



OREGON YOUTH AUTHORITY

Policy Statement



I-C-6.0 - Facility Tours

Approved

Effective: August 24, 2005

Supersedes: I-C-6.0 (11/96)

Interpretation: Facilities Operations

Bob Jester, Director

REFERENCE

OAR Chapter 416, Division 420 (Visitors to OYA Facilities)
Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*
Safety

OYA policy: I-D-2.0 (Professional Standards)
I-E-3.0 (Public Statements and Representation)
II-A-2.0 (Confiscating Contraband)

DEFINITIONS

Tour: A brief trip to or through a place for the purpose of seeing it.

POLICY

Facilities provide tours as a means of further educating the public about the OYA, its goals, objectives, and programs. Tours are typically granted to persons interested or involved in juvenile corrections, such as: Oregon state officials, juvenile justice professionals from other agencies, and students.

- I. Organization and administration: The Superintendent/Camp Director, or designee, will organize the tour program.
- II. Scheduled tours
 - A. The following information will be required in advance for all requests:
 1. Name of the group or organization making request.
 2. Number in the group.

3. Names of persons who plan to participate in the tour.
 4. Specific interest of the group.
- B. Requests for tours will be reviewed by the Superintendent/Camp Director, or designee, and approved on a case-by-case basis.
1. Students must be older than age 18, unless granted an exception by the facility Superintendent/Camp Director, and part of an educational program.
 2. Persons who are on parole/probation status in the community, former OYA offenders, or family members of offenders currently under OYA custody must be individually approved in writing by the facility Superintendent/Camp Director to participate in a facility tour.
- C. A tour guide will be appointed.
- D. Approved tours will be confirmed by telephone to the person in charge of the visiting group.
- E. The reception desk will be notified of all tours in writing, at least 24 hours in advance.
- F. Unscheduled tours are discouraged. The Superintendent's/Camp Director's office will be notified of all requests for unscheduled tours.
- G. Generally, all areas of the facility are open to tour groups.
1. Some parts of the facility may be off-limits due to security concerns of the facility, and individual contact with offenders is prohibited unless specifically authorized.
 2. All areas will be given advance notice of scheduled tour groups.
- III. Tour guide duties and responsibilities
- A. All tours will be supervised by staff.
- B. All tours will be met at the reception area. Tour participants must check in and present photo identification.
1. Persons not prior authorized to participate in the tour will be denied access into the facility.
 2. Persons may be asked to submit to a search of their person (may include use of visual inspection, metal detectors, or other electronic devices) or personal property.

3. Persons who attempt to bring any contraband into a facility will be denied access into the facility.
- C. Tour guides will advise tour groups of the following guidelines:
1. The group must stay together at all times.
 2. No cameras or tape recorders are allowed without specific written authorization of the facility Superintendent/Camp Director.