

Roll Out Plan for Youth Safety Guide and Posters

Implementation Quick Reference

Facilities

Youth Safety Guide presented to all youth by March 16, 2007. Hotline cards are handed out with the guide.

English and Spanish versions of Youth Safety Posters placed in each living unit.

Staff Posters placed in unit control/centralized staff areas in each living unit.

Field Offices

Youth Safety Guides presented to all youth supervised in the community by March 16, 2007. Hotline cards are handed out with the guide.

English and Spanish versions of Youth Safety Posters placed in each office lobby.

Staff Posters placed in staff office area.

Substitute Care

Youth Safety Guides presented to all youth in sub-care by March 16, 2007. Hotline cards are handed out with the guide.

Stake Holders

An OYA Youth Safety Initiatives presentation via power point, including the Youth Safety Guide and Posters, will be presented to the OYA Advisory Committee (February 23, 2007) and the Juvenile Department Directors (date to be determined) during the implementation time frame.

Documentation

Completed presentations of the Youth Safety Guide to all youth in OYA custody will be documented in JJIS (see Adding a Categorized Case Note instructions).

IMPLEMENTATION PLAN

Offenders in Close Custody Facilities

For Offenders Currently in OYA Close Custody Facilities

For offenders currently in OYA custody, the Youth Safety Guide should be presented in a group format to all offenders by the treatment manager. Each offender will receive a copy of the guide to keep in their possession. The attached FAQ provides background information regarding the guide as well as “talking points” regarding how staff should present the guide to offenders. The guide must be implemented in Close Custody Facilities by March 15, 2007.

Youth Safety Posters will accompany the roll out plan and copies of the Youth Safety Guide. Posters should place in visible locations in each living unit. A staff version of the Youth Safety Poster to reinforce staff awareness of their duty to report is also included. The staff version of the poster will be placed in staff only areas (such as a unit control or station).

For Offenders Committed to OYA Custody Intake at Hillcrest

For offenders in intake at HYCF, the guide should be presented to offenders within the first seven (7) days of their admission to OYA. The guide can be presented either individually or in a group setting.

Offenders in Residential Treatment

For Offenders currently in Residential Programs

For offenders currently in residential care, the Youth Safety Guide should be presented in a group format to all OYA offenders in the residential programs care. Frank Martin and Erin Fultz of the Community Resources Unit will be responsible to provide the information to all OYA offenders in residential care. Each offender is to receive a copy of the guide keep in their possession. The attached FAQ provides background information regarding the guide as well as “talking points” regarding how staff should present the guide to offenders. The guide must be implemented in Residential Programs by March 15, 2007.

For Offenders committed to OYA custody after the implementation date.

For offenders placed in OYA custody after the guide has been implemented, the JPPO will present the Youth Safety Guide during the initial intake appointment. Preferably this will take place during pre – commitment meetings at the respective juvenile court handling the youth’s case.

Offenders in Foster Care

For Offenders Currently in Foster Care

Teams consisting of one JPPO and the Foster Care Certifier for each region will be responsible to discuss the Youth Safety Guide with each foster parent and the offenders in the foster home. It is recommended that this conversation take place during a joint meeting with the foster parents and offenders. A small print version of the OYA Staff poster will be provided to each foster parent as a visual reminder of their duty to report. The guide must be implemented in all Foster Homes by March 15, 2007.

For Offenders place in Foster Care After the implementation date

For offenders placed in foster care after the guide has been implemented, the JPPO will present the Youth Safety Guide during the initial intake appointment.

Offenders in the Community

The JPPO will be responsible to provide the Youth Safety Guide to all current youth residing in their home.

The posters designed to encourage offenders to report abuse will be placed in field office lobbies.

The posters designed to reinforce staff awareness of their duty to report will be place in common staff areas in field offices.

Implementation Timing

The Youth Safety Guides be implemented in facilities, residential programs, foster care, and community placements in conjunction with the implementation of the OYA Hotline Information Letter in February, 2007.

Documentation/Quality Assurance

A check box will be added to JJIS to signify the guide has been reviewed with youth. Instructions how to add a categorized case note is provided with this plan.

Presentation to Key Stakeholders

OYA Youth Safety Activities, which include the Youth Safety Guide and Posters, will be presented to the OYA Advisory Committee and Juvenile Department Directors via a power point presentation. Juvenile Departments that manage detention facilities will be asked to inform their staff of the OYA Hotline number

and to allow OYA youth in their facilities to have access to the telephone to call the hotline if necessary.

Frequently Asked Questions (FAQ)

Youth Safety Guide and Youth Safety Posters

Why was it created?

The Youth Safety Guide and Posters were created in response to federal legislation entitled the Prison Rape Elimination Act (PREA). OYA policy requires that all offenders entering close custody facilities in OYA receive written information regarding how to avoid risk situations related to sexual assault, how to report rape or sexual activity, and how to obtain counseling. PREA also applies to residential care facilities. The scope of the Youth Safety Guide was expanded to include all OYA offenders in its dissemination as this information is a tangible expression of the agency's mission. A primary focus of PREA and the OYA Office of Professional Standards is to ensure that offenders have multiple means to report abuse. Expanding the dissemination of the Youth Safety Guide to all offenders in OYA custody was clearly within the scope of that office's purpose and role within the agency.

What is the intent of the guide?

The intent of the guide is to inform all OYA offenders of OYA's "Zero Tolerance" policy regarding abuse of any kind. The guide informs offenders that our mission is to provide reformation to offenders in safe environments free of abusive behavior. However, abuse can occur in just about any environment and offenders need information how to be safe and report abuse if it occurs. The guide begins by stating OYA and community placement agencies work very hard to keep offenders safe, but the possibility always exists that another person may be abusive. As a result of this possibility, the guide provides information to offenders how to be safe and what to do if abuse occurs.

Has the Youth Safety Guide been discussed with stakeholders?

Yes. The guide was presented to the judiciary committee and Youth Safety Advisory Committee. The guide was also presented to residential providers during the monthly provider's forum in January 2007. Youth in facilities and residential programs review drafts of the Youth Safety Guide. The guide and talking points were piloted with youth in residential programs and a proctor home.

How should this be presented to youth?

Several talking points have been created to guide staff in their presentation of the guide to youth. The talking points walk youth through the guide and refer to specific sections in guide that require some detailed review. It is important that staff provide a context for why the guide was written. This is provided in the introduction as well as the acknowledgement that the information may make youth feel uncomfortable.

What happens if an offender discloses abuse they experienced or witnessed as a result of my presentation?

Interview the offender after the disclosure and make sure the offender is safe from future abuse. If the abuse the offender reports occurred when the offender was under the age of 18 the offender's report to you is subject to the mandatory reporting law. You will need to gather enough information to complete the YA 0050 form for Mandatory Child Abuse reports and determine if a Director's report is required.

If the abuse does not fit the criterion for a Mandatory Child Abuse report, make sure you complete an incident report and report the youth's disclosure to your supervisor/manager. This should be discussed with a supervisor/manager.

In sub-care facilities this information needs to be shared with the supervisor/manager of the program for follow up.

What do I do if an offender seems to visibly upset and suffers an adverse reaction to my presentation?

Pursue help for the offender. Although rare, offenders may become symptomatic because of past trauma. Ensure that the offender has access to a counselor or mental health professional.

Youth Safety Guide Talking Points

The following is an outline and talking points for staff presenting the Youth Safety Guide. The talking points should be provided to youth in sequence beginning with the introduction to provide the youth a context for why this guide is being presented. It is important that each youth possess a Youth Safety Guide to refer to during the presentation. Finally, it is imperative that presenters have some awareness of abuse histories of the youth they are presenting to. The information contained in the guide may make these youth particularly anxious and uncomfortable which may require the provision of some additional support after the presentation.

Introduction:

In 2006, OYA created a strategic plan. This plan identified several goals for OYA over the next few years. One of those goals was to improve youth safety. At the same time, a new law was passed called the Prison Rape Elimination Act. This law requires agencies like OYA to provide certain information to youth regarding sexual abuse. This includes how to be safe from sexual abuse, but also how to report it if it occurs.

Staff at OYA are committed to providing treatment to offenders in safe environments. This means that we want to ensure that wherever you might be receiving treatment, whether it is a correctional facility, residential program, foster home, or in the community, we want all youth to be safe from harm.

Abuse can take place in many forms. It can be physical, emotional, or sexual. For example, hitting, intimidation, bullying, threatening, or sexual abuse.

To help offenders be safe, OYA has created a “Youth Safety Guide” to provide you information regarding how to be safe from abuse and what to do if you are abused. Talking about abuse in any form can be very uncomfortable and it may be difficult to discuss the information in the guide. As hard as it is to talk about abuse, it is important that we discuss it so we can make sure youth in OYA’s care are as safe as possible.

To start, please take the next 10 minutes to read the guide.

Talking Point # 1: OYA has a Zero Tolerance Policy for any and all abusive behaviors (see page 3).

Abuse in any form is wrong and never justifiable. Fortunately, abusive behaviors such as hitting, intimidation, bullying, threats or sexual abuse take place infrequently. Any abusive behavior is something OYA will not tolerate. Because we do not tolerate abuse, OYA staff have established rules that are designed to help keep offenders and staff safe. These rules describe how offenders are to be supervised and treated by staff and how offenders are to treat staff and each

other. These rules also describe how any person engaging in abuse will be held accountable.

For youth in facilities: It is important to point out the difference between abuse and youth being restrained by staff for hostile and oppositional behavior that places youth, staff, and facility property at risk for harm. Abuse where someone is threatening to or is intentionally harming someone is different than staff taking action to restrain someone from abusing others or destroying property.

Talking Point # 2: OYA wants all offenders to take action to remain safe.

Offenders need to pay attention to a number of actions you can take to remain safe. These actions are listed on page 6 and 7 of the Youth Safety Guide (review with offenders).

Talking Point # 3: Report to staff or adults you trust if you experience or witness abuse.

You can do this by talking to the staff or adult or you can write them a note or letter. This is very important to making sure that the abuse stops and the person doing the abuse is held accountable. There are a number of adults you can tell this information to and they will do something about it.

Page 8 of the Youth Safety Guide describes how you report abuse if you are in a community placement like a foster home or residential program. Page 9 of the Youth Safety Guide describes how you report abuse if you are in an OYA Facility.

There are a variety of people you can talk to.* They include counselors, a teacher, a medical professional like a Doctor or Nurse, a police officer, an attorney or advocate, a staff member, or your probation or parole officer. Both page 8 and 9 list the OYA Complaint Hotline phone number you may call to report abuse.

** Note to presenters. It is important to emphasize that there are a variety of adults youth can report abuse to. The guide provides a brief list. Please make a point of discussing other types of adults (e.g. the professionals underlined in talking point # 3) youth may report to not listed in the guide.*

Talking Point # 4: If you have been sexually abuse there are specific actions you must take immediately for this type of abuse. If you did not report abuse right away, you should still report it. All reports of abuse will be taken seriously or will be investigated even if the abuse occurred days, weeks, months, or years ago. In fact, most reports of abuse are made after the fact and are successfully prosecuted.

The specific steps you take if you have been sexually abused are explained on page 10 of the pamphlet (review with offenders).

Talking Point # 5: OYA will hold people accountable if they engage in abusive behavior or lie about abuse and make a false report.

Again, OYA has a zero tolerance policy against all forms of abuse. As a result we will make every effort to hold anyone engaging in abuse accountable for their behavior.

If someone makes a false report of abuse, OYA will make every effort to hold that person accountable. There is a difference between seeing or experiencing something you are unsure of and a false report. Being unsure of what you have seen or witnessed must be reported. This helps staff understand exactly what happened and helps promote safety.

False reports on the other hand are purposeful lies someone makes to hurt another person. False reports are harmful to others, unfair, and can create a great deal of problems for someone being falsely accused. They also waste a lot of staff time when the false report is investigated. If you make a false report you will be held accountable.