


<b>2455 WAREHOUSE ACCESS</b>	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Fiscal Management</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: <b>December 1, 2008</b> Scheduled Review Date: _____
	William W. Fenniman, DJJS Director
Related Statute(s): <b><a href="#">RSA 621</a>, and <a href="#">RSA 621-A</a></b> Related Admin Rule(s): _____ Related Federal Regulation(s): _____ ACA Standards: <b>3-JTS-1B-13 and 14; and 3-JDF-1B-14 and 15</b>	Related Form(s): <b>P-1, and Operations Log</b> Bridges' Screen(s) and Attachment(s): _____

In order to maintain proper functioning of the John H. Sununu Youth Services Center, an adequately stocked Warehouse shall be maintained. Access to the Warehouse shall be during regular business hours, but a procedure exists for obtaining emergency items from the Warehouse outside of these regular hours.

#### **Purpose**

The purpose of this policy is to establish the procedure for accessing the SYSC Warehouse.

#### **Procedure**

- I. Warehouse access will be controlled to ensure accountability for the stock goods the Division maintains.
- II. The following procedure will be adhered to:
  - A. The regular business hours of the Warehouse are Monday through Friday, 7:30 a.m. to 3:30 p.m.
  - B. Only Warehouse staff and authorized Business Office staff shall have access to the Warehouse.
  - C. Unit Managers shall maintain an adequate inventory of critical items and make proper use of the weekly ordering schedule, as established by the Agency Steward.
  - D. Should a situation arise where an item is required by not stocked, staff shall make every effort to borrow from other units or buildings to obtain the item before seeking access to the Warehouse.
  - E. If an item available from the Warehouse is needed outside normal business hours and the staff member has made best efforts to obtain the item from other units or buildings, the staff member may contact a Supervisor. A Supervisor will verify the following:
    1. The need for the item;
    2. That the item cannot be obtained elsewhere; and

3. That the request cannot wait until normal business hours.
- F. If a Supervisor determines that the request requires an immediate response, a Supervisor shall accompany the requesting staff member to the Warehouse and open it.
  - G. A Supervisor shall retrieve the item and re-lock the Warehouse.
  - H. A Supervisor shall complete a P-1 form for the selected items, including on the form the name of the staff member requesting the item and the unit or building for which it was requested.
  - I. A Supervisor shall leave the completed P-1 form in the Warehouse's "after hours" slot.
  - J. A Supervisor shall log the incident in the Operations Log.