


POST DUTIES & RESPONSIBILITIES	
Post: Security Station: Oakley Training School	Shift: All Shifts
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

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 *Security Station log entries for the previous week or entries since the on-coming staff person was last on duty.

- * Staff must maintain the Security Station logbook 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. Communicate with Unit One and Unit Two living units Central Control in Unit One and each living unit on Unit Two by telephone (backup by radio communication), as per policy, ensuring all youth assigned to the Training School are present and in good health. Log the head count in the Security Station logbook. Document the head count(s) entry with signature, date and time.
- 4. Complete a security check and inspection of the Security Unit by walking through the Unit, inspecting all gates and doors (accessible offices, storage areas, etc.), windows, locks, and related security devices in addition to inspecting the Security Station to ensure that it is in proper order. The purpose of the inspection of the facility perimeter Unit locks, security devices and life safety equipment is to ensure the safety and security of the entire institution, and all proper operating condition of all equipment. Log any problems in the Security Station logbook and report to the Shift Supervisor immediately. Log the completion of the security check and Security Station inspection, as well as any action taken, in the Security Station logbook. Document the check and inspection in the Security Station logbook. Document the log entry with signature, date and time.
- 5. Account for all Security Station keys. Count the keys with the staff going off-duty as a method to receive the keys from the person going off-duty. Keep assigned 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, verbally and in writing per policy VII.2: Incident Reporting. Log the key count in the Security Station logbook. Document the key count with signature, date and time.
- 6. Inspect all issued security devices are operating properly; count keys, and transfer inventory. Report all problems to the Shift Supervisor immediately; and log all actions and problems in the Security Station logbook. Document the equipment transfers with signature, date and time.
- 7. Ensure proper exchange of security equipment and keys to Shift Supervisors and direct care staff as per DYS Policy. Log the security equipment transfers in the Security Station logbook. Document the equipment transfers with signature, date and time.
- 8. Log into the Security Station Log that shift change has occurred as well as the equipment inspection and headcount of the entire facility (Units One and Two). Document all log entries legibly, with signature, date and time.

General Duties

Security staff members complete the Security Station Post Order duties from within and immediately outside the Security Station.

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 the 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. 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.
- Security Station staff members coordinate Security Patrol staff in the completion of their assigned post order duties, i.e. security rounds, rapid response to requests for assistance, etc. Security Station staff ensures personal knowledge of Security Patrol post orders; and monitor staff compliance with security related DYS policy, procedure and post orders.
- Provide security at the Main Gate entrance to ensure unauthorized persons are not entering or leaving the campus. Ensure the identification of any person or vehicle entering or leaving the campus. Issue a *Visitor Pass* to any vehicle allowed passage onto the campus. Collect all *Visitor Passes* before any vehicle exits the campus. Vehicles and visitors are subject to search, as per DYS Policy. Ensure the completion of the Visitor Sign In/Out Log.
- Communicate with Unit One and Unit Two living units Central Control in Unit One and each living unit on Unit Two on the hour via telephone (backup by radio communication) to receive a headcount, as per policy, ensuring all youth assigned to the unit are present and in good health. Log Unit all counts on the Security Station Log. Document the log entry with signature, date and time.

- Maintain the Security Station in a clean and orderly fashion, both inside and outside the proximity of the Station, and the beginning, throughout and near the end of the shift. Log the cleanliness activity in the Security Station log. Document the log entry with signature, date and time.
- Account for the whereabouts of all Security Patrol staff, at all times.
- Ensure a *rapid response* from Security Patrol staff to all “requests for assistance” from the Shift Supervisor or direct care staff.
- Provide professional level of direction and support, through line-of-sight observation and instruction when interacting with youth.
- Coordinate a response to radio, telephonic and verbal requests for assistance or support from staff directly supervising youth by dispatching other officer(s) to the scene.
- Log all reported unusual activities, any observed unusual behavior, movements, incidents, and injuries in the Security Station Log. Document the log entry with signature, date and time.
- Report all incidents to the Shift Supervisor who will report it to the duty administrator.
- Enter youth related data into the automated Case Management System, as required.
- Manage youth in a manner consistent with policy XIII.10: *Behavior Modification* policy.
- Communicate with other staff as appropriate using the radio, telephone, and/or computer.
- Complete responsibilities and duties unless authorized a break or relief by a Shift Supervisor.
- Comply with all Department, Division, and facility policies and procedures.

Youth Movement

- Coordinate all youth movement in and out of Unit One and Unit Two living units, as well as the school, the clinic and all other areas of the facility. List each youth or entire living Unit engaged in the movement in the Security Station logbook indicating time, purpose of the movement and destination. Document the entries with signature, date and time.
- Ensure youth comply with the dress code. Inspect youth’s attire before any movement out of the Unit. 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.
- Before entering any Unit or building from any area, youth are to be thoroughly pat searched.

- Comply with all Department, Division, and facility policies, procedures and post orders.

Scheduled Activities

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

- Coordinate and log hourly youth head count from all housing units on Unit Two and Central Control in Unit One.
- Coordinate a count of all direct care staff with all housing units on Unit Two and Central Control in Unit One within 15 minutes of the beginning of each shift. Log the count in the Security Station log. Document the log entry with signature, date and time.
- Coordinate youth movement to meals on Unit Two (6:30 am-7:30 am, 11:30 am-12:30 pm, and 5:00 pm-6:00 pm). Log Unit and youth movement, beginning and end, in the Security Station log book. Document the log entry with signature, date and time.
- Coordinate “radio check” contact and whereabouts check with each Security Patrol staff, at least every 30 minutes.
- Coordinate escorts of youth to medication distribution, as needed or assigned.

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 DHS youth:

- DHS direct care staff will, at all times, use appropriate language when speaking to or in the presence of youth.
- DHS 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”.
- DHS direct care staff will always strive to speak in a calm and respectful tone towards and around youth.
- DHS direct care staff will never be deliberately confrontational with youth, unless warranted therapeutically or programmatically.
- DHS direct care staff will always use appropriate counseling and intervention techniques, time and circumstance permitting, before resorting to physical force. DHS 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. During the thirty minutes before shift change, complete the following activities:

- Coordinate contacts with Unit One and Unit Two living units to ensure safe and secure status. Security Station staff log any reported unsanitary or conditions or damaged property in the Security Station logbook. Account for all youth and their state of well being and health. (Direct care staff members in each Unit examine each youth to identify any obvious injury or health condition.) Log the contact in the Security Station logbook. Document the log entries with signature, date and time.
- Collect all issued security devices from Shift Supervisors and direct care staff and inspect to ensure all operating properly; count keys, and restore equipment to inventory. Report all problems to the Shift Supervisor immediately; and log all actions and problems in the Security Station logbook.
- 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 on 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 must document the briefing log entry with his or her 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.**