



OREGON YOUTH AUTHORITY

Policy Statement

Part II – Youth Services (Facilities)



Subject:

Facility Access

Section – Policy Number:

A: Security – 1.0

Supersedes:

- II-A-1.0 (11/16)
- II-A-1.0 (03/11)
- II-A-1.0 (07/08)
- II-A-1.0 (12/02)
- II-B-4.9 (12/00)
- II-B-4.8 (10/96)

Effective Date:

05/15/2019

Date of Last Review/Revision:

None

Related Standards and References:

- [ORS 420A.100](#) (Youth Correction Facilities: Authority to establish and operate)
- [ORS 420A.135](#) (Secure regional youth facilities)
- [OAR 416-060](#) (Media Relations)
- [OAR 416-450](#) (Volunteer Services)
- [OAR 416-420](#) (Visitors to OYA Facilities)
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Security; Safety
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-2A-03 (Perimeter Security); 4-JCF-2A-28 (Firearms Prohibited); JCF-3A-20 (Visiting Area)
- [OYA policy](#): 0-5.0 (Violence-free Workplace)
0-6.0 (Weapons in the Workplace)
I-C-9.0 (Mobile Communication Devices (Cell Phones) and Other Mobile Data Storage Devices)
I-D-3.19 (OYA Identification Badges and Shields)
II-A-2.0 (Searches of Youth and Youth Property in OYA Facilities)
II-A-3.0 (Interactive Supervision of Youth)
II-E-2.5 (Visits with Youth)
- [OYA forms](#): YA 0016 (Foster Parent ID)
YA 0015 (Facility Visitor ID Card)
YA 4006 (Request for Visiting)
YA 4007 (Facility Access Level 1 Visitors and Guests)
YA 4014 (Facility Access Level 2 Volunteers)
YA 4015 (Facility Access Level 3 Employees and Contracted Providers)
YA 4016 (Facility Access - VET Person Entering with a Vehicle, Equipment, or Tools)
YA 4008 (YCF Youth Prohibited Items)
YA 4009 (Visitation Card)
[YA 4036](#) (Guest Liability Waiver and Release Form)

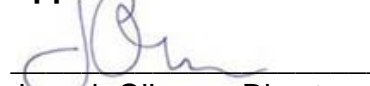
Related Procedures:

- None

Policy Owner:

Facility Services Assistant Director

Approved:



 Joseph O'Leary, Director

I. PURPOSE:

This policy provides guidelines for OYA staff when screening individuals who request entrance into OYA facilities.

Details on facility access for tours are in [OAR 416-420-0020](#) (Tours).

Details on facility access for media representatives are in [OAR Chapter 416 division 60](#) (Media Relations).

II. POLICY DEFINITIONS:

Family visitors: Members of the youth's family and persons identified in the youth's case plan approved by OYA to visit youth during posted visitation hours.

Facility guest: A person entering an OYA facility to engage in a pre-approved event or business (e.g. trade contractors, vendors, delivery drivers, media representatives, attorneys, tour participants, event attendees).

Mechanical search: A search of a person and/or property that consists of using a screening device such as walk-through metal detector, hand-wand-type metal detectors, or X-Ray machine.

Probable cause: A determination based on facts or circumstances that would cause a reasonable person to believe it is more likely than not that the person to be searched has a prohibited item.

Property search: A search of any item brought into the facility, including but not limited to packages, handbags, briefcases, backpacks, bags, jackets, and food.

Reasonable belief: A belief based on facts or circumstances sufficient to cause a reasonable person to believe that a person to be searched has prohibited items.

Juvenile Justice Information System (JJIS): The Juvenile Justice Information System (JJIS) is a statewide-integrated electronic information system designed, developed, and implemented to support a continuum of services and shared responsibility among all members of the juvenile justice community. In a collaborative partnership between the Oregon Youth Authority (OYA) and Oregon's county juvenile departments, JJIS is administered by the State of Oregon through OYA.

Visual search: A visual inspection of a person or property.

Volunteers: Persons, who, on a non-paid basis, provide services to OYA, including:

(a) Mentors: Mature, trustworthy and experienced persons who, consistent with a youth's treatment plan, work closely with the youth's treatment team to encourage a youth's personal growth, offer supportive friendships, act as positive role models, and promote a constructive attitude and law-abiding behavior.

(b) Work Readiness Coaches: Persons who teach particular skills/tasks related to employment, or provide practical work experience.

(c) Practicums, Interns, or CWEs: Persons enrolled in a college, graduate school, or university-sanctioned program who earn college credit for their activities. CWEs participate to meet the requirements of their job-training or employment program.

(d) Tutors: Persons who work with individual youth to improve the youth's academic performance.

(e) Religious Services Assistants: Persons who assist with or provide religious programming or services.

(f) Life Skills Coaches: Persons assigned to units, programs or individual youth to role-model, engage youth in positive relationships, coach social skills and help youth expand their horizons through recreation, the arts, structured activities, and companionship.

III. POLICY:

OYA controls access into and out of facilities that house youth in order to maintain safety, security, and order within its facilities. OYA staff ensure all security perimeter entrances and designated doors remain locked except when authorized people are entering or exiting the facility. OYA staff are professional and respectful toward all people who access OYA facilities and use the least intrusive measures to ensure safety and security.

All people who enter OYA facilities are subject to the security and control protocols enforced by such facilities. Any person may be denied access to an OYA facility if such access would compromise the safety, security, or order of the facility.

Details on facility access for tours are in OAR 416-420-0020 (Tours).
Details on facility access for media representatives are in OAR Chapter 416 division 60 (Media Relations).

IV. GENERAL STANDARDS:

A. Access to OYA facilities must be controlled to maintain the safety and security of youth and staff.

1. Security doors must be kept locked at all times. Staff must remind authorized people entering or exiting through a security door to ensure such doors are locked when the person leaves.

Unoccupied areas and storage rooms must be kept locked.

2. Staff may only admit authorized people into a facility.
 - a) Off-duty staff must check in and out of the facility at the designated area when entering a facility.
 - b) All people seeking to enter facilities must have a specific purpose for doing so, including official business, operational necessities, visiting, or other activities as approved by the superintendent/camp director.

- c) Facilities with a secure perimeter:

Authorized people will be issued an OYA identification badge or visitor badge and wear such badge in a manner visible to security cameras and staff. (See OYA policy I-D-3.19 OYA Identification Badges and Shields)

- d) Facilities **without** a secure perimeter:

OYA staff will wear an OYA-issued identification badge. Local protocol will define the use of other identification badges. In all instances, people entering the facility must be approved by designated OYA staff.

- e) People other than staff who are granted access to facilities must do so under the supervision of staff, as defined in local protocol.

- 3. A notice must be posted at the entrance to each facility informing all people who enter the facility that they are subject to a visual, mechanical, and property search at any time. A list of youth prohibited items within a facility must be posted at the point of entry.
- 4. All people are prohibited from bringing items into the facility that could be used to compromise the safety, security, or order of the facility. These items are listed on the YA 4008 OYA Facilities Youth Prohibited Items form.

Items listed as prohibited items may be brought into the facility during an emergency, as defined by intergovernmental agreements, policies or procedures.

- 5. All authorized people entering a facility must have read and signed the appropriate level facility access form.
 - a) A **Level 1 Access** form (YA 4007) is given to a person entering a facility for the purpose of youth visiting, special events or a tour (family visitors and facility guests as defined on page 2).
 - (1) Level 1 Access forms will be signed when a person initially enters a facility as a guest or a visitor. A copy will be retained for six months or until the person no longer is a facility guest or visitor, whichever is longer.
 - (2) Staff supervision
 - i. Staff must supervise visitors at all times.
 - ii. Guests may be unsupervised in authorized areas, when youth are not present.

- b) A **Level 2 Access** form (YA 4014) is given to approved OYA volunteers.
- (1) Level 2 Access forms must be signed prior to entry to an OYA facility. The form will be retained by the facility.
 - (2) All people granted Level 2 Access must have completed an OYA Safety and Security Orientation or attended the OYA Employee Orientation.
 - (3) A person granted Level 2 Access must be supervised by OYA staff and must remain in pre-approved areas. Any exceptions must be in writing from the superintendent or camp director.
- c) A **Level 3 Access** form (YA 4015) is given to any person who enters the facility to conduct routine business. This includes facility employees, contracted youth service providers, and other OYA staff.
- (1) Level 3 Access forms must be signed by each person during the person's initial orientation period. The form will be retained in the person's employee or contract file, or iLearn.
 - (2) All people granted Level 3 Access must have completed the OYA New Employee Orientation.
 - (3) Contracted youth service providers who have completed the OYA New Employee Orientation may be approved for Level 3 Access.
 - (4) A person granted Level 3 Access may have unsupervised access to areas that are within the scope of their duties or business.
- d) Staff must give a **Non-facility Vehicle, Equipment, or Tools Access (VET Access)** form (YA 4016) to people who enter a facility with a non-facility vehicle, equipment or tools. These people may include employees, trade service workers, contractors, vendors, cleaning crews, delivery drivers, and volunteers. These people may have also signed a Level 1 or Level 2 Access form, according to their purpose for entering the facility.

VET Access forms must be signed during the initial entrance period for each person and will be retained for six months.

6. Electronic Devices

- a) Personal mobile communication devices, cell phones, laptop computers, or any other electronic devices that can connect to Wi-Fi are prohibited beyond the control point of any facility unless specifically authorized in writing by the superintendent/camp director, or Facility Services assistant director.

The superintendent/camp director must designate the control point of the facility.

- b) OYA staff may bring in OYA-issued electronic communication devices (e.g., mobile communication devices, cell phones, OYA-issued laptop computers). These OYA-issued items may be taken beyond the control point of an OYA facility when devices are necessary for the staff to perform official duties.

OYA staff must declare and record all electronic communication devices (including internet connective devices) on the facility access register, noting the phone number or identification information of the device.

- c) Staff may allow Oregon State Police or other law enforcement agencies; fire departments, ambulance, or other emergency management agencies responding to an OYA facility to bring business electronic communication devices beyond the control point without prior authorization from the superintendent/camp director.
- d) Staff must ensure a person carrying any other electronic device not mentioned in sections a) through c) above beyond the control point of an OYA facility has prior written approval from the superintendent/camp director or designee, or Facility Services assistant director.

7. Staff must deny facility access to any person who physically or verbally threatens the safety, security, or order of the facility.

- a) OYA staff may contact law enforcement to assist in managing the person if the person refuses to leave the facility grounds or becomes disruptive.
- b) Refer to OYA policy 0-5.0 (Violence-free Workplace) regarding managing violent or aggressive people.

B. Screening and Detection of People Entering an OYA Facility

- 1. Any person entering an OYA facility is subject to screening devices similar to walk-through detection devices and hand-wand-type detection devices. Any person entering an OYA facility may also be

subject to mechanical and manual searches of their property and possessions. Any exceptions must be approved by the superintendent, camp director, or designee. The exception must be documented as specified by local protocols (e.g., a log retained at the facility's point of entry).

- a) It is the responsibility of the person entering the facility to successfully pass through the electronic screening device. It is also the responsibility of the person to have their property successfully pass through a screening process.

Property may include packages, handbags, briefcases, backpacks, bags, jackets, food, and other items.

- b) Failure to pass any screening process may result in a person's facility access denial, or may require the person's property be stored in the person's locked vehicle outside of the facility.
- c) Staff must ensure people entering the facility have completed the appropriate facility sign-in registration prior to screening them.

2. Staff must deny facility access to any person who fails to comply with the screening or detection process.
3. Staff may subject a person with a documented medical exception, implanted medical device, or need for a wheelchair to additional screening.

Staff must visually inspect wheelchairs or other walking assistance devices.

4. Staff may require the removal of shoes, jackets, sweaters, suspenders, belts, jewelry, body piercings, or other accessories, and emptying of pockets for closer inspection and additional screening.
 - a) Staff may only allow facility guests, visitors, and volunteers to bring items into facilities that have been pre-approved and are necessary to complete the work intended during their visit.
 - b) Staff must not allow anyone to bring prohibited items into the facility (See OYA form YA 4008).
5. Staff must additionally screen a person who activates a metal detection device alarm. This includes a hand-wand inspection of the person.
6. When the activation source of a metal detection device alarm cannot be identified (e.g., undergarment with an underwire, metal in

shoes, belt buckle, metal that is part of apparel) or confirmed, the superintendent, officer-of-the-day (OD) or designated manager must determine whether the person is allowed entry.

7. If probable cause exists to believe that weapons or drugs will be found during a search, staff must deny the person facility access and notify an onsite manager or the OD. Staff may be directed to call Oregon State Police.
 8. Staff must immediately confiscate any item brought into a facility that is considered contraband, and may report the incident to Oregon State Police.
 9. Staff must direct a person to leave the facility's grounds if the person does not comply with a visual, mechanical, or property search.
- C. Staff may perform a visual, mechanical, or property search of a person or the person's property after entry to the facility if there is reasonable belief that the person has a prohibited item or item that threatens the safety, security, or order of the facility.
- D. Screening and Detection of Non-Facility Vehicles, Equipment, and Tools (VET Access)

Staff must subject all people who must enter a facility's grounds or perimeter for official business with a non-facility vehicle, equipment, or tools to the additional safety and security requirements outlined below.

1. Staff must ensure people who will operate a non-facility vehicle, equipment or tools on facility grounds or in the facility perimeter read and sign OYA form YA 4016 (VET Access).
 - a) The signed YA 4016 will be retained by the facility.
 - b) Local facility protocol will define the length of time the YA 4016 will be in effect.
2. Vehicles
 - a) Staff must visually inspect the cab, passenger area, or other areas of the vehicle deemed necessary to ensure safety, security, and prevent escapes prior to allowing the vehicle to enter and exit the facility grounds or perimeter.
 - b) Staff may allow a vehicle to remain inside the facility's perimeter only as long as required to accomplish the intended purpose.

3. Equipment and Tools

- a) Staff must visually inspect equipment and toolboxes to ensure compliance with security standards at the point of entry.
- b) Staff must account for tools and equipment removed from a secure vehicle or toolbox that are used within a facility's secure perimeter or in areas frequented by youth.
- c) Restricted Work Areas

Restricted work areas may be designated by the superintendent/camp director during physical plant projects.

- (1) Only designated staff, authorized maintenance youth workers, and contractors participating in the project may access the restricted work area.

Staff must frisk search maintenance youth workers for prohibited items prior to allowing the youth workers to leave the restricted work area. See OYA policy II-A-2.0 (Searches of Youth and Youth Property).

- (2) Tools and equipment may be left in restricted work areas for the duration of the project. Staff must ensure the materials, tools, and equipment are secured between uses.
- (3) Staff must search the restricted work area for project debris, unsecured materials, unsecured tools, equipment, and prohibited items at the end of the project, and prior to opening the area to youth access.

E. Special Events

1. Staff must follow section IV.B. of this policy when searching facility guests participating in special events (e.g., ceremonies, events, or assemblies).
2. When facility guests participating in special events involving youth request to bring items that may be considered prohibited items into a facility, staff must ensure the guests have written authorization from the superintendent/camp director or designee to do so.

Staff facilitating the special event will coordinate with the superintendent/camp director/facility administration and security staff (if available) in these situations.

F. Confiscated Items

1. If staff find a prohibited item during a search, staff must:
 - a) Notify an onsite manager or OD;

- b) Document the item in a contraband log; and
 - c) Notify the searched person of the confiscation.
2. Staff must follow the local operating protocol when confiscating any illegal or dangerous items, such as weapons, explosives, or drugs.
- a) Confiscated items that may be used as evidence in court proceedings will be preserved in an evidence bag and stored in a secure place. Staff will follow chain of evidence procedures if the item is to be used as evidence. (See OYA policy II-A-1.2 Preserving Chain of Evidence.)
 - b) OYA facilities may keep confiscated items only for the time required to support criminal charges.
3. Staff must destroy all other confiscated items, or return them to the searched person.
- a) Items may be returned to the person at the discretion of the superintendent or camp director.
 - b) Items that will not be returned to the person will be destroyed at the discretion of the superintendent or camp director. The date, method, and reason for the destruction must be documented.
 - c) Under no circumstances may confiscated items become staff property or be consumed by staff.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO