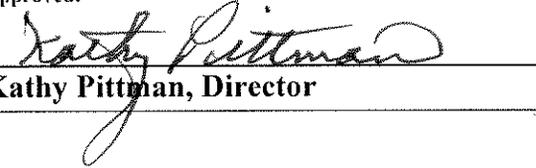


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Post Orders : Oakley Training School	Policy Number: 1
Number of Pages: 3	Section: X
<p style="text-align: center;">Attachments</p> <ul style="list-style-type: none"> A. Unit One - 1st Shift B. Unit One - 2nd Shift C. Unit One - 3rd Shift D. Unit Two - 1st Shift E. Unit Two - 2nd Shift F. Unit Two - 3rd Shift G. AMU - 1st Shift H. AMU - 2nd Shift I. AMU - 3rd Shift J. BMU - 1st Shift K. BMU - 2nd Shift L. BMU - 3rd Shift M. OMU - 1st Shift N. OMU - 2nd Shift O. OMU - 3rd Shift P. Unit One and Two Schools - 1st and 2nd Shifts Q. Security Patrol - All Shifts R. Security Station - All Shifts S. Control Center - All Shifts 	<p style="text-align: center;">Related Standards & References</p> <ul style="list-style-type: none"> ACA 3-JTS-3A-04 ACA 3-JTS-3A-05 ACA 3-JTS-3A-06
Effective Date: November 16, 2006 Revised: November 29, 2007	Approved:  Kathy Pittman, Director

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 direct care staff regarding their day to day duties and responsibilities. These guidelines shall make provisions for direct care staff personnel 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-JTS-3A-04)

II. DEFINITIONS

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

- A. None

III. PROCEDURE

Post orders provide direct care staff 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 on-line to staff. (ACA 3-JTS-3A-05)

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- A. **Development** - The administrator of each campus shall assign a supervisor or manager to develop post orders for each unit, post, or set of duties direct care staff 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 on-line to all staff of the Division of Youth services. For direct care staff 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 direct care staff member 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. The direct care staff member shall, after reviewing the applicable post order, document in the unit log book or log of activities completed that the post order has been reviewed. This review of the post order and documentation shall occur promptly after assuming the post or assigned duties. (ACA 3-JTS-3A-06)
- D. **Training** – Training on post orders shall be provided to direct care staff and to supervisors and/or managers who oversee direct care staff. This training shall be provided as follows:
1. **Pre-service Training** – Prior to assuming their duties, direct care staff and supervisors and/or managers who oversee the activities of direct care staff shall receive training regarding post orders. Direct care staff shall be trained
 2. **In-service Training** – Annual training shall be determined by an annual training needs survey. The Training Management Policy IV.1 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, direct care staff and the supervisors and/or managers who supervise direct care staff shall receive training concerning the changes at the time the major change 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/manager responsible for overseeing the activities of all direct care staff. 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).