedure.
 2. Maintaining the Division's web and CD-based policy and procedure manuals.
 3. Replacing outdated policy and procedure on an as-needed basis, assuring the Division's policy and procedure is current and complete.
 4. Establishing and maintaining a list of the administrators assigned to review and/or update policy and procedure when appropriate.
 5. Assuring all policies and procedures are updated as needed and that each policy and procedure is reviewed for completeness and accuracy not less than annually.
 6. Conducting training on writing policy and procedure.
- B. Writing, Revising and Updating Policy and Procedure – For policy and procedure to be useful to staff, it must continuously change and remain current with the demands placed on the Division of Youth Services. The Division will regularly update policy and procedure to assure staff can rely on policy and procedure to guide their actions and decision making.
1. Drafting Policy and Procedure – When operational requirements of the Division make the drafting of new policy and procedure essential, the Policy Officer, administrator over the altered area of operation, and/or the director of the Division will assign a staff member to construct a new policy and procedure. When the draft is complete, the Policy Officer will review it for clarity, accuracy and completeness and then submit it to the director of DYS for approval.
 2. Approving Policy and Procedure – Drafts of policies and procedures will be submitted to the Policy Officer for final editing. When ready for approval and implementation, the Policy Officer will submit the policies and procedures to the director of the Division of Youth Services for final approval.
 3. Revising or Updating Policy and Procedure – Policies and procedures will be reviewed on an annual basis and revised or updated regularly as needed.
 - a. High Priority Changes – When major changes to organizational practices occur or need to occur, direct changes to policy and procedure will be made. The assigned administrator, or other assigned staff member, will make the needed revisions and submit them for approval before the major changes are implemented.
 - b. Annual Review – All policy and procedure will be reviewed on an annual basis. At the beginning of each month, the Policy Officer will compile a list of the policies and procedures that have effective dates that fall in the target

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month during the previous year. Those policies and procedures will be revised or updated using the following process:

- i. The Policy Officer will maintain a list of policies and procedures and the administrator who is designated as having the responsibility for keeping a given policy and procedure updated. This list will be approved by the director of the Division of Youth Services.
- ii. When a policy and procedure needs to be revised or updated, a notice (Attachment A) will be sent to the designated administrator for review and updating.
- iii. When the form is returned showing changes are needed, the Policy Officer will incorporate the needed changes, get the revised policy and procedure approved, and publish the revisions.
- iv. All updates that need to be made in a given month will be made at one time. However, major changes to critical policies may be made as needed.

- C. Implementation – To ensure that appropriate notification, preparation and training are provided for, a specified period of time shall be allotted before a given policy and/or procedure shall be put into practice and enforced. Therefore, the official implementation date shall be identified by the facility as 30 days from the date of draft, update or revision.
- D. Format of Policy and Procedure – All policy and procedure will use a standardized format. This format will include the following:
 1. Heading Block – Each policy and procedure will start with a heading block that lists key information including the title of the policy and procedure, the reference number, attachments that support the policy and procedure, applicable standards or statutes that are covered by the policy and procedure, the date of implementation, and the person who has approved its implementation.
 2. Major Sections – Each policy and procedure will be organized into three major sections: a policy statement, definitions of key terms found in the policy, and the procedure that explains how the policy will be implemented.
 3. Indented Outline Format – As found in this policy and procedure, material in the policy and procedure will be organized in an indented outline format.
- E. Distribution of Policy and Procedure – The Division will use electronic means to disseminate policy and procedure.

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1. Computer Network – Policies and procedures that have been updated will be placed on the DYS website and on the CD’s provided to offices and posts where Internet access is not available.
 2. Notification – The Policy Officer shall notify Divisional and Facility administrators of policy updates or changes by disseminating a memo either through traditional means or email. Administrators shall then be responsible for informing their staff of such changes.
- F. Unofficial Copies – Any paper copies of policies and procedures are unofficial copies. Staff may print out copies of policies and procedures for their own use at any time. However, when using paper copies of policies and procedures, staff is responsible for checking the on-line policy and procedure manual to assure the paper copy they possess is still current.
- G. Quality Assurance – When a policy and procedure is drafted or updated, professional standards will be identified. These standards will serve as the foundation for quality assurance for that policy and procedure. Standards from relevant organizations, such as the American Correctional Association and the National Commission on Correctional Healthcare, will be used as sources for policy development and/or revision; such standards will be identified in the header of the given policy and procedure. (See policy IX: Quality Assurance)

Mississippi Division of Youth Services
POLICY AND PROCEDURE UPDATE

Date:

To:

From: Procedures Office

Policy/Procedure:

Policies and procedures must be reviewed at least annually to assure they are current and complete. You are the administrator responsible for the policy/procedure cited above. Please review the cited policy and procedure to assure it is current. Indicate what action you have taken in the space below. Please complete the review of this policy and procedure by the last day of this month.

Thank you.

Action Taken

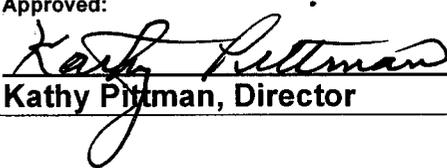
I have reviewed the above cited policy. The action taken is checked below:

- ☐ I have reviewed the policy/procedure and found it is current and complete. No revisions and/or further action are needed at this time.
- ☐ I have reviewed the policy/procedure and found that minor changes were needed. A paper copy of the policy/procedure is attached. I have marked or written what changes need to be made on that paper copy.
- ☐ I have reviewed the policy/procedure and found major changes were needed. I have attached a disk with the rewritten policy/procedure on it.

Signed

Date

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: State-Owned Vehicles		Policy Number: 3
Number of Pages: 4		Section: I
Attachments	Related Standards & References	
A. State-Owned Vehicle Use and Responsibility Form B. State-Owned Vehicle Use Form C. Vehicle Log	N/A	
Effective Date: April 1, 2004	Approved:  Kathy Pittman, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), with the approval of the campus or facility administrator, division director, other organizational head, or their designee (all hereinafter referred to as "administrator"), that the administrator will assign state-owned vehicles to an employee or group of employees, based upon job descriptions and responsibilities. If the state-owned vehicle is a multi-user vehicle, the administrator will designate an employee from the multi-user group (i.e., security staff, kitchen staff, etc.), as the primary user who will be responsible for the state-owned vehicle.

II. DEFINITIONS

None

III. PROCEDURE

- A. The following items will be explained by the administrator to each employee who has authorization to utilize a state-owned vehicle. If an employee is assigned or is designated as the primary user of a state-owned vehicle for a multi-user group, the employee will sign the State-Owned Vehicle Use and Responsibility Form indicating acceptance of responsibility for the vehicle, and this form must be maintained in the administrative and/or personnel records of the campus or facility at which the employee is located. All other employees who utilize state-owned vehicles must read and sign a State-Owned Vehicle Use Form and this form must be maintained in the administrative and/or personnel records of the campus or facility at which the employee is located.
- B. Other rules and regulations related to the use, assignment, and responsibility of state-owned vehicles include, but are not limited to, the following areas:
 - 1. Traffic Violations: Receipt of a citation for a traffic violation while driving a state-owned vehicle is a Group One Offense (refer to

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Mississippi State Employee Handbook for listing and explanation of all offenses and/or disciplinary actions).

2. **Lending and Borrowing of Vehicles:** Vehicles may be lent only in an emergency situation, and only to authorized same-campus employees. This policy does not apply to employees who are within or part of a multi-user group. Vehicles may be lent to state office personnel, on an as-needed basis and as approved by the Division Director, without the need for an emergency situation to be present.
3. **Campus Rules Concerning Vehicles:** The speed limit on all campuses is 10 miles per hour. Parking is allowed only in designated areas. Off campus, drivers and vehicles are subject to all Federal, State, and Local laws, whichever may be applicable.
4. **Maintenance, Upkeep, and Repair:** The employee is responsible for maintenance, upkeep, and repair of the state-owned vehicle if the employee is the assigned user or the primary user of a multi-user group. This can be accomplished by making a request through appropriate channels to the designated administrator or staff member who is in charge of vehicle maintenance and repair. The employee will be responsible for making sure that the vehicle has a current inspection sticker. If the vehicle's user is a borrower or a part of a multi-user group to which the state-owned vehicle is assigned, the user is responsible for notifying the assigned user or the primary user, whichever is applicable, of any necessary maintenance, upkeep, and repair which the employee may be aware.
5. **Log Sheets (required by law):** A current Vehicle Log Sheet will be maintained in all state-owned vehicles. It is the responsibility of every DYS employee who is a user of any state-owned vehicle to complete the information on the Vehicle Log Sheet as indicated. The responsibility for the maintenance and replacement of Vehicle Log Sheets is the state-owned vehicle's assigned employee or primary user of a multi-user group. Vehicle Log Sheets will be kept on a monthly basis and will be submitted to the appropriate administrator or staff member who is in charge of property no later than 3:00 p.m. on the second business day of each month.
6. **Automobile Insurance:** Automobile insurance coverage is not provided for the state.
7. **Automobile Accidents Occurring in State-Owned Vehicles:** If a state-owned vehicle is involved in an accident on DYS campus or facility:
 - a. The driver/employee must notify the appropriate administrator immediately.

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- b. The administrator will collect information as to the specifics of the accident and how it occurred, who or what may be at fault if determinable, and provide a written report to the division director within 48 hours of the accident's occurrence.

8. Automobile Accidents Occurring in State-Owned Vehicles: If a state-owned vehicle is involved in an accident outside of a DYS campus or facility:

 - a. The driver/employee must notify the appropriate local law enforcement agency (i.e., local police, county sheriff, state highway patrol, etc.) and file an accident report.
 - b. The driver/employee must notify the appropriate administrator as soon as possible, but not later than 24 hours after the occurrence of the accident.
 - c. The administrator will collect information as to the specifics of the accident, including a copy of the accident report obtained from the appropriate law enforcement agency, and provide a written report to the division director within 48 hours of the accident's occurrence. If the accident report from the appropriate law enforcement agency is not readily available, the campus or facility administrator's report will be sent without it, but the accident report will follow immediately upon its availability.

9. Employees involved in accidents, either as a driver or passenger in a state-owned vehicle, will not make comments concerning the accident to any other parties other than the appropriate law enforcement officials, DYS administrators and state office personnel, or designated personnel of MDHS, or the state's Tort Claims Board. Comments or questions related to any accident will not be commented upon to other parties to the accident, witnesses, members of the press, or others, but will be referred to the appropriate person or entity for disposition.

10. Depending on the severity of the damage to the automobile, the administrator will determine whether the state-owned vehicle can be repaired (and if so, by available DYS funding or by filing a claim with the Tort Claims Board), or should be disposed of as surplus state property if the state-owned vehicle is beyond repair within economical means (i.e., the cost to repair the vehicle would be more than the current fair market value of the vehicle).

11. If it is reasonably determinable that the driver/employee is at fault, the employee/driver may be subject to disciplinary actions at the discretion of the administrator or the employee's supervisor (refer to the

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Mississippi State Employee Handbook for listing and explanation of all offenses and/or disciplinary actions).

STATE-OWNED VEHICLE USE AND RESPONSIBILITY

My signature below indicates that I accept responsibility for the state-owned vehicle that has been assigned to me or that I have been designated as its primary user from a multi-user group. Furthermore, the State-Owned Vehicles Policy and the Staff Travel Policy has been discussed with me, and I understand and will comply with each item completely.

- (1) Traffic violations while driving state-owned vehicles**
- (2) Loaning and borrowing of state-owned vehicles**
- (3) Campus rules concerning all vehicles**
- (4) Maintenance, upkeep, and repair of state-owned vehicles**
- (5) Log sheets for state-owned vehicles (required by law)**
- (6) Automobile insurance**
- (7) Automobile accidents occurring to or in state-owned vehicles**

Employee's Signature

Supervisor's Signature

Employee's Name (Print or type)

Supervisor's Name (Print or type)

Vehicle Inventory Number

Date

STATE-OWNED VEHICLE USE FORM

My signature below indicates that the following list has been discussed with me, and I understand and will comply with each item completely as they apply to my usage of a state-owned vehicle.

- (1) Traffic violations while driving state-owned vehicles
- (2) Loaning and borrowing of state-owned vehicles
- (3) Campus rules concerning all vehicles
- (4) Maintenance, upkeep, and repair of state-owned vehicles
- (5) Log sheets for state-owned vehicles (required by law)
- (6) Automobile insurance
- (7) Automobile accidents occurring to or in state-owned vehicles

Employee's Signature

Supervisor's Signature

Employee's Name (Print or type)

Supervisor's Name (Print or type)

Date

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Use of State Property	Policy Number: 4
Number of Pages: 1	Section: I
Attachments None	Related Standards & References N/A
Effective Date: April 1, 2004	Approved:  Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that all buildings, equipment, and materials are state property of Oakley and Columbia Training Schools. All employees are expected to use this property to perform their duties. All other use is strictly prohibited. Appropriate disciplinary action will be taken against anyone found misusing or abusing State Property.

II. DEFINITIONS

None

III. PROCEDURE

- A. No property is to be moved from one location to another location without the approval of the Property Officer.
- B. Use of facilities by community groups, organizations, clubs, and individuals requesting the use of State (Oakley/Columbia Campus) Property is prohibited unless approved by the Director of the Division of Youth Services.
- C. Any individual who is employed by Oakley or Columbia Campus is permitted to fish at the school's ponds; employees may be accompanied by a guest.
- D. Hunting is not permitted at either Oakley or Columbia Campus.
- E. Any violations of the Game and Fish Regulations will result in the suspension of that individual's privileges.