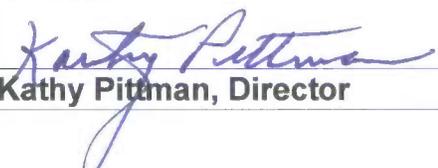


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: DYS Code of Ethics		Policy Number: 1	
Number of Pages: 3		Section: III	
Attachments		Related Standards & References	
MDHS AP-27		MDHS AP-27	
Effective Date: 08/16/2011		Approved:  Kathy Pittman, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services (MDHS), Division of Youth Services (DYS), to abide by the MDHS AP-27 Code of Conduct. In conjunction with AP-27, DYS has adopted the following Code of Ethics. This Code is intended to serve as a guide to the everyday conduct of MDHS employees and to provide a basis for making decisions about ethical actions. Any violation of this Code may be grounds for dismissal from employment with MDHS, DYS.

II. PROCEDURE

- A.** The MDHS, DYS expects its employees to have unfailing honesty, respect for the dignity and individuality of human beings and a commitment to professional and compassionate service. To this end, all MDHS, DYS employees will subscribe to the following principles concerning professional relationships with youths, colleagues, other professionals and the public:
1. Employees are strictly prohibited from engaging in any sexual overtures or sexual contacts with juveniles in MDHS custody or under MDHS supervision. Any violation will result in prosecution to the fullest extent under the laws of the State of Mississippi.
 2. Employees shall respect and protect the civil and legal rights of all youths in their custody or under their supervision.
 3. Employees shall serve each youth with appropriate concern for the youth's welfare and rehabilitation and with no intent for personal gain.

4. Employees shall conduct their relationships with colleagues in such a manner as to promote the mutual respect within the profession and the improvement of the profession's quality of service.
5. Employees shall respect and comply with all standards of the juvenile justice system and cultivate a professional cooperation with each.
6. Employees shall respect and protect the right of the public to be safeguarded from delinquent activity.
7. Employees shall maintain appropriate and professional relationships with youth in MDHS current or former custody or supervision.
8. Employees shall not share personal or private information with youth in MDHS current or former custody or supervision.

B. In addition, all MDHS, DYS, employees will subscribe to the following principles concerning professional conduct and practices:

1. Employees shall not use their official position to secure privileges or advantages for themselves.
2. Employees shall not, in their official capacity, act in any matter in which they have personal interest that could in the least degree impair their objectivity.
3. Employees shall not accept any gift or favor of a nature to imply any obligation that is inconsistent with the free and objective exercise of their professional responsibilities.
4. Employees shall not make public statements about the agency. All public statements and questions will be referred to the MDHS, Office of Communication.
5. Employees shall not discriminate against any youth, employee or prospective employee on the basis of race, sex, creed or national origin.

6. Employees shall maintain the integrity of private information; neither seek personal data beyond that needed to perform their responsibilities, nor reveal information to anyone not having proper professional use for such.

7. Employees who are responsible for agency personnel actions shall make all appointments, promotions or dismissals only on the basis of merit and not in furtherance of partisan political interests.

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

Subject: DYS Employment		Policy Number: 2	
Number of Pages: 2		Section: III	
Attachments	Related Standards & References		
MDHS AP-12, MS State Employee Handbook, Form 800-3	MDHS AP-12, MS State Employee Handbook, Form 800-3		
Effective Date: 08/16/2011	Approved:  Kathy Pittman, Director		

I. POLICY

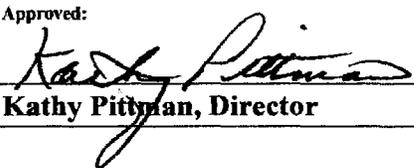
The MDHS, DYS is an equal employment opportunity employer for all individuals regardless of race, color, creed, sex, religion, national origin, age, physical handicap, disability, or political affiliation is the policy of the State Personnel Board. In order to assure non-discriminatory practices and procedures in all phases of state service personnel administration, the State Personnel Board's equal employment opportunity policy prohibits any form of unlawful discrimination based on the foregoing and other considerations made unlawful by federal or state laws.

II. PROCEDURE

1. All prospective applicants considered for employment must sign a Release of Information form or consent to Electronic Fingerprinting, in order for the agency to conduct a Criminal Records Check.
2. All prospective applicants must consent to both Drug and Alcohol Screening and the Child Abuse Central Registry Check.
3. DYS employees will be given a copy of the Job Content Questionnaire (JCQ) and SPB Form 800-3, Section 2 for the assigned position. In addition, each new employee will be instructed to read and become familiar with copies of the following: Mississippi State Employee Handbook, DYS Policies and Procedures Manual and Performance Appraisal Review Policy, AP-12 (Revised 06/01/96)
4. All institutional staff are required to complete a minimum number of job orientation training hours as specified by their job classification.

5. An employee who wishes to discontinue employment with DYS should submit a letter of resignation to his/her supervisor at least fourteen (14) calendar days before the last working day.

6. A probationary or time limited status employee may be terminated without cause. Termination of employment for a permanent status employee will be based upon certain violations of policy as outlined in the Mississippi State Employee Handbook.

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: Attendance	Policy Number: 3
Number of Pages: 2	Section: III
Attachments none	Related Standards & References MDHS AP- 5 MS State Employee Handbook
Effective Date: July 26, 2011	Approved:  Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all employees are expected to carry out all official duties in a professional and competent manner including arriving at their work stations in a timely manner and providing notice in accordance with the MS State Employee Handbook dated 3/01/2010 to their immediate supervisor where tardiness and absence are likely or expected.

II. DEFINITIONS

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

- A. Tardy - Tardiness is arriving for work at any time after the employee's assigned shift start time or time established by policy. There is no grace period for the purposes of this policy.
- B. Excessive Absenteeism - More than two (2) unplanned absences within a 30-day period, excluding illness and emergency situations as defined by MDHS Administrative Policy 5 (AP-5).
- C. Call-in Or No-show Absence - An employee absence that has not been previously arranged with the employee's supervisor or an absence that does not fall within the definition of an emergency absence.
- D. Emergency Absence - certain verifiable major medical situations of the employee or his/her immediate family member(s), death of an employee's immediate family member(s), an employee's personal property disaster such as residence fire or weather damage to the employee's primary residence. Absences attributed to personal problems, traffic, car problems, not feeling well, or other non-verifiable reasons do not fall within the definition of emergency absences.

III. PROCEDURE

Tardiness - All employees are expected to arrive at their designated work stations on time. However, where actual or expected circumstances prevent an employee from arriving in a timely manner, the immediate supervisor shall be directly notified prior to the employee's start time. Any employee who is tardy for his/her shift will be considered to have committed a group 1, number 1 offense and will be issued a written reprimand.

E.

Subject	Policy #	Page
Attendance	III.3	2 of 2

- i. Supervisors should document tardiness consistently and fairly in accordance with this policy.
- ii. The first occurrence of tardiness will result in a written reprimand on MDHS Form 239 that will be placed in the employee's permanent personnel file.
- iii. The second occurrence of tardiness within 30 days of any prior occurrences will result in an additional written reprimand to be placed in the employee's permanent personnel file and a three-day suspension without pay.
- iv. The third occurrence of tardiness within 60 days of any prior occurrences will result in an additional written reprimand to be placed in the employee's permanent personnel file and a five-day suspension without pay.
- v. The fourth occurrence of tardiness within 90 days of any prior occurrences will result in termination.

B. Absence- All employees are expected to arrive to their work stations according to their designated work schedules. However, where actual or expected circumstances prevent an employee from being present, the immediate supervisor shall be directly notified prior to the employee's start time whenever possible. The supervisor may verify an emergency absence by requiring the employee to provide credible documentation from a physician or other proper authority depending upon the nature of the absence. Failure of the employee to provide the requested documentation under this policy shall disqualify the absence from emergency absence designation. The final determination of whether or not an absence falls within the definition of an emergency absence lies with the supervisor.

- i. Supervisors should document absenteeism consistently and fairly in accordance with this policy.
- ii. Any employee who is absent for all or a part of his/her shift due to a call-in or no-call absence will be considered to have committed a group two, number 3 offense and will be issued a written reprimand. This reprimand will be placed in the employee's permanent personnel file.
- iii. The second occurrence of call-in or no-call absence within 60 days of any prior occurrences will result in an additional reprimand to be placed in the employee's permanent personnel file and a five-day suspension without pay.
- iv. The third occurrence of call-in or no-call absence within 90 days of any prior occurrences will result in termination.

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: Administrative Duty Officers	Policy Number: 4
Number of Pages: 7	Section: III
Attachments	Related Standards & References
None	ACAC-3-JTS-1A-09
Effective Date: March 3, 2008	Approved:  Kathy Pittman, Director

I. POLICY:

It is the policy of the Mississippi Department of Human Services (MDHS) Division of Youth Services (DYS) that specified senior staff of the training schools shall be utilized to act in the absence of the Facility Administrator, and to be on call to handle emergencies and serious incidents.

II. DEFINITIONS

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

- A. **Administrative Duty Officer** – The Facility Administrator’s designee when the Facility Administrator is absent from campus, who handles routine matters, emergencies and serious incidents during the evening and weekend hours.
- B. **Facility Administrator** – The individual responsible for the overall Training School operations including facilities, care and custody of youth, and all related programs, services and management functions.
- C. **Duty Week** – The seven (7) day period of time beginning at 5:00 pm, Tuesday and ending at 9:00 am, (Tuesday) during which the Administrative Duty officer is scheduled for Duty.
- D. **Shift Supervisor** – A supervisor with authority over the direct care staff who has been designated to manage the facility during a given shift or period of time, who is responsible for the operation of the facility, events that take place, and the staff on duty, during the time on duty.
- E. **Room Confinement** - A form of isolation in which a youth is confined to and locked in a room in order to manage a youth’s out of control behavior, which is limited to Special Management Units (SMU). (See policies XIII.7: BMU and XIII.8: OMU)
- F. **Disciplinary Segregation** - A form of isolation in which a youth is confined to and locked in a room as a formal sanction resulting from a disciplinary hearing, which may not exceed 72 hours. The use of disciplinary segregation is limited to the OMU. (see policy XIII.8: OMU)

Subject	Policy #	Page
Administrative Duty Officers	III.4	2 of 7

III. PROCEDURE

Senior managers shall be designated and trained to fill the role of the Administrative Duty Officer. These individuals shall be on call and shall handle routine matters, emergencies and serious incidents during evening and weekend hours.

- A. **Eligible Managers** – Only senior members of the facility staff shall act as Administrative Duty Officers. These are normally the senior management staff that report directly to the Facility Administrator. They are the staff that may be designated as “Acting Administrator” if the Facility Administrator is on vacation or absent from the facility for an extended period of time. Individuals who may function as the Administrative Duty Officer shall include:
1. Facility Administrator
 2. Deputy Facility Administrator for Operations
 3. Deputy Facility Administrator for Clinical Services
 4. Deputy Facility Administrator for Educational Services
 5. Deputy Facility Administrator for Direct Care Services
 6. Assistant Deputy Administrator for Security
 7. Assistant Deputy Administrator for Direct Care Services
- B. **Ineligible Managers** – The following employees or managers shall not be assigned to function as Administrative Duty Officers:
1. Managers of clerical or support units, such as, business, fiscal management or personnel
 2. Managers of specialized units such as medical or food services
 3. Staff, such as, investigators, attorneys, or administrative assistants
- C. **Scheduling** – Prior to the beginning of each month, the Facility Administrator shall prepare a schedule of Administrative Duty Officer coverage for the upcoming month. A copy of this schedule shall be given to all of the scheduled Administrative Duty Officers, and a copy shall be placed in the facility’s primary control room and/or security station. In addition, a copy shall be submitted to the Director of Institutions, Division of Youth Services, Office Director and the MDHS Executive Director.
1. **Duty Week** – The duty week shall start at 5:00 pm on Tuesday afternoon and run for one week. During normal working hours (Monday through Friday from 8:00 am to 5:00 pm), management of the facility is the responsibility of the Facility Administrator. The Administrative Duty Officer shall be on duty on holidays, even if they fall on a week day. The Duty Administrator shall not be

Subject	Policy #	Page
Administrative Duty Officers	III.4	3 of 7

required to remain on campus the entire week. However, the Administrative Duty Officer shall not leave the campus without completing the tasks assigned in this procedure and must be available to return to campus as needed.

2. **Information** – The monthly schedule shall list the month and year which the schedule covers; the names of the administrators who shall be assigned duty coverage; the specific weeks each person is assigned the duty; and the phone number, pager number, and/or radio call sign for each Administrative Duty Officer.
3. **Changes** – If it is necessary to change the Administrative Duty Officer coverage, the Facility Administrator shall prepare a memo documenting the changes and give a copy to all individuals and locations where the schedule is maintained.
4. **Emergency Changes** - If an emergency necessitates a last minute change in duty officers (such as an injury or family emergency), notifications may be made by phone. A memo shall be prepared as soon as possible documenting the change.

D. **Relationship to Shift Supervisors** – The Administrative Duty Officer is not to provide direct supervision to staff working during the evenings, weekends, and/or holidays; that supervision is to be provided by the Shift Supervisors. The Administrative Duty Officer shall monitor the operation of the facility and make decisions that would otherwise be made by the Facility Administrator. (See policy III.12: Shift Supervisor)

1. **Deficiencies** - If the Administrative Duty Officer, while touring the facility, observes behavior or practices that are not consistent with policy, the Administrative Duty Officer shall notify the Shift Supervisor who should correct the problems that have been observed. The Administrative Duty Officer is expected to log these observations in the Bound Administrative Duty Officer Logbook and follow-up to make sure they are corrected.
2. **Communication** – If an issue requires a decision by the Administrative Duty Officer, the Shift Supervisor shall contact the Administrative Duty Officer. Shift Supervisors shall contact the Administrative Duty Officer at least twice (in the am and pm) during their scheduled shift to provide an update on facility operations and to assure both individuals are informed about current events. Other staff should not contact the Administrative Duty Officer. Communication with the Administrative Duty Officer shall take place through the Shift Supervisor.

E. **Site Visits** – During the week of assigned duty, the Administrative Duty Officer shall visit the facility and observe the routine operation of the facility. During these inspections, the Administrative Duty Officer shall examine and log general cleanliness, maintenance problems, the activities of youth and staff, and compliance or non-compliance with DYS policy and procedure. These site visits shall include the following:

Subject	Policy #	Page
Administrative Duty Officers	III.4	4 of 7

1. **Special Management Units** – The Administrative Duty Officer shall visit all special management units daily. This includes observing suicidal youth placed in the AMU; as well as youth placed in the OMU for either room confinement or disciplinary segregation. The Administrative Duty Officer shall ensure that such youth are being appropriately cared for and managed according to DYS policy. (See policies XIII.6: SMU-AMU, XIII.8: SMU-OMU, and XIII.12: Suicide Prevention)
 2. **Meals and Food Service** – Over the course of the week of duty, the Administrative Duty Officer shall eat a minimum of three meals at the facility (one of which shall be had at Unit I and two of which shall be had at Unit II) – one breakfast meal, one lunch meal, and one evening meal. At least one meal shall be eaten on the weekend.
 3. **Visiting** – Once during the week of duty, the administrator shall observe visitation taking place at the facility.
 4. **General Housing Units** – The Administrative Duty Officer shall visit all housing units other than special management units at least twice during the week of duty.
 5. **Evening/Night Visits** – Over the course of the duty week, the Administrative Duty Officer shall, at least once, visit all areas of the facility where youth live or spend time during the evenings or on weekends. In addition to housing units, this shall include all recreation areas, medical areas, and administrative areas.
- F. **Other Duties** – In addition to monitoring the general activities taking place at the facility, the Administrative Duty Officer is responsible for making key decisions and acting in the place of the Facility Administrator during evening and weekend hours. These include:
1. **Changes in Housing** – Any change in a youth’s housing assignment must be approved by the Administrative Duty Officer.
 2. **Room Confinement** – The Administrative Duty Officer must approve the placement of a youth in a locked room other than during normal sleeping hours. The Administrative Duty Officer shall review the Incident Report as well as the Special Placement Form resulting from the placement of youth in room confinement (see policies XIII.7: BMU, XIII.8: OMU and VII.7: Incident Reporting)
 3. **Changes in Scheduled Activities** – Facility staff are to develop and implement a master schedule of activities for the youth; this schedule is to be posted weekly and serve as a guide for all staff. The Administrative Duty Officer shall assure that evening and weekend activities are implemented for all housing

Subject	Policy #	Page
Administrative Duty Officers	III.4	5 of 7

units, and must be contacted and give approval if staff are going to deviate from that schedule. (see policy XIII.14: Structured Programming)

4. **Escapes** – The Facility Administrator, Director of Institutions and DYS Division Director shall be notified immediately by telephone in the event of a youth escape from the facility or campus. As well, all mentioned parties shall be notified in writing via a Serious Incident Report Form. (See policy VII.2: Incident Reporting) Furthermore, the facility and campus shall be secured, all youth accounted for and activity suspended until a campus-wide search has been completed.
5. **Emergency/Unscheduled Transportation** – The Administrative Duty Officer shall be contacted if it is necessary to transport a youth from the facility for emergency or unscheduled reasons.
6. **Changes in Staff Schedules** – During evenings and on weekends, the Shift Supervisor shall contact the Administrative Duty Officer for authorization regarding any deviation from the posted work schedule of staff. This includes calling in extra staff, or letting staff leave or not work their assigned schedules.
7. **Continued Placement in the OMU and Disciplinary Segregation** – The Administrative Duty Officer shall visit each youth daily who is being housed in the Observation Management Unit (OMU) for the purposes of disciplinary segregation. If, in the judgment of the Administrative Duty Officer, there is insufficient justification to continue holding the youth in the OMU, in room confinement or in disciplinary segregation, the Administrative Duty Officer shall order the youth returned to his/her assigned housing unit.
8. **Power Outage or Weather Emergency** – In the event of a power outage or weather emergency, all available Administrative Duty officers shall be contacted by the officer on duty. As well, the Administrator on duty shall coordinate the placement of officers at assigned posts and units in order to appropriately secure campus and ensure the safety of all youth and staff persons on campus.
9. **Other Duties** – If the Facility Administrator cannot be reached, the Administrative Duty Officer shall call the Director of Institutions for consultation before making decisions normally made by the Facility Administrator in any situation which requires immediate action. (If immediate action is not warranted, the matter shall be documented and left for the Facility Administrator to handle when available.) For example, if a staff person is found to have committed a crime or serious breach of policy and procedure, the Administrative Duty Officer shall call the Director of Institutions before taking action. In the event the Director of Institutions cannot be reached, the Administrative Duty Officer shall call the Director of the Division of Youth Services for guidance.

Subject	Policy #	Page
Administrative Duty Officers	III.4	6 of 7

G. **Availability** – When on a duty status, the Administrative Duty Officer shall be available at all times. This shall include the following:

1. Immediately available by radio, cell phone, or pager; and
2. Able to travel to and arrive at the facility within 30 minutes if called and asked to respond to manage a serious incident.

H. **Adjusted Work Hours** – Time spent at the facility during the evening or on weekends shall be considered as hours worked. The Facility Administrator may utilize work schedule adjustments to compensate for extra time spent at the facility. However, time spent in an “on call” status shall not be counted as work time.

I. **Duty Logbook** – The Administrative Duty Officer shall maintain a hard bound log which contains written notes documenting the performance of assigned duties. These shall include:

1. **Changes in Duty Officers** – Any time there is a change in duty officers, a log entry shall be made by both administrators – the one being relieved and the one assuming the duty.
2. **Site Visits** – All areas visited shall be noted in the log, including the date and time of the visit.
3. **General Observations** – Log entries shall note general cleanliness, activities taking place, content of meals, the behavior of youth and compliance or non-compliance with posted schedules and policy and procedure.
4. **Conversations with Restricted Youth** – A log entry shall be made regarding each youth visited while on room confinement or disciplinary segregation (locked in a room). The log entry shall include the youth’s physical and mental condition, any issues or concerns raised by the youth, and a justification for keeping the youth in room confinement or disciplinary segregation.
5. **Decisions** – A log entry is required if the Administrative Duty Officer is contacted by facility staff and asked for permission to take any action which must be approved by the Administrative Duty Officer.

J. **Training** – Before assuming the responsibilities of an Administrative Duty Officer, individuals shall be trained in the subjects listed below. The Division’s Training Director shall document and maintain records that show the training was completed:

1. Use of Force
2. Emergency Management
3. Resolving and Reporting Incidents

Subject	Policy #	Page
Administrative Duty Officers	III.4	7 of 7

4. Operation of the Special Management Units
5. Suicide Prevention
6. Programming and Master Activity Schedules
7. Post Orders
8. Handle with Care
9. Disciplinary Policy and Procedure
10. Visitation Policy, Rules and Restrictions
11. First Aid and CPR Procedures
12. Other key policies related to the operation of the campus and proper management and care of youth.

K. **Documentation** – Administrative Duty Officers shall document their activities, decisions and observations. The following documentation shall take place:

1. **Hard Bound Log** – A hard bound log shall be used to document the duties performed by the Administrative Duty Officer. This log book shall be transferred to the oncoming Administrative Duty Officer when the duty is transferred on Tuesday morning, or any other time the duty is transferred to another administrator. This exchange shall be documented by the date, time and signature of both parties.
2. **Other Reports** – The Administrative Duty Officer is to comply with all reporting requirements as defined in policy and procedure. For example if an incident is observed, or the Administrative Duty Officer is involved in an incident, an incident report shall be completed as required by policy.
3. **Submission of Log Entries** – No later than 9:00 am on each week day morning, the Administrative Duty Officer shall photocopy the pages of the hard bound log which contain all log entries entered for the previous 24 hours. (On Monday morning, the copied log entries shall cover the period from 9:00 am on Friday morning until 9:00 am on Monday morning.) A set of these photocopied log entries shall be hand delivered or faxed to the following people: the Facility Administrator, the Director of Institutions, Division of Youth Services Office Director and the MDHS Executive Director.

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

Subject: Disciplinary Actions		Policy Number: 6	
Number of Pages: 1		Section: III	
Attachments		Related Standards & References	
MS State Employee Handbook MDHS PER-239		MS State Employee Handbook MDHS PER 239	
Effective Date: 08/16/2011		Approved: 	
		Kathy Pittman, Director	

I. POLICY

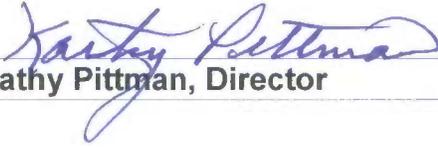
It is the policy of the Mississippi Department of Human Services, Division of Youth Services that any employee's violation of policy and procedures must be in accordance with the guidelines established by the State Personnel Board in the Mississippi State Employee Handbook.

II. PROCEDURE

The following forms must be completed when documenting employee incidents:

- A. Mississippi Form-MDHS-PER-239, Revised; 01/01/00 "Notice of Disciplinary Action".
- B. Copy of violated policy and procedure or written directive.
- C. Copy of incident report.
- D. Copies of any other relevant documentation.

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

Subject: Work Schedule and Work Hours		Policy Number: 7	
Number of Pages: 1		Section: III	
Attachments		Related Standards & References	
AP-6		AP-6	
Effective Date: 08/16/2011		Approved:  Kathy Pittman, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, to set clear and precise guidelines for administration of work schedules and work hours, while ensuring compliance with stipulations contained in the AP-6 Fair Labor Standards Act (FLSA).

II. PROCEDURE

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that:

1. All employees must be at their assigned work station by their fixed time of arrival.
2. Employees are not to visit other employees on duty at the facility after their workday is complete.
3. Any request for a change in an employee's regularly scheduled work hours must be submitted to the appropriate supervisor and approved through administrative procedures.

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

Subject: Employee Smoking/Use of Tobacco	Policy Number: 8
Number of pages: 1	Section: III
Effective Date: 08/16/2011	
Revised: 03/26/2013	Approved:  James V. Maccarone

I. POLICY

- A. It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all employees refrain from smoking and/or using tobacco products when in the presence of youth or when inside state or county owned or leased building, including any programs or services provided to youth in the care, custody or supervision of MDHS. Signs will be posted in conspicuous places forbidding such activities.

- B. It is the policy of the Mississippi State Department of Human Services, Division of Youth Services, and Oakley Youth Development Center, that all employees, youth, visitors, and contractors refrain from smoking and/or using tobacco products on the property of Oakley Youth Development Center and The Dr. Edwards Medical Clinic located at 2375 Oakley Rd, Raymond, MS. OYDC has a commitment to protect the health of its youths, employees, contractors, and visitors.

- C. It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all employees refrain from smoking and/ or using tobacco products while in state vehicles.

II. PROCEDURE

- A. Any staff found to be in breach of the smoking/use of tobacco policy, will be subject to applicable Disciplinary Actions. Any problems or complaints regarding the smoking/use of tobacco policy should follow the employees' Grievances procedures. These policies will be monitored and reviewed by the facilities management team. Any problems or complaints from youth, visitors, or contractors should be referred to the Campus Administrator.