


POST DUTIES & RESPONSIBILITIES	
Post: Unit One and Two School: Oakley Training School	Shift: 1st and 2nd Shift
Effective Date: November 19, 2007	Approved:  <hr/> Kathy Pittman, Director

All direct care staff (Shift Supervisors, Juvenile Care Workers, and Military Training Instructors) employed by the Mississippi Division of Youth Services (DYS) are directed to comply with all DYS Post Orders. This specific Post Order describes duties and responsibilities for staff to complete and Shift Supervisors to monitor at an assigned Post. This description of duties does not supersede other DYS policies and procedures. Unexpected circumstances do not constitute an exception to following policies and procedures.

Assumption of Post

Staff members arrive at the facility in time (at least 15 minutes prior to the beginning of the shift) to receive their Post assignment and be present at their Post at the assigned time. At the scheduled time, staff posted in each Unit will escort Unit youth to the School.

1. Upon arrival at the School, 1st shift Unit staff briefs the School Commander with the following information related to youth assigned to their assigned living Unit:
 - changes to DYS policy, procedure and Post Orders;
 - youth behavior, youth-at-risk and any needed youth precautions or medical alerts;
 - scheduled trips, appointments, activity schedule changes;
 - repairs or damage that have been or need to be reported or situations to be corrected; and
 - unusual events that occurred during the previous shift.

2. Following the briefing of the School Commander by 1st shift staff assuming post, the *housing unit logbook is to be checked-in with the School Commander to be maintained in a designated area.
 - * Staff on the 1st shift, brief the staff on the 2nd shift on this information when they assume the School Post at 2 pm. At this time staff on the 2nd shift shall assume responsibility and possession of the housing unit logbook. This exchange shall be documented in the logbook accompanied by signature, date and time.

3. The School Commander then assigns a School Post to each Unit Staff (usually either supporting a teacher in a classroom or an office Post). Upon receiving the assigned School Post, the staff member shall immediately begin their general duties, as follows:

General Duties

- Maintain an up-to-the minute accounting of youth assigned to the classroom or Posted area. This includes maintaining attention and visibility of each youth, at all times.
- Provide a professional level of direction and support to youth, through line-of-sight observation to youth. When called upon by a teacher, assistance with instructional activities. Observe and interact with the youth assigned to the School area.
- Maintain order and discipline consistent with effective security practices, in the structured, educational environment, and according to DYS policy, procedure and Post Orders, and established School Rules.
- Organize and implement classroom or school area clean-ups prior to youth leaving one area and moving to another.
- Conduct random checks within a 15 minute period on each youth any time the youth is in his/her room and log the check time accurately on the appropriate forms.
- Administer the youth Point System, ensuring appropriate rewards and consequences, consistent with the policy XIII.10: *Behavior Modification*. Collect and distribute youth Point sheets each time they exit and return to the school area.
- Communicate with other Shift Supervisors as appropriate using the DYS radio, telephone, and/or computer. Personal cell phones and communication devices may not be present in the School.
- Provide supervision, care and oversight to youth during out-of-School activities, including meals and clinic. Comply with other DYS Post Orders.
- Report all unusual and serious Incidents to the shift supervisor. Complete Incident Report form, as per DYS policy. Log any incidents in the Unit log book. Document the entry with signature, date and time.
- Participate in emergency drills and conduct fire evacuation and weather emergency safety responses.
- Ensure youth do not gain access to caustic/toxic materials that may be used in the School area. Ensure all cleaning supplies are kept in a locked cabinet and accounted for throughout the school periods.

- Pat search all youth prior to leaving the School area. Report the discovery of contraband, weapons, drugs, or evidence of criminal activity immediately to the Shift Supervisor, taking care to preserve any evidence. Complete an Incident Report and submit it to the Shift Supervisor prior to the end of the shift.
- Assist in educational activities conducted within the classroom or posted area, such as encouraging youth engagement, supporting teacher efforts in behavior management, or as otherwise requested by a teacher or School Commander.
- Remain on-Post unless relieved for a break by a Shift Supervisor. Only the Shift Supervisor may authorize temporary relief from a Post for a break. Any time a staff member is relieved of their Post even temporarily, log it in the Unit logbook. Document the log entry with signature, date and time. Remain visible to youth at all times.
- Supervise youth at all times.

Youth Movement

- Escort and accompany the youth to school and remain with them during the time the youth are in class. Assume a school Post as assigned.
- Escort and accompany youth to lunch. Supervise and monitor youth in the cafeteria. Ensure youth clean the dining room before leaving it.
- Coordinate all youth movement, within and out of the School and all other areas, with the Control Center (Unit 1) or Security Station (Unit 2).
- Escort and supervise youth during any movement outside the School, i.e. meals, appointments, and hearings.
- Ensure youth comply with the dress code. Inspect youth's attire before any movement out of the School. Although it is the 1st shift responsibility to ensure youth are dressed with clean and proper clothing to begin each day, all staff ensure compliance with the "dress code" throughout each day and particularly before exiting the Unit.
- Inspect the classrooms and all common areas; get discrepancies corrected before youth leave any classroom or school area.
- Pat search each youth before exiting or entering the School.
- Count groups of youth when exiting and reentering the School. Do not rely on any youth "sound off" counts, but rather visually count each youth and account for any youth missing or excused.
- Ensure youth remain in line during group movement outside the School, and that there is no talking or horse playing while moving from one area to another. Keep moving lines of

youth tight, with youth remaining within one arm distance of one another at all times during movements.

- Monitor and supervise youth during bathroom and water breaks.
- Comply with all Department, Division, and facility policies, procedures and post orders.

Scheduled Activities

The staff person will complete the following activities during the assigned shift, **as per the posted Unit Schedule:**

- Arrive at school between 7:45 am-8:00 am as coordinated by the Control Center (Unit 1) and Security Station (Unit 2). Check-in Housing Unit Log with School Commander in designated area.
- Escort youth to and from the cafeteria for lunch; accompany and supervise youth during lunchtime between 11:20 am-12:30 pm as coordinated by the Control Center (Unit 1) and Security Station (Unit 2).
- Assist School Commander with youth entering the school (7:45-8:00 am), scheduled and unscheduled bathroom and water breaks and school adjournment (3:30 pm).
- Assist with new student orientation, testing and scheduling, daily (8:00 am-10:00 am) and as assigned.
- Assist with graduation ceremonies (Wednesday, 8:30 am-9:30 am) Treatment Team meetings (Wednesday 1:00 pm-3:00 pm) and Individual Education Plan and Student Council meetings (monthly).
- Assist with Intervention Group sessions (3:30-5:00 pm Unit 1, Monday & Wednesday; Unit 2, Tuesday & Thursday).
- Assist with scheduled holiday and special recreational activities.

Behavioral Expectations

DYS recognizes that every staff member, employee, and contracted provider has an obligation to model expected deportment and conduct for youth. Therefore, the following behavior expectations apply to all adults interacting with DYS youth:

- DYS direct care staff will, at all times, use appropriate language when speaking to or in the presence of youth.
- DYS direct care staff will address youth by their first name or “Mr. _____” (insert last name). For Example: “Stephen Jackson” is addressed as, “Stephen” or “Mr. Jackson”.

- DYS direct care staff will always strive to speak in a calm and respectful tone towards and around youth.
- DYS direct care staff will never be deliberately confrontational with youth, unless warranted therapeutically or programmatically.
- DYS direct care staff will always use appropriate counseling and intervention techniques, time and circumstance permitting, before resorting to physical force. DYS Use of Force Policy, generally, authorizes physical force only as a last resort, when all other options are exhausted, and when there is a compromise to safety and security; and it ceases when resistance ceases.
- DYS direct care staff will provide direction and support to youth without use of threatening statements. Direct care staff will explain options, alternatives, and consequences in a calm and professional manner. Direct care staff will always strive to encourage positive and compliant behavior.
- DYS direct care staff should help youth learn to make pro-social decisions by providing guidance and through positive example.
- DYS direct care staff will always strive to be respectful and courteous to fellow employees and towards youth in our care, even when the direct care staff may face disrespectful conduct.
- DYS direct care staff will always provide for the basic needs of youth in their care, including food, clothing, shelter, medical care and security. DYS direct care staff will not allow these needs to remain unmet, by deliberate inaction or inattention.

End of Shift

The staff person will remain on Post until relieved. Prior to relief from the school Post, the staff must complete the following activities:

- Complete a brief inspection of the posted area. Report any unsanitary conditions or damaged property to the School Commander. Account for all youth assigned to the Post.
- Provide the on-coming staff with a thorough briefing, i.e. updates the oncoming shift person concerning key events that have taken place, items to be aware of during the upcoming shift, etc. Log the details of the briefing with date, signature and time.
- Once the briefing has taken place, contact the Shift Supervisor for authorization to complete the shift change. **Shift Relief takes place only with Shift Supervisor authorization.**