



OREGON YOUTH AUTHORITY
Policy Statement
Part II – Youth Services (Facilities)



Subject:

Interactive Supervision of Youth

Section – Policy Number:

A: Security – 3.0

Supersedes:

- II-A-3.0 (09/13)**
- II-A-3.0 (03/13)**
- II-A-3.0 (07/11)**
- II-A-3.0 (06/06)**
- II-A-3.0 (06/03)**

Effective Date:

07/05/2017

Date of Last Revision:

11/06/2019

Related Standards and References:

- [ORS 420.070](#) (Youth offender in legal custody of superintendent)
- [ORS 420.225](#) (Cooperation with public agencies in work assignments)
- Performance-based Standards (PbS), *Juvenile Correctional and Detention Facilities Security (SeEP3)*
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-2A-04 (Juvenile Counts); 4-JCF-2A-05 (Juvenile Movement); 4-JCF-2A-06 (Direct Supervision); 4-JCF-2A-09 (Juveniles do not Supervise Other Juveniles); 4-JCF-5I-05 (Day Leaves)
- [OYA policy](#): I-C-2.0 (Use of State-owned Vehicles)
 I-C-9.0 (Mobile Communication Devices (Cell Phones) and Other Mobile Data Storage Devices)
 II-A-1.5 (Agency Case Review & DOC Early Transfer Protocol)
 II-A-3.1 (Facility Youth Transports)
 II-B-1.2 (Use of Time Out, Room-lock Other, Isolation, and Special Programs in OYA Facilities)
 II-D-2.2 (Suicide Prevention in OYA Close-custody Facilities)
- [OYA forms](#): YA 3015 (Transport Request/Authorization)
 YA 4037 (Facility Staffing Plan PREA Review)
 YA 4439 (Suicide Watch/Precautions)


Related Procedures:

- [FAC](#) II-A-3.0 (Youth Counts)
- Facility local operating protocols

Policy Owner

Facility Services Assistant Director

Approved:


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I. PURPOSE:

This policy provides directives for OYA staff when supervising and accounting for youth in OYA facilities.

II. POLICY DEFINITIONS:

Intersex: A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Transgender: A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

III. POLICY:

Staff will use an interactive model of supervision of youth which involves participation, role modeling, coaching, teaching, and shaping youth behavior in a safe and caring environment.

Facility staffing plans related to youth supervision are established and adjusted to provide adequate levels of staffing and video monitoring to ensure staff and youth safety. Facility staffing plans must also meet national PREA staff-to-youth ratio standards. These plans are reviewed at least annually by facility administrators, in consultation with the OYA PREA coordinator, and adjusted when needed within the resources available to the facilities.

IV. GENERAL STANDARDS:

A. Supervision standards

1. Staff will provide direct line-of-sight supervision of youth, except during instances listed in section D.4. Supervision of youth via video monitors is not a substitute for direct supervision.
2. Staff must know the whereabouts and number of youth under their direct supervision at all times.
3. Staff-to-youth ratios for specific activities and locations in facilities will be delineated in local operating protocols for each facility.
4. Staff must be vigilantly engaged with youth and observe youth interactions and group activities to:
 - a) Ensure youth are safe and the environment is free from exploitation and physical, emotional, and sexual abuse;
 - b) Provide positive feedback and interactions to individual youth;
 - c) Intervene early in problem-solving, de-escalation, and interventions to minimize conflicts, injury, and damages;
 - d) Ensure youth are not creating disorder to distract from other inappropriate activities; and

- e) Accurately document interactions as appropriate in unit logs or Youth Incident Reports (YIR).
5. Staff are responsible for knowing and performing youth supervisory responsibilities within the scope of their duties.
 6. Supervising youth who are alone in rooms with closed doors
 - a) Staff must complete staggered visual checks on a youth at least every 15 minutes (to avoid developing a check pattern) when a youth is placed alone in a room with closed doors if the youth was placed in the room for reasons unrelated to the youth's behavior or conduct. The visual checks must be documented in writing.
 - b) A youth confined alone in a locked room because of the youth's behavior or conduct is considered in isolation. Staff must follow OYA policy II-B-1.2 Use of Time-out, Isolation, and Special Program Placements when supervising a youth who is in isolation.
 7. Single-staff coverage may occur when one staff member remains to supervise youth while another staff temporarily leaves the area. Staff supervising youth alone must keep a radio on their person and must notify the control center when they begin and end their single-staff coverage.
 8. For staff and youth safety reasons, one staff may not supervise one youth without other staff or youth within sight or hearing.
 9. Staff must work as a team when supervising youth, maintaining good communication with each other in person or by radio or phone in order to ensure a safe environment.
 10. Staff must participate in engaged and supportive supervision at all times by –
 - a) Leading and guiding youth and youth groups;
 - b) Sitting with youth and participating in conversations at meal times;
 - c) Standing or sitting with youth and participating in group discussions; and
 - d) Participating with youth during treatment, recreational, and educational activities.
 11. Staff must limit their time in staff offices and behind counters.
 12. Staff must never allow youth to supervise or control other youth.

B. Supervisory staff facility rounds

1. Facility management staff must conduct unannounced rounds to every living unit and program area of the facility to enhance youth supervision, and identify and deter safety and security issues.

Added
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Each facility must have a local operating protocol that ensures rounds are conducted at least twice each month. Over a calendar year, rounds must be completed on each day of the week and each shift.

2. Staff must not alert other staff members that the management staff rounds are occurring, unless such announcement is related to the operational functions of the facility.
3. The management staff must document their rounds in JJIS Unit Logs (e.g., keyword "walkthrough").

C. Staff gender announcements

1. Staff of the opposite gender of youth (opposite-gender staff) must announce their presence when entering an area where youth are likely to be performing bodily functions; or revealing their genitalia, breasts, or buttocks while changing clothes or showering.
2. Opposite-gender staff must announce their presence when entering a living unit dormitory or sleeping area.

If the staff member is assigned to work in the living unit dormitory or sleeping area, the announcement may occur one time at the beginning of the staff member's work shift.

3. Staff gender announcements are only required when an opposite-gender staff enters the areas described in paragraphs 1 and 2 above and there is not already another opposite-gender staff present.

D. Supervision of youth in restrooms and showers

1. Staff opposite-gender viewing of a youth's genitalia, breasts, or buttocks is prohibited.
2. Only a staff member who is the same gender as the youth may supervise a youth who is showering, changing clothes, or toileting.
3. Staff must supervise youth restroom, toilet, or shower use in a way that respects youth privacy. Staff will position themselves in a manner that allows them to oversee and hear the youth while providing appropriate personal space for the youth to complete hygiene care, and keeping the youth safety a priority.

4. Staff may allow a single youth to be unsupervised under these circumstances:
 - a) To use the bathroom, toilet or shower; or
 - b) To be alone in an area designated and authorized by the superintendent/camp director. The allowable designated areas and circumstances must be documented in a local operating protocol.
 - c) In the above situations, these criteria must also be met:
 - (1) The youth must not be on a Suicide Risk Level (SRL) 1 or 2;
 - (2) If the youth is on SRL 3, staff must be aware of supervision or bathroom restrictions listed on the youth's YA 4439 (Suicide Watch /Precautions) form before allowing the youth to be alone; and
 - (3) Staff will remain responsible for the youth's safety, and make staggered visual observations of the youth not to exceed 15 minutes.
5. Video monitoring is prohibited in restrooms and shower rooms.
6. Staff must give the opportunity to transgender and intersex youth to shower separately from other youth.

E. Youth counts

Staff are responsible for ensuring youth assigned to their facility, area, or unit, are verified present on a consistent and random basis and are free from imminent danger and physical harm. Staff are responsible for the location and accountability of the youth under their control at all times.

1. The following types of youth counts must be completed in each OYA facility by OYA staff as delineated in OYA facilitywide procedure FAC II-A-3.0 (Youth Counts):
 - a) Facilitywide;
 - b) Unit;
 - c) Area; and
 - d) Event.
2. Youth must not be responsible for any part of the counting process.

F. Movement within facilities

1. Youth will be supervised during all movements unless local protocol allows an exception, in which case:
 - a) The youth must have a definite assigned destination;
 - b) A staff member must be ready to assume supervision of the youth upon the youth's arrival; and
 - c) Communication must occur between staff regarding the unsupervised youth movement.
2. Staff must not allow youth to roam facility grounds at will.
3. When moving groups of youth, staff must position themselves where they can see the entire group of youth.
4. Staff must notify and receive authorization from the control center prior to moving a group of youth from one area to another. Staff must notify the control center upon completion of the move.

G. Youth movement outside youth correctional facilities

1. Staff may transport a youth outside youth correctional facilities for the following reasons:
 - a) Transfers to other facilities;
 - b) Hospitalization;
 - c) Medical appointments;
 - d) Dental appointments;
 - e) Court appearances; or
 - f) As specified by the superintendent.
2. Any youth movement outside the facility related to a youth's family member's near death status or death (e.g. bedside visit, viewing, funeral) must be authorized by the Facility Services Assistant Director. The Facility Services Assistant Director must assess each case individually prior to denying or authorizing it.
3. Staff will follow policy II-A-3.1 (Youth Transports) when transporting youth outside the facility.

H. Youth movement outside transition facilities

Youth assigned to transition facilities may engage in reformation activities in the community including:

1. Work crews;

2. Employment;
3. Family visitation;
4. Recreational programs; and
5. As specified by the camp director, or superintendent.

V. MEDICAL HOSPITAL WATCHES

This section addresses youth medical hospital watches. Staff on psychiatric hospital watches must follow the psychiatric hospital's supervision protocols.

- A. Staff will maintain constant supervision of youth during hospital stays, remaining alert and observant while maintaining control of the youth. Constant supervision requires specific documentation as delineated in OYA policy II-D-2.2 (Suicide Prevention in OYA Close-custody Facilities).
- B. Staff must be patient, tolerant and respectful when communicating with hospital personnel who may not know OYA security procedures. If a matter cannot be resolved, staff must refer the hospital personnel to the officer-of-the-day (OD).
- C. Upon a youth's admittance into a hospital, staff must inform the hospital personnel (including hospital security personnel) not to communicate information about the youth's location or identity without OYA authorization.
 1. Staff must also alert the hospital staff to the possibility of unauthorized intruders and the need to identify anyone entering the room.
 2. Staff will not share any custody, programming or personal information about the youth with hospital personnel.
- D. Supervision
 1. Staff must ensure the youth is housed in a single hospital room. The youth should be kept out of sight from others (except hospital personnel) if possible.
 2. Staff must remove all non-essential items from the room. Staff must inspect items and food brought into the room.
 3. Staff must station themselves in a position to control entry into the room and provide direct supervision of the youth. Staff must identify all persons entering the room and document such in the hospital watch log.
 4. Staff must not allow the youth to leave the room unless escorted by staff to an appointment, or directed by hospital personnel. Staff must ensure the youth does not wander the corridors or visit with other patients.

5. Staff must maintain constant supervision of the youth while escorting the youth to appointments, x-rays, physical therapy or other activities.
6. Facility Health Services staff must supply hospital personnel with a complete list of any food allergies or medication(s) being taken by the youth, and pertinent records related to the youth's reason for hospitalization.
7. Staff may allow a youth to have supervised visits and phone calls with persons on the youth's approved visiting or phone list only if approved in advance by the superintendent/camp director or designated manager.

E. Restraints

1. Staff must keep the youth in leg restraints, unless the superintendent/camp director or OD approves any changes for the following reasons:
 - a) The restraints inhibit the ability of hospital personnel to treat the youth;
 - b) The youth is in surgery and sedated;
 - c) There is a life-threatening medical emergency and staff must relinquish custody and control of the youth to the medical provider. In this case, staff must notify the OD as soon as possible; or
 - d) The youth is from a transition facility.
2. The superintendent/camp director or OD may require two OYA staff present when restraints are removed. Hospital security personnel may substitute as one of the staff required if authorized by the hospital's policy and approved by the superintendent/camp director or OD.
3. Staff must not allow a youth to be restrained to a bed or fixture;
4. Restraints used on pregnant youth should not put the pregnant youth or the fetus at risk. Staff must remove restraints from a pregnant youth upon direction of the medical provider, and notify the superintendent or OD as soon as possible.
5. Use of restraints on youth during active labor and delivery of a child is prohibited. Any deviation from the prohibition requires approval by the medical provider and OD, and must be based on documented serious security risks.

F. Assignment and equipment

1. Hospital watch assignments are designated as uninterruptible and staff may be unable to leave the work area for meal periods or rest periods. Staff should plan ahead and bring food and drink.
2. Staff may not have personal visitors while on duty, nor do anything that might distract from observing the youth.
3. Staff must ensure proper inventory of keys, equipment and supplies, noting any discrepancies or malfunctions in the hospital watch log. Staff must notify the facility if keys, equipment, or supplies are needed.
4. Staff assigned to hospital watch must maintain in their possession a hospital watch kit containing:
 - a) A hospital watch log;
 - b) Restraint key;
 - c) Portable radio, case and extra battery;
 - d) OYA-issued cell phone;
 - e) Communicable disease kit;
 - f) Evidence bag;
 - g) Youth Face Sheet and information;
 - h) Youth approved visiting list;
 - i) Transport Authorization (YA 3015); and
 - j) Emergency phone list.

VI. SUPERVISION OF YOUTH IN ISOLATION, SPECIAL PROGRAM PLACEMENTS, AND ON SPECIFIC SUICIDE RISK LEVELS

- A. Staff will follow the provisions of OYA policy II-B-1.2 (Use of Time Out, Isolation, and Special Program Placements in OYA Facilities) when supervising youth in isolation and special program placements.
- B. Staff will follow the provisions of OYA policy II-D-2.2 (Suicide Prevention in OYA Close-custody Facilities) when supervising youth on specific suicide risk levels.

VII. LOCAL OPERATING PROTOCOL REQUIRED: YES

- A. Each facility must establish local operating protocols for the supervision of youth to include:

1. The duties and expectations of staff in control units while supervising youth in living units;
2. Acceptable staff-to-youth ratios for supervision of youth participating in large group activities, small group activities, recreation, and during on-site moves;
3. The duties and expectations of staff supervising youth during school, while at on-site medical clinics, and vocational areas;
4. The circumstances in which a youth may engage in an unsupervised activity.
5. A process to ensure supervisory staff rounds are conducted at least twice each month. Over a calendar year, rounds must be completed on each day of the week and each shift.

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B. Each transition facility must develop local protocols that describe the following:

1. Community reformation activities that require staff supervision and:
 - a) Ratios of staff-to-youth supervision;
 - b) Required equipment and transportation guidelines for staff supervising the activity; and
 - c) Standards for staff supervising the community activity.
2. Community reformation activities where youth may be unsupervised.