

2076 STAFF PROPERTY WITHIN THE SECURE SYSC

Chapter: **Sununu Youth Services Center**

Section: **Safety and Security**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive:

Approved:

Effective Date: **January 1, 2010**

Scheduled Review Date:

William W. Fenniman, DJJS Director

Related Statute(s): [RSA 621](#) and [RSA 621-A](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

Staff shall be permitted to bring into the secure perimeter of the SYSC those items necessary to accomplish their job responsibilities to the extent that such items do not compromise the safety and security of SYSC, its residents, and staff.

Purpose

The purpose of this policy is to establish the procedures for staff property within the secure SYSC.

Policy

- I. Staff shall be provided storage areas (lockers and a coatroom) in the Staff Lounge to store personal property that is not permitted within the secure perimeter of SYSC.
- II. Clothing:
 - A. Staff shall leave coats, gloves, hats, boots, and other outerwear in the staff coatroom or in their assigned locker in the Staff Lounge unless their job responsibilities for that day require them to be outside and it would not be possible to retrieve these items from the Staff Lounge in a timely manner. In the event that outerwear is taken into the secure perimeter, it must be secured when not being used.
 - B. Residential staff that is scheduled to directly participate in a physical activity with residents may, with the approval of the Unit Manager or designee, bring a change of clothing appropriate to the activity. This clothing shall be stored in the staff member's locker in the Staff Lounge or, with permission of the Unit Manager or designee, in an appropriate storage space within the residential unit.
 - C. If staff need to bring a change of clothing to work other than clothing necessary to participate in activities with residents, the clothing shall be secured either in the staff member's vehicle or his/her locker in the Staff Lounge.
- III. General Items: Items needed by staff to fulfill their job responsibilities that do not present a risk to the safety and security of residents or staff may be brought within the secure perimeter of SYSC, as follows:
 - A. All staff shall pass through a metal detector after leaving personal property in the lockers/coatroom provided in the Staff Lounge.

- B. It is recognized that items needed by staff to fulfill their job responsibilities may set off the metal detector. In order to ensure the flow of staff into SYSC, staff that set off the metal detector will not, as a standard practice, be searched. However, as stated in Section VI below, Supervisors reserves the right to search any staff, staff property, locker, or vehicle at any time to ensure the safety and security of SYSC, its residents, and staff.

IV. Specific Items

- A. Staff medication shall be kept in the staff member's locker in the Staff Lounge except for emergency medication, which shall be kept in a lock-box provided in each residential unit and in the School Administration area.
 - B. Appropriate reading materials (e.g., books, magazines, and newspapers) may be brought into the secure perimeter for staff to use during breaks or as otherwise authorized.
 - C. Personal keys may be brought into the secure perimeter.
 - D. Personal cell phones, electronic devices (including but not limited to Game Boys and iPods), and non-emergency medication shall not be brought into the secure perimeter and must be secured in the staff member's vehicle or locker.
 - E. Wallets and purses may be brought into the secure perimeter so long as they do not contain any prohibited items.
- V. Prohibited Items: Staff shall not bring weapons, alcohol, or drugs of any kind, except authorized prescription medications and over-the-counter medications, onto the YDC Campus or into any building on the campus.
- VI. Search: Supervisors reserve the right to search any staff, staff property, locker, or vehicle at any time to ensure the safety and security of SYSC, its residents, and staff.
- VII. Feeding Animals: No staff will provide/dispense/leave any food for animals anywhere on campus.