

# YOUTH SERVICES POLICY

<b>Title:</b> Off Duty Employees Not Allowed on Facility Grounds <b>Next Annual Review Date:</b> 12/20/2017	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.44
<b>Page 1 of 5</b>	
<b>References:</b> YS Policy Nos. A.1.4 "Investigative Services", A.2.1 "Employee Manual", A.3.15 "Prohibited Solicitation on Secure Care Facility Grounds", C.2.4 "Searches of Employees", C.2.16 "Entrance Posts for Secure Care Facilities (Front, Rear/Back, Pedestrian and Vehicular), and C.2.22 "Contraband Control – Secure Care Facilities"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 12/20/2013

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish limitations of activities on the grounds of a YS secure care facility by off-duty secure care employees.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Regional Directors, Facility Directors, and all YS secure care employees.

**IV. DEFINITIONS:**

**Operations Shift Supervisor (OSS)** – An employee who is responsible for a range of duties that support management in maintaining a safe, secure facility. An OSS oversees administrative and operational security activities during specific shifts; manages employees during each assigned shift; ensures adequate security coverage; leads count procedures; oversees the custody, supervision and control of secure care youth; manages frontline security employees; assists in controlling youth movement; assists in directing the use and issuance of keys, locks, and security equipment.

**Unusual Occurrence Report (UOR)** - A form/document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or comes to the employee's attention in any way. The UOR shall be submitted to the OSS prior to the end of the OSS tour of duty on the date the UOR was completed.

**Youth Services Employees** - For the purpose of this policy, YS employees includes contract providers, WAEs, volunteers, and interns.

**V. POLICY:**

It is the Deputy Secretary's policy that the distribution of non-OJJ materials, non-YS related activities during on-duty hours, and employees' presence on the campus during off-duty hours, shall be prohibited without the written or express verbal approval of the Facility Director. Violation of this policy may result in disciplinary action, up to termination (refer to YS Policy No A.2.1).

**VI. PROCEDURES:**

A. Written, Audio or Video Materials

1. Written approval must be provided by the Facility Director prior to any written, audio or video materials, other than those distributed as a part of official work, being distributed on the grounds of a secure care facility. The written request for approval must contain the following information:
  - a) The purpose of the request for approval of the named item(s);
  - b) A start and end date for the item(s) to be on the grounds; and
  - c) Where the item(s) will be used while on the grounds.
2. A copy of the material to be distributed and the written approval from the Facility Director shall be maintained in the Director's office, with a copy provided to the Front Gate and the Investigative Services (IS) Office located on the facility grounds. (Refer to YS Policy No. A.1.4, which contains information about the role of IS staff.)

Pursuant to YS Policy No. C.2.22, employees shall not be allowed to bring movies, music videos, CDs, DVDs, cassette tapes, VHS tapes or

any other item which contains music, recorded images or other audio, unless the item is specifically approved by the Facility Director. In addition, written notification of such approval must be presented by the employee to Front Gate staff when any such item is brought onto facility grounds.

**B. Non-YS Work-Related Activities**

1. Written approval must be provided by the Facility Director prior to any non-YS work-related activities taking place on the grounds of a secure care facility. (YS Policy No. A.3.15 states that solicitation on secure care facility grounds is prohibited unless specifically permitted as part of a YS sanctioned event or other approved purpose.)
2. Ordinary direct-sales activities that benefit employees, such as Amway, Avon, school fund raisers, etc. are not prohibited, provided the employee has the Facility Director's written approval, and:
  - a) These activities do not take place when or where they could interfere with the primary duties of the employee(s);
  - b) The product(s) is not distributed during on-duty hours on the grounds of the facility; and
  - c) The employee selling these products is not a supervisor.
3. Recruitment of other employees to become an associate of the business entity or participate in the activity in any way other than as an individual purchaser is expressly forbidden by this policy.
4. Business cards for the employee as a participant in the non-YS work-related business shall not be distributed on the grounds of a secure care facility, since there is often personal information printed on such cards.

**C. Off-Duty Employees Entrance to the Facility**

1. Written or express verbal approval must be provided by the Facility Director prior to an off-duty employee being allowed to enter the grounds of a secure care facility.

2. The Front Gate Officer must ask any employee entering the facility that they suspect is off-duty to state their reason for entry. If the employee states that he is coming to work to provide overtime or extra coverage, the Front Gate Officer shall contact the OSS for verification and make an entry in the Front Gate Log Book documenting the incident.
3. If the employee does not state that he is coming onto the facility grounds for work purposes or if the OSS does not verify that the employee is supposed to be reporting for duty, the Front Gate Officer shall immediately contact the Facility Director via telephone to advise of an off-duty employee's presence and purpose for requesting entry. Should this situation occur after hours, weekends or holidays, the Front Gate Officer shall call the Control Center. The Control Center Officer shall connect the Front Gate Officer to the Facility Director's cell phone. The Facility Director must approve the employee's entry onto the facility grounds prior to entry.

This incident, along with the date and time, and whether or not the off-duty employee was approved must be logged in the Front Gate Log Book by the Front Gate Officer. If approval is granted, the off-duty employee shall sign and date the Front Gate Log Book and indicate they are off-duty. A UOR shall be completed by the Front Gate Officer prior to the end of the tour of duty, outlining the events that led to the off-duty employee's approval or disapproval to enter the facility grounds. A copy of the UOR shall be forwarded to the Facility Director, the Investigative Services (IS) Office located on the facility grounds and the OSS. (YS Policy No. A.1.4 contains information about the role of IS staff.)

4. The Front Gate Officer shall search the off-duty employee prior to entry to and upon exit from the facility. If any contraband item is found, the Front Gate Officer shall write a UOR, and the Facility Director and the IS Office located on the grounds of the facility shall be contacted immediately via telephone. Should this situation occur after hours, weekends or holidays, the Front Gate Officer shall follow the procedure outlined in VI.C.3 of this policy. The off-duty employee shall not be allowed entry in these circumstances for any reason. (YS Policy No. C.2.4 outlines procedures for the search of employees, and YS Policy No. C.2.22 governs contraband control.) This information shall be documented in the Front Gate Log Book.
5. The Front Gate Officer shall make an entry in the Front Gate Log Book indicating the date and time of the off-duty employee's exit. (YS Policy No. C.2.16 includes the duties of Front Gate officers.)

6. Employees who have been relieved from duty shall immediately exit the campus. Meandering and/or visiting with employees on duty provides the opportunity for distraction from eyes-on, ears-on supervision and is strictly prohibited.
7. Off-duty employees shall not visit with any youth without the prior written approval of the Facility Director. Violations of this paragraph are considered unusual occurrences, and therefore require that all employees involved in, or witnessing such an event, complete a UOR prior to the end of their tour of duty.
8. The Unit Management Team members must inquire as to the reason of anyone entering the housing unit, and unless the entering employee is appearing to make relief or conduct ordinary and customary business in the unit, they must contact the OSS and report these activities. Unit Management Team members must refuse to allow an unauthorized employee to have any contact with youth, and must order the individual to exit the unit.

An occurrence as described above shall be entered in the unit's Log Book, and a UOR written by each Unit Management Team member present during the incident prior to the end of their tour of duty. The Facility Director and the IS Office located on the grounds of the facility shall be contacted immediately via telephone. Should this situation occur after hours, weekends or holidays, the the procedure outlined in VI.C.3 of this policy shall be followed.

**Previous Regulation/Policy Number:** A.2.44  
**Previous Effective Date:** 08/15/2012  
**Attachments/References:**