

Post Assignments

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: Training
School Policy: 1200.0847

Effective Date: November 8, 2010 — Revised Date: December 9, 2011 — Version: 2

Staff assist in the rehabilitation, education, assessment, treatment planning and care of residents. All staff ensure that each resident is treated with respect. Staff assist in supervision and instruction of residents engaged in programming on grounds, fostering responsibility, positive behavior, self reliance, and character development of residents. The Training School establishes staffing patterns to ensure security and safety for staff and residents at all times and to allow flexibility to respond to program needs in the context of the physical plant. Staffing patterns are developed pursuant to provisions of union contracts and regulations promulgated by the Department of Administration. For the purposes of efficiency, safety, security and optimal programming, staff are assigned to specific responsibilities, which are designated as "Posts." Staff adhere to orders and responsibilities associated with designated Posts at all times in order to ensure resident safety and prevent security breaches.

Related Procedure

Post Assignments

Related Policy

Resident Room Inspections
Unusual Incident Report
Fifteen Minute Room
Checks

Post Assignments

Procedure from Policy 1200.0847: Post Assignments

- A. Juvenile Program Workers (JPWs) in all posts assist in the rehabilitation and education of residents, including the development of their social capabilities. JPWs:
1. Provide custody, control and supervision of residents;
 2. Interview residents to evaluate needs and risks in the areas of development and rehabilitation;
 3. Participate in clinical assessment of residents' treatment plans relative to behavior and social capabilities;
 4. Instruct residents on Training School policies;
 5. Instruct residents in work assignments, employment programming, and comparable activities in order to foster responsibility, self reliance, character development and successful release back into the community;
 6. Provide guidance and direction in areas of resident judgment, discipline and cleanliness to foster positive behavior; and
 7. Perform related duties as identified and assigned.
- B. At all times Juvenile Program Workers (JPWs) ensure the:
1. Total safety and security for all;
 2. Prompt release of residents if required in an emergency situation;
 3. Cleanliness and integrity of the physical plant;
 4. Appropriate use and functionality of any related equipment; and
 5. Reporting of concerns regarding safety, security, physical plant and related equipment to appropriate supervisory staff and documentation of these concerns in conformance with DCYF Policy 1200.0827, Unusual Incident Report.
- C. The number and needs of residents, physical plant, programming and seniority, as defined by union contracts, determine staffing patterns.
1. The facilities and units are staffed according to three shifts: a.
—— 7:00 a.m. — 3:00 p.m.
b. —— 3:00 p.m. — 11:00 p.m.
c. —— 11:00 p.m. — 7:00 a.m.
 2. Staffing patterns and Posts are subject to change with notice from the Superintendent or designee.
 3. Posts may be consolidated and/or vacated to reflect population changes or movement.
 4. Post assignments allow for accountability and equitable distribution of tasks.
 5. The bidding process is followed as applicable.
 - a. Staff accepts a primary Post assignment.
 - b. Staff adheres to assigned Post.
 - c. Supervisory approval in advance is required for any change in primary Post assignment.
- D. Posting within the residential units of the Youth Development Center (YDC) and Roosevelt Benton Center (RBC):
1. There are three Posts on the 7:00 a.m. — 3:00 p.m. and the 3:00 p.m. — 11:00 p.m. shifts:
 - a. Work station
 - b. Day Room 1 / Dormitory (right side)
 - c. Day Room 2 / Dormitory (left side)
 2. There are two Posts on the 11:00 p.m. — 7:00 a.m. shift:
 - a. Work station

b. Day Room/Dormitory

- E. Duties associated with the Posts enumerated in A – D, above, in the YDC and RBC on the first and second shifts:
1. Work Station duties include:
 - a. Surveillance of the Programmable Logic Controller (PLC) Monitor and making log entries;
 - b. Securing, monitoring and documenting all safety and security equipment including but not limited to, keys and internal doors;
 - c. Facilitating all communications, including but not limited to, portable radios, intercoms, phones, consistent contact with YDC Master Control Center/RBC Control Center regarding daily counts and residents movement;
 - d. Monitoring and facilitating resident functions, including but not limited to, phone calls;
 - e. Administering screening instruments including but not limited to, the Massachusetts Youth Screening Instrument (MAYSI);
 - f. Directing vendors and medical personnel within the unit;
 - g. Coordinating deliveries including but not limited to, supplies and laundry;
 - h. Completing forms and reports as required and
 - i. Other duties as identified and assigned.
 2. Day Room 1/Dormitory and Day Room 2/Dormitory Post duties include:
 - a. Completing resident counts and resident hygiene;
 - b. Coordinating or communicating all resident life activities including, but not limited to, bedding, clothing, medical, disciplinary and any concerns relating to safety and security;
 - c. Completing forms and reports as required;
 - d. Completing checks of residents' rooms in conformance with [DCYF Policy 1200.0839, Fifteen Minute Room Checks](#);
 - e. Conducting and documenting daily room inspections in conformance with [DCYF Policy, 1200.1003, Resident Room Inspections](#) and
 - f. Other duties as identified and assigned.
- F. Within the YDC and the RBC, duties associated with Posts on the third shift in all units:
1. Work Station/Day Room Post duties include overseeing the work station, day room, multipurpose rooms, auxiliary areas, maintaining the unit log book, performing equipment checks, ensuring adherence to Unit schedules and other duties as identified and assigned.
 2. Dormitory Post duties include performing accurate counts, head calls, completing checks of residents' rooms in conformance with [DCYF Policy 1200.0839, Fifteen Minute Room Checks](#), ensuring adherence to Unit schedules and other duties as identified and assigned.
 3. Work/Station/Day Room Post and Dormitory Post duties include ensuring safety and security in the Unit at all times. Except in the case of an emergency or with the permission of the Administrator on Call:
 - a. Residents do not to leave the Unit for any reason;
 - b. No more than one resident is out of his/her room at a time and
 - c. JPWs are continuously alert and vigilant to ensure responsiveness to security and resident safety.
- G. The RBC Control Center is separate Post with defined duties:
1. Operating the security system within the RBC.

2. Surveillance of the Programmable Logic Controller (PLC) Monitor and making log entries;
3. Securing, monitoring and documenting all security/safety equipment including but not limited to, keys and doors;
4. All communications including but not limited to portable radios, intercoms,

phones, consistent contact with YDC Master Control Center regarding daily counts and residents movement;

5. Directing vendors and medical personnel within the RBC;
 6. Coordinating deliveries including but not limited to, supplies and laundry;
 7. Completing forms and reports as required;
 8. Effectuating prompt release of residents if required in an emergency situation;
 9. Monitoring the HVAC system and Closed Circuit Television; reporting RBC issues needing attention to the appropriate supervisory staff;
 10. Ensuring that RBC electric and manually operated gates are open only when authorized persons are passing through and are secured at all other times;
 11. Ensuring that persons and vehicles enter and leave at designated points in the perimeter;
 12. Maintaining surveillance of the RBC perimeter;
 13. Ensuring that only authorized staff enter the RBC Control Center and
 14. Other duties as identified and assigned.
- H. Paragraphs A – G are consistent with American Correctional Association Standards 3- JDF-3B-12 and 3-JTS-2G-03.

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TITLE 214 - DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

CHAPTER XXX - OLD REGULATIONS WHICH WERE NOT ASSIGNED

CHAPTER-SUBCHAP-PART

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CHAPTER-SUBCHAP-PART

PART 6240 - POST ASSIGNMENTS

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Agency Head Signature

Agency Signing Date

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