



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part II – Youth Services (Facilities)**



*Subject*

**Facility Safety and Security Reviews**

*Section – Policy Number:*

**A: Security –1.1**

*Supersedes:*

**II-A-1.1 (06/05)**

*Effective Date:*

**10/25/2010**

*Date of Last*

*Review:*

**08/27/2016**

**Related Standards and References:**

- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Security; Safety; Order; Programming; Health/Mental Health; Justice
- *National Institute of Corrections (NIC), Security Standards*
- [OYA policy](#): II-A-1.0 (Facility Access)

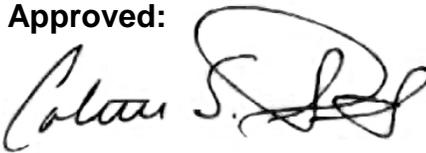
**Related Procedures:**

- None

**Policy Owner:**

Facility Services Assistant Director

**Approved:**



Colette S. Peters, Director

**I. PURPOSE:**

This policy provides guidelines for conducting safety and security reviews within OYA facilities.

**II. POLICY DEFINITIONS:**

**Facility Safety and Security Review:** An assessment process for determining the extent to which safety and security policy, procedure, standards, and practice combine to provide a safe and secure facility environment.

**Review Team Member:** A person selected to conduct safety and security reviews that has expertise in facility safety, security, operations and staffing.

**III. POLICY:**

The Facility Safety and Security Review is an assessment to determine the likelihood of a significant security problem or vulnerability to injury, escape, disruption, or destruction of property due to inadequate policy, procedure, physical plant, or staff performance. The review is designed to be proactive and allows for variances in facility procedures to meet requirements of individual sites and facilities. The review has the following elements:

- A. A non-adversarial approach that promotes a collaboration within OYA administration, management, and staff;
- B. A cooperative look at how to strengthen and enhance security practices;
- C. Promotion of an overall security “mindset” among all managers and staff; and
- D. A selection of identified experts to conduct the review.

#### **IV. GENERAL STANDARDS**

- A. The review process includes the following five components:
  - 1) OYA standards that identify objectives and measures for a comprehensive review. These standards are outlined on the Facility Safety and Security Review Document.
  - 2) A policy and procedure review to ensure that a basic foundation exists to support facility practices.
  - 3) An on-site review to compare practice in the facility with OYA standards.
  - 4) Reporting that includes daily verbal reports to facility administration, a preliminary verbal and written report at the end of the review, and a final report for the facility’s administration and OYA administration.
  - 5) Facility improvement plans developed by each facility administration that include actions and timelines for improving identified deficiencies.
- B. The Facility Safety and Security Review Document provides a consistent process and is used to review specific facility practices related to safety and security.
  - 1) When facility practice does not meet the OYA standard, the expected outcome is to change the practice.
  - 2) In addition, review team members will use their professional experience and knowledge to assess risk and vulnerability and give constructive feedback to enhance practices.
- C. The results of the review process will identify any need for:
  - 1) Agency policy development or revision to establish statewide standards;
  - 2) Local procedure development or revision to change local processes; and

3) Increased staff training.

D. Review team

1) The review team will consist of peer reviewers with facility knowledge and experience in the following areas:

- a) Policy/procedure;
- b) Safety;
- c) Security;
- d) Operations; and
- e) Staffing.

2) The Facilities Population and Security Director must:

- a) Select and train the review teams;
- b) Coordinate announced and unannounced external reviews;
- c) During the pre-review: Serve as liaison to the facility; collect pre-review documentation, schedule review dates, coordinate team participation;
- d) During the on-site review: Conduct orientation/training, assign review areas, and coordinate assignments between reviewers and facility staff;
- e) Develop reports: Consolidate findings with review team;
- f) Develop debriefing report: Present findings to the reviewed facility; obtain insight and feedback from the final briefing;
- g) Finalize report: Incorporate reviewed facility's responses into the report;
- h) Debrief and submit a narrative report with the facility administration and the Assistant Director of Facilities; and
- i) Provide technical assistance: Provide support for the reviewed facility's improvement plan.

3) Facility review team members must be a cross-section of experienced OYA staff with the following qualities:

- a) Extensive security knowledge and experience;
- b) Experience in security practices and expectations;

- c) Knowledge of related OYA policies and procedures;
  - d) Good workplace interpersonal skills and relationships; and
  - e) Perceived by others as credible regarding safety and security matters.
- 4) Team members must be trained on:
- a) The purpose of Safety and Security Reviews;
  - b) How to conduct a Safety and Security Review;
  - c) The review areas, objectives, and standards;
  - d) The process for conducting the Safety and Security Review, including logistics, interviewing techniques, interactions with staff, and verbal reporting of findings; and
  - e) Safety and Security Review forms and reports.

E. Process

- 1) External Facility Safety and Security Reviews must be completed every two years (biennially). Announced and unannounced reviews must be scheduled in advance and conducted during all shifts to ensure all aspects of the facility are captured.
- 2) The facility will be asked to provide a packet of information to the review team that includes:
  - a) Facility physical description;
  - b) Facility organization (organizational chart with staff names and shift calendars);
  - c) Programming (including daily schedules for youth activities);
  - d) Youth profiles;
  - e) Facility procedure manual;
  - f) Major Behavior Violation Youth Incident Reports within the last 30 days;
  - g) Special issues or problems that the reviewers should be aware of.
- 3) Daily debriefs with the facility's superintendent/camp director must be conducted each day to acknowledge the facility strengths and correct any deficiencies. Safety and security risk findings that are

an immediate threat must be reported immediately to the facility superintendent/camp director for immediate corrective action.

- 4) A final exit briefing with preliminary findings and recommendations must be presented to the facility superintendent/camp director prior to the review team's departure.
- 5) Internal Safety and Security Reviews must be performed each quarter.
  - a) The Facilities Population and Security Director must select the area(s) to be reviewed each quarter.
  - b) The review team member(s) must schedule the review to be conducted during all shifts to ensure all aspects of the facility are captured.
  - c) The review team member(s) must conduct the review of the designated area(s) according to the external review process.
  - d) The review team(s) must submit a narrative report and facility improvement plans to their superintendent/camp director and the Facilities Population and Security Director on the last day of the quarter.

F. External review findings

- 1) The review team must submit a cover letter with a summary of the findings and a narrative report.

The narrative report must include:

- a) The standard objectives and points of review;
  - b) The review team's findings and observations; and
  - c) The review team's recommendations.
- 2) The Facilities Population and Security Director must submit the narrative report to the Assistant Director of Facilities and the facility's superintendent/camp director within 30 days after the review's completion.
  - 3) The superintendent/camp director must submit a facility improvement plan to the Facilities Population and Security Director within 30 days of receiving the report. The plan must identify the corrective actions for each identified area of non-compliance, the timeline for completion, and the staff responsible for each area.
  - 4) The superintendent/camp director and Facilities Population and Security Director must monitor the facility improvement plan.

The Facilities Chief of Operations will schedule an on-site follow-up review between six and nine months of a facility's External Safety and Security Review to determine if the facility's improvement plan goals have been accomplished and provide needed technical assistance.

- 5) The Facilities Population and Security Director must submit an annual report of review findings, recommendations and corrective actions to the OYA Cabinet identifying trends, and policy and procedure issues.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**