



**Administrative Policies and Procedures: 27.28**

<b>Subject:</b>	<b>Post Orders in Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105 (3), 37-5-106
<b>Standards:</b>	<b>ACA:</b> 4-JCF-2A-07; <b>DCS Practice Standard:</b> 8-302, 8-306
<b>Application:</b>	To All Department of Children's Services Youth Development Center Superintendents and Security Employees
<b>Policy Statement:</b>	
The Superintendent of each Youth Development Center (YDC) shall ensure that post orders are developed for each established security post. Post orders shall be reviewed annually, and revised as needed. Reviews will be documented.	
<b>Purpose:</b>	
To provide guidelines to ensure assignments are prepared for each security post at YDC facilities that specify the post assignments and the procedures to carry out the assignments.	
<b>Procedures:</b>	
<b>A. Security location/tasks</b>	The Superintendent will identify each location and/or task a staff member is assigned for regular security duty.
<b>B. Written post orders</b>	<p><b>1. Requirement</b></p> <p>The Superintendent or designee must write post orders for each established post.</p> <p><b>2. Contents</b></p> <p>Post orders must list specific instructions for the operation of each post in the following format:</p> <ul style="list-style-type: none"> <li>a) Name of YDC;</li> <li>b) Post orders;</li> <li>c) Location of post assignment;</li> <li>d) Superintendent's Approval; and</li> <li>e) Review dates.</li> </ul>

<p><b>C. Documentation</b></p>	<p><b>1. Acknowledgement</b></p> <p>Each employee assigned to a post, either permanently or temporarily, must read the post orders for that post and sign form <b>CS-0184, Signature Legend</b> to acknowledge that he or she knows and understands the orders prior to assuming responsibility for that post.</p> <p><b>2. Accessibility</b></p> <p>a) Supervisors will make post orders available to the employee in charge of the post but inaccessible to youth and other unauthorized persons.</p> <p>b) The Superintendent must maintain at least two (2) sets of all current post orders.</p> <ul style="list-style-type: none"> <li>◆ Maintain one set of post orders in a secure location designated by the Superintendent.</li> <li>◆ Maintain another copy of post orders at the post at a specific location designated by the Youth Service Manager for Security.</li> </ul>
<p><b>D. Obsolete pages</b></p>	<p>Employees must maintain any documents removed from post orders and/or any filled signature legends on file and maintain for three (3) years.</p>

<p><b>Forms:</b></p>	<p><a href="#"><u>CS-0184, Signature Legend</u></a></p>
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<p><b>Collateral documents:</b></p>	<p><i>None</i></p>
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