

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Use of State Property	Policy Number: 4
Number of Pages: 1	Section: I
Attachments None	Related Standards & References N/A
Effective Date: April 1, 2004	Approved:  Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that all buildings, equipment, and materials are state property of Oakley and Columbia Training Schools. All employees are expected to use this property to perform their duties. All other use is strictly prohibited. Appropriate disciplinary action will be taken against anyone found misusing or abusing State Property.

II. DEFINITIONS

None

III. PROCEDURE

- A. No property is to be moved from one location to another location without the approval of the Property Officer.
- B. Use of facilities by community groups, organizations, clubs, and individuals requesting the use of State (Oakley/Columbia Campus) Property is prohibited unless approved by the Director of the Division of Youth Services.
- C. Any individual who is employed by Oakley or Columbia Campus is permitted to fish at the school's ponds; employees may be accompanied by a guest.
- D. Hunting is not permitted at either Oakley or Columbia Campus.
- E. Any violations of the Game and Fish Regulations will result in the suspension of that individual's privileges.