


<b>POST DUTIES &amp; RESPONSIBILITIES</b>	
<b>Post:</b> <b>Security Patrol:</b> <b>Oakley Training School</b>	<b>Shift:</b> <b>All Shifts</b>
<b>Effective Date:</b> <b>November 19, 2007</b>	<b>Approved:</b>  <b>Kathy Pittman, Director</b>

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**

Direct care staff members shall arrive at the facility in time (at least 15 minutes prior to the beginning of the shift) to receive their Post assignment from the Shift Supervisor. After receiving their assignment, staff members proceed immediately to their Post, complete the pre-shift work and remain present at their Post at the scheduled beginning of the shift.

**Prior to relieving** the staff going off duty and accepting responsibility for the Post, the on-coming staff person must:

1. Receive a briefing from the staff person(s) going off-duty. This briefing includes information needed by staff during the upcoming shift, such as:
  - 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
  - unusual events or incidents

The staff persons going off-duty log the information shared with on-coming staff during the briefing in the Unit logbook. Each staff member assuming a Post must document the log entry regarding the briefing points with their signature, date and time.

2. Review the entries to \*Security Station logbook over the previous week, or entries since the on-coming staff person was last on duty. Document the logbook review with signature, date and time.
- \* Security Staff must maintain the Security Station and Unit logbooks up-to-date, on time, throughout the shift, as per DYS Policy. Pages may not be removed from a logbook for any reason. Use black ink only in logbooks. If a correction is to be made, draw a single line through the error and initial it. Do not use “White out” or completely mark out anything. Logbooks are to be kept in a neat and orderly manner. Staff make all log entries legible, with signature, date and time.
3. Conduct a face-to-face head count to ensure all youth assigned to the Unit are present and in good health. Coordinate youth head counts with the Control Center throughout the shift (at least hourly). Log the head count in the Unit logbook. Document the head count entry with signature, date and time.
  4. Complete a security check and inspection of the Unit by walking through the Unit, inspecting all doors (accessible offices, storage areas, etc.), windows, locks, and related security devices in addition to inspecting the Unit to ensure that it is in proper order. The purpose of the inspection of the Unit locks, security devices and life safety equipment is to ensure all equipment is operating properly. Log any problems in the Unit logbook and report to the Shift Supervisor immediately. Complete maintenance request form, as required. Log the completion of the security check and Unit inspection, as well as any action taken, in the Unit logbook. Document the check and inspection in the Unit logbook. Document the log entry with signature, date and time.
  5. Account for all Security Patrol keys. Count the keys with the Security Station staff as a method to receive the keys needed for the Patrol assignment. Keep assigned Security keys in personal possession, at all times. Do not put keys down. Do not hang on clothing or a belt without a safety clip. Notify the Shift Supervisor immediately if a key is lost or broken. Log the key count in the Security Station logbook. Document the key count with signature, date and time.
  6. All staff coming on-duty document the shift change entry in the Security Station logbook with signature, date and time.

## General Duties

Staff members complete the Post Order duties, i.e. security rounds, rapid response to requests for assistance, etc. while remaining in routine contact with the Security Station. Security staff ensures personal knowledge of Unit post orders; and monitor staff compliance with security related DYS policy, procedure and post orders. Security Patrol staff log all entry to housing Units in the Unit Visitor Log.

*STAFF NOTE: The Security at the Training School serves several general functions. These functions are: (1) ensuring a safe and secure environment for all youth, DYS employees and property, (2) providing support services such as secure transportation of youth and youth-related*

*crisis response, and (3) providing “extra hands and eyes” in support of Shift Supervisors’ management responsibility for the total operation of the facility.*

During the duration of this Post assignment, the staff person shall perform following duties:

- Ensure personal knowledge of current DYS policy, procedure and post orders, which may be found at the following address: [http://www.mdhs.state.ms.us/dys\\_policy.htm](http://www.mdhs.state.ms.us/dys_policy.htm). By signing and dating the shift briefing logbook entry each staff is documenting their knowledge of current DYS policy, procedure and post order of what is required to fulfill Post duties. If a staff member needs greater knowledge of requirements needed to fulfill Post duties, complete a policy review. A policy review includes accessing the DYS web site, finding the relevant or most recent versions of policies and procedures and reading them for understanding. Any staff member who completes a policy review should log the policy review in the unit’s logbook. Document the log entry in the Security Station logbook with signature, date and time.

Security staff may keep paper copies of policies and procedures in the Security Station. Paper copies are “unofficial” documents, and may not be the most current, official version. Official policies and procedures are those on the DYS website.

- Maintain communication and cooperation with the Shift Supervisor.
- Conduct *Security Rounds* throughout the shift. Remain on the move, unless directly monitoring youth. *Security Rounds*, includes the following:
  - Document all Patrol activities, on Security Check and Patrol Sheet. Turn the sheet in to the Security Station at the end of each shift.
  - Routinely and randomly, patrol the Training School all buildings, grounds and perimeter. Observe security, safety and sanitation conditions throughout the facility. Ensure cleanliness of common areas and report discrepancies to the Shift Supervisor for corrective action. Take immediate corrective action, as possible. Report any campus discrepancies to the Security Station. Log any Unit discrepancies in the Security Check and Patrol Sheet and the Unit logbook. Document the log entry with signature, date and time.
  - Provide a professional level of supervision and care, direction and support to youth, through line-of-sight observation and instruction during their daily activities and to other staff posted in the Units. Observe and interact with the youth assigned to the Unit, whenever youth are present; investigate any unusual situation. Act proactively to prevent incidents from occurring. Log all unusual activities, any observed unusual behavior, movements, incidents, and injuries in the Unit logbook and report them immediately to the Shift Supervisor and Security Station. Document any observations in the Unit logbook. Document the entry with signature, date and time.

- Conduct and check random head counts against the number of youth direct care staff in the Units claim to have or report. Log random head counts in the Unit logbook. Document the count with signature, date and time.
  - Report all unusual and serious Incidents to the shift supervisor. Complete Incident Report form, as per DYS policy. Log any incidents in the Unit logbook. Document the entry with signature, date and time.
  - Inspect the security of each Unit's caustic/toxic material cabinet during security rounds. Report any unlocked cabinet to the Shift Supervisor. Log each cabinet security check in the Unit logbook. Document the log entry with signature, date and time.
- Maintain an up-to-the minute account of personal whereabouts through routine contacts with the Security Station (at least every 30 minutes).
  - Complete requests for assistance through a *rapid response* approach and comply with DYS disciplinary and classification policies. Support the youth Point System ensuring appropriate rewards and consequences, consistent with policy XIII.10: *Behavior Modification* policy.
  - Communicate with other staff as appropriate using the DYS radio, telephone, and/or computer. Personal cell phones and communication devices may not be present in the Unit. Conduct a "radio check" on each hour.
  - Provide supervision, care and oversight to youth during their out-of-Unit activities, including movement, meals, school, treatment services, and clinic.
  - Provide security and support to staff during emergency drills, fire evacuation and weather emergency safety responses.
  - Conduct random and assigned Unit searches for contraband. Log the completion of the searches in the Unit logbook. Document the log entries with signature, date and time. Report the discovery of 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.
  - 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.
  - Supervise and model for youth at all times.

## Youth Movement

- Observe and provide support to other staff during all youth movement outside of the Unit 1 and Unit 2 living units. Remain in routine contact with the Security Station.
- Monitor, supervise, and when needed, supervise youth during any movement outside their Unit 2 living unit. When there are two (2) direct care staff present during a group movement, one (1) direct care staff is to walk at the rear of the line and the second on the opposite side of the line at the midway point. When only one (1) staff is escorting, the correct position is at the rear of group. Escorting one (1) youth within arm distance.
- Ensure proper youth attire before any movement out of Unit 1 or Unit 2 living units. 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 any living Unit.
- Support staff conducting pat frisk searches of each youth re-entering a living unit.
- Ensure staff count of all youth when exiting and reentering a Unit or building. Staff may 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 Unit, 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.
- Comply with all Department, Division, and facility policies, procedures and Post Orders.

## Scheduled Activities

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

- Conduct security rounds throughout the shift. Report security rounds activity to the Security Station every thirty minutes throughout the shift.
- Monitor youth during movement and recreation activities, both indoors and outdoors weekdays (5:30 pm-7:00 pm).
- Monitor youth during movement and recreation activities, both indoors and outdoors non-school days (9:00 am-3:00 pm).
- Escort and accompany the youth during scheduled mealtimes. Monitor youth behavior while they are in the cafeteria. Ensure youth clean the dining room before leaving it.

- Escort and accompany Unit 2 youth to the clinic for medication administration (7:00 am-8:00 am, and 12:00 pm- 1:00 pm); supervise youth while in the clinic; provide support to nurse in Unit 2 living units when medication is distributed on 2<sup>nd</sup> Shift (6:30 pm-7:30 pm).
- Escort and accompany the youth to school and remain with them during the time the youth are in class. Assume a Post outside of the living Units and the school before movements begin (7:45 am-3:30 pm).
- Transport youth clothing (pants, shorts, shirts, socks, underwear, etc.) and towels to and from laundry, daily, no later than 10:00 am.
- Transport linen (sheets, blankets, etc.) to and from laundry (Tuesday and Friday) no later than 10:00 am.
- Supervise and interact with youth during out-of-Unit 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 Security Patrol Post until relieved. During the thirty minutes before shift change, the following activities should be completed:

- Inspect the entire facility throughout and by the end of shift. Any unsanitary or conditions or damaged property will be noted in the Security Check and Patrol Sheet. Call the inspection into the Security Station for entry in the Security Station logbook. Document the inspection call on the Security Check and Patrol Sheet.
- 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 (Refer to the top of this Post Order for more information the briefing).
- Log the briefing information shared with the on-coming staff. Document the entry with signature, date and time. Each on-coming staff member documents the briefing log entry with their signature, date 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.**