

Oakley Youth Development Center

Escort Procedures

Escort: A person or group of persons accompanying youth from one location to another while providing guidance, safety and protection.

Procedures

1. Coordinate all youth movement in and out of the Unit and all other areas with Central Control.
2. Before escorting, ensure youth comply with the dress code.
****Youth shall be dressed neatly and in proper attire before exiting the Unit (i.e. shirt tucked in, pants at waist level, shirt jacket/all or none)****
3. Individual staff escorts (1) youth within arm distance either to the left side or to the rear.
4. When only (1) staff is escorting a group of youth, staff is to walk within arm distance to the rear of the last youth.
5. When there are (2) staff during a group movement, (1) staff is to walk within arm distance, midway point on the opposite side of the group and (1) staff within arm distance to the rear of the last youth.
6. When escorting a group of youth to and from any area (i.e. housing unit, gym, dining hall) staff should always count and may include youth “sound off” counts.
****When exiting or reentering the Unit or any area, rather than relying on youth “sound off” counts, staff should always visually count each youth and be able to give an account for any that are missing or have been excused. ****
7. Staff should maintain youth in a single file line during group movement.
****Keep lines tight, within arm distance of one another at all times. ****
8. While escorting, students are to walk silently and keep hands, feet and other extremities to self.
9. While escorting, never walk in front of the youth, as all youth are to be in line of sight at all times.

The above information is in accordance with
Mississippi Department of Human Services
Division of Youth Services Policies and Procedures
Section 10: Post Orders (General Duties-Youth Movement)