



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

Effective Date:

05/29/2019

Date of Last

Review/Revision:

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*
- [OYA policy](#): II-A-1.0 (Facility Access)
- Facility Safety and Security Review Document


Related Procedures:

- None

Policy Owner:

Facility Services Assistant Director

Approved:



 Joseph O'Leary, Director

I. PURPOSE:

This policy provides guidelines for conducting safety and security reviews within 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. The Facility Safety and Security Review process assesses each facility to identify areas of improved safety and vulnerabilities. The review is a collaborative approach that allows for variances in facility operating protocols to meet individual facility requirements. 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. Promotion of 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 Document provides a consistent process and is used to review specific facility practices related to safety and security.

Review team members must use their professional experience and knowledge to assess risk and vulnerability and give constructive feedback to enhance practices.

- 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; and
 - 4. Staff training.
- D. Review team
 - 1. The Facility Services chief of operations or designee must:
 - a) Select the review teams and facilitate an orientation;

- b) Coordinate reviews;
 - c) During the pre-review: Serve as liaison to the facility; collect pre-review documentation, schedule review dates, coordinate team participation;
 - d) During the onsite review: Conduct orientation/training, assign review areas, and coordinate assignments between reviewers and facility staff;
 - e) Develop reports: Consolidate findings with review team;
 - f) Present findings to the facility; obtain insight and feedback from the final briefing;
 - g) Finalize the report and incorporate the facility's responses into the report;
 - h) Submit a narrative report to the facility's administration and the Facility Services assistant director; and
 - i) Provide technical assistance by supporting the facility's improvement plan.
2. The review team will consist of peer reviewers with facility knowledge and experience in the following areas:
- a) OYA policy/protocol;
 - b) Safety;
 - c) Security;
 - d) Operations; and
 - e) Staffing.
3. Facility review team members must be a cross-section of experienced OYA staff with the following qualities:
- a) Extensive security knowledge and experience;
 - b) Experience in security practices and expectations;
 - c) Knowledge of related OYA policies and procedures;
 - d) Good workplace interpersonal skills and relationships; and
 - e) Perceived by others as credible regarding safety and security matters.

4. Team members must 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; and
 - e) Safety and Security Review forms and reports.

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 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);
 - d) Facility local operating protocols;
 - e) Recent significant incidents or concerns that the reviewers must be aware of.
3. Daily debriefs with the facility's superintendent/camp director must be conducted each day to acknowledge the facility strengths and areas that may need attention. Safety and security risk findings that are an immediate threat must be reported immediately to the facility superintendent/camp director for immediate corrective action.
4. A final exit briefing with preliminary findings and recommendations must be presented to the facility 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 a facility improvement plan 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. 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