



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 (05/19)
II-A-1.1 (10/10)
II-A-1.1 (06/05)

Effective Date:

08/04/2025

Date of Last

Revision/Review:

None

**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*
- [Fundamental Practices for OYA Living Units](#)
- [OYA policy: II-A-1.0 \(Facility Access\)](#)
- OYA form: [OYA Action Plan](#) (YA 1801)
- [Safety and Security Review Standards Tool - Secure Facilities](#)
- [Safety and Security Review Standards Tool - Transition Camps](#)

**Related
Procedures:**

- [FAC II-A-1.1](#) Safety and Security Review Team Member Training

Policy Owner:

Facility Services Assistant Director

Approved:

Jana McLellan, Interim Director

I. PURPOSE:

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

II. POLICY DEFINITIONS:

Facility Safety and Security Review: An assessment process for determining the extent to which safety and security policies, procedures, 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:

Safety and security are essential to a Positive Human Development environment. OYA's Fundamental Practices for OYA Living Units provide a clear direction (playbook) on how the basics of everyday work can best support a Positive Human Development environment. The Safety and Security Review Standards

tool outlines the safety and security practices, procedures, protocols, and physical plant features OYA facilities must have in place. Facility Services leadership and local facility leadership are expected to implement and sustain the standards at each OYA facility.

Additionally, OYA has identified diversity, equity, and inclusion as an agency priority and initiative, with a goal to build a respectful, diverse, equitable and inclusive environment for youth and staff that is free from harassment, discrimination, and bias. OYA prioritizes culturally relevant and culturally appropriate services to youth in safe environments to optimize positive outcomes and reduce inequities. The safety and security review process helps ensure equitable levels of safety and security are sustained throughout OYA's close custody system.

The Facility Safety and Security Review process assesses each facility to identify areas of improved safety and security vulnerabilities. The review also monitors the implementation of OYA's Fundamental Practices 1 and 2 through observation and documentation. The review is a collaborative approach that allows for adaptation in facility physical plant, unique facility operational needs, and variances in local operating protocols to meet individual facility requirements and needs. 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. Expectations for ensuring an overall secure environment ; and
- D. A selection of qualified facility staff 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 local operating protocol review to ensure that a basic foundation exists to support facility practices;
 - 3. An onsite review to compare practice in the facility with OYA standards;
 - 4. Reporting that includes daily updates to the facility's administration, a preliminary verbal and written report at the end of the review, and a final report for the facility's administration and Facility Services administration; and

5. Facility improvement plans developed by the facility's administration that include actions and timelines for improving identified deficiencies.
- B. The Facility Safety and Security Review Standards provide a consistent process and are used to review each facility's practices related to safety and security.

Review team members must complete required review team training, and use their professional experience and knowledge to assess risk and vulnerability, and give constructive feedback to ensure the facility's practices meet the expectations set forth in the Safety and Security Review Standards.

- C. The results of the review process will identify any need for:
1. Agency policy development or revision;
 2. Facilitywide procedure development or revision;
 3. Local operating protocol development or revision;
 4. Staff training;
 5. Physical plant improvements (and requests); and
 6. Safety and security equipment or systems (and requests).
- D. Review team
1. The Facility Services chief of operations or designee must:
 - a) Develop, maintain, and own a facilitywide procedure that addresses review team member training;
 - b) Select the review teams and facilitate an orientation;
 - c) Coordinate and schedule reviews;
 - d) During the pre-review: Serve as liaison to the facility; collect pre-review documentation, schedule review dates, coordinate team participation;
 - e) During the onsite review: Conduct orientation/training, assign review areas, and coordinate assignments between reviewers and facility staff;
 - f) Develop reports: Consolidate findings with review team;
 - g) Present findings to the facility; obtain insight and feedback from the final briefing;

- h) Finalize the report and incorporate the facility's responses into the report;
 - i) Submit a narrative report to Facility Services administration;
 - j) Provide technical assistance by supporting the facility's improvement plan; and
 - k) Coordinate off-year action plan reviews and site visits to provide technical assistance to the facilities.
- 2. Facility review team members must be a cross-section of experienced OYA staff with the following qualities:
 - a) Extensive OYA security knowledge and experience;
 - b) Experience in OYA security practices and expectations;
 - c) Knowledge of related OYA policies, procedures, protocols, and operations;
 - d) Good workplace interpersonal skills and relationships; and
 - e) Perceived by others as credible regarding safety and security matters.
- 3. Team members must meet the training standards described in the Safety and Security Review Team Member Training procedure and be oriented in:
 - 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;
 - e) Safety and Security Review forms and reports; and
 - f) How the review team addresses acute critical safety and security issues during a review.

E. Process

- 1. Facility Safety and Security Reviews must be completed every two years (biennially). Reviews must be scheduled in advance and conducted to ensure all aspects of a facility are reviewed.

Each facility improvement plan must be reviewed at least annually, by the Facility Services chief of operations.

2. The facility must provide a packet of information to the review team one month prior to the scheduled review 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, youth transports, etc.);
 - d) Staff schedules, shift calendars, staff collateral duty list, etc.;
 - e) Facility local operating protocols (must also be posted on OYANet); and
 - f) Recent significant incidents that have impacted youth, staff, or facility safety/security or concerns that the reviewers must be aware of.
3. The review team must have unimpeded access to all areas of the facility as needed to conduct its review.
4. The review team must have access to keys/access cards as needed to conduct its review.
5. The duration of the site visit may be up to 24 continuous hours in order to complete comprehensive observations (e.g., observing incoming transports, night shift operations, etc.).
6. Observed safety/security risks that are an immediate threat must be reported immediately to the facility's superintendent/camp director for immediate corrective action.
7. Debriefs with the facility's superintendent/camp director must be conducted each day to acknowledge the facility's strengths and areas that may need attention.
8. A final exit briefing with preliminary findings and recommendations must be presented to the facility's superintendent/camp director prior to the review team's departure.

F. Final Report and Facility Improvement Plan

1. The Facility Services chief of operations or designee must submit the narrative report to the Facility Services assistant director and the facility's superintendent/camp director within 30 days after the review's completion.

2. The superintendent/camp director must submit an improvement plan on an OYA Action Plan (YA 1801) to the Facility Services chief of operations or designee within 30 days of receiving the report. The plan must identify the corrective actions for each identified area needing improvement, the timeline for completion, and the staff responsible for each area.
3. The superintendent/camp director and Facility Services chief of operations or designee must monitor the facility improvement plan's progress toward completing identified action items.
4. The review team must contact the reviewed facility six months after the review to provide technical assistance, if needed.

The review team must also complete off-year action plan reviews and site visits of the reviewed facility, as coordinated by the Facility Services chief of operations.

5. All facility final reports and facility improvement plans must be retained by the Facility Services chief of operations for five years.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO

VI. GENERAL PROCEDURE REQUIRED: YES

A facilitywide procedure must address review team member training requirements.