I. PURPOSE:

This policy provides guidelines to enhance OYA staff safety while meeting youth offenders in the community.

II. POLICY DEFINITIONS:

None.

III. POLICY:

The OYA strives to protect the public and reduce crime by holding youth offenders accountable and providing opportunities for reformation in safe environments. The OYA recognizes safety and security of the public, its staff and the youth offenders in its care as an essential practice.
To hold youth offenders accountable in the community, OYA staff often measure compliance of youth offender conditions of parole or probation by meeting with youth offenders outside of OYA offices. Staff from various OYA working units may also meet with youth offenders in the community while performing their job duties. The OYA has set forth the following guidelines to enhance staff safety during these meetings.

IV. GENERAL STANDARDS:

A. Staff will assess the scope of the meeting prior to determining a location to meet the youth offender. The meeting should be in a location which will provide staff and youth offender safety.

The assessment will also determine:

1. The purpose of the meeting and if another OYA staff or law enforcement personnel should accompany the staff member.

2. What equipment is necessary for the meeting (e.g. youth offender photo, field drug test kits, evidence collection kit, gloves, camera, flashlight, restraints).

B. Staff are required to carry their OYA-issued identification badge while meeting youth offenders in the community.

C. Communication while in the community

1. Staff will have a general route planned while in the community and will communicate such according to local office protocol.

2. Substantial deviations from the general planned route will be communicated according to local office protocol.

D. Home visits

1. When staff meet a youth offender in the youth offender's home, staff will approach the home and initiate the home visit with safety as a concern. Staff will incorporate home visit safety techniques trained to by the Oregon Juvenile Justice Training Academy (Training Academy) to ensure their safety.

2. Staff are required to possess a cell phone when meeting a youth offender in the youth offender's home.

E. Staff will follow established reporting and notification guidelines regarding any incidents, accidents or injuries sustained while in the community.

1. Significant incidents will be reported according to OYA policy I-E-1.0 (Director's Incident Report and Notification).
2. Staff work-related accidents or injuries will be reported according to OYA policy I-D-1.5 (Worker’s Compensation).

F. Staff Training

1. OYA staff who will be conducting youth offender home visits will complete a home visit safety training course provided by the Training Academy as part of their job orientation.

2. In addition, these staff will review the related policy, procedure and training material annually.

V. OYA GENERAL PROCEDURE REQUIRED: YES

General field procedures provide guidelines for OYA field staff regarding -

A. staff roles;

B. scope of the meeting assessment;

C. staff communication while in the community; and

D. home visit safety.

VI. LOCAL OPERATING PROTOCOL REQUIRED: YES

Each OYA office will develop related staff communication protocols.