

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: Post Orders : Oakley Training School	Policy Number: 1
Number of Pages: 3	Section: X
Attachments	Related Standards & References
A. Unit One – 1 st Shift B. Unit One – 2 nd Shift C. Unit One – 3 rd Shift D. AMU – 1 st Shift E. AMU – 2 nd Shift F. AMU – 3 rd Shift G. BMU – 1 st Shift H. BMU – 2 nd Shift I. BMU – 3 rd Shift J. Unit One School – 1 st and 2 nd Shifts K. Security Patrol – All Shifts L. Security Station – All Shifts M. Control Center – All Shifts	ACA 3-JTS-3A-04 ACA 3-JTS-3A-05 ACA 3-ITS-3A-06
Effective Date: November 16, 2006 Revised: November 29,2007, March 1, 2018	Approved: DocuSigned by: <i>James Maccarone</i> <small>2C316EF5186B4A2...</small>

I. POLICY:

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that post orders shall be developed which provide specific guidance and direction for JCWs regarding their day to day duties and responsibilities. These guidelines shall make provisions for JCWs to be positioned and/or perform specified duties in or immediately adjacent to juvenile living areas to permit such staff to hear and respond promptly to the needs of youth and emergency situations. (ACA 3-ITS-3A-04)

II. DEFINITIONS

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

A. None

III. PROCEDURE

Post orders provide JCWs with specific information about the duties and tasks that must be performed when they are working a specified post within the facility. Post orders shall be developed and available online to staff. (ACA 3-JTS-3A-05)

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A. Development - The administrator of each campus shall assign a supervisor or duty administrator to develop post orders for each unit, post, or set of duties JCWs shall be assigned to work on a regular basis. A separate post order shall be developed for each shift, post, or set of duties for a specified area that staff on duty are to perform. This shall include but not be limited to the following:

1. Housing Units
2. Special Management Units
3. Control Centers
4. Entry Stations
5. Security Posts
6. Transportation Staff
7. School Posts

B. Availability — Post orders shall be available online to all staff of the Division of Youth Services. For JCWs working in areas where there is not a computer terminal, a bound paper copy of the Post Order shall be maintained at each area of assignment. The bound Post Order shall be clearly labeled and maintained in a conspicuous and accessible area of the unit so that staff can easily reference information relative to the post for which they are working.

C. Assumption of Post — A JCW shall, when reporting to work and assigned to work a specific post and/or a post not ordinarily assigned, review the post order for the post to which they are assigned. This review of the post order and documentation shall occur promptly after assuming the post or assigned duties. (ACA 3-,ITS-3A-06)

D. Training — Training on post orders shall be provided to JCWs and to supervisors and/or duty administrators who oversee JCWs. This training shall be provided as follows:

1. Pre-service Training — Prior to assuming their duties, JCWs and supervisors and/or duty administrators who oversee the activities of JCWs shall receive training regarding post orders. JCWs shall be trained
2. In-service Training — Annual training shall be determined by an annual training needs survey. The Training Management Policy IVA requires an annual training needs assessment be conducted. Annual training on the post

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order process shall be determined through that annual training needs assessment.

3. Just-in-Time Training — If major changes are made to individual post orders or to the post order system, JCWs and the supervisors and/or duty administrators who supervise JCWs shall receive training concerning the changes at the time the major changes are implemented.

E. Quality Assurance — Standards for this policy and procedure have been identified in the header information of this given policy and procedure.

1. Documentation Files — At each campus, documentation files for post orders shall be maintained by the supervisor/duty administrator responsible for overseeing the activities of all JCWs. A file for each of the standards identified in the header of this policy and procedure shall be maintained by the designated supervisor.
2. Quality Assurance Audits - Regular audits based on the standards identified for this policy and procedure shall be used as the basis for the quality assurance program (See policy IX.1 : Quality Assurance).