



# OREGON YOUTH AUTHORITY



## Policy Statement

### Part III – Youth Services (Community)

Subject:

#### Staff and Youth Safety: Meeting with Youth in Community Settings

Section – Policy Number:

**D: Case Management – 2.3**

Supersedes:

**III-D-2.3 (01/20)**  
**III-D-2.3 (07/17)**  
**III-D-2.3 (10/08)**

Effective Date:

**10/10/2022**

Date of Last

Review/Revision:  
**None**

**Related Standards and References:**

- [OYA policy](#) I-C-7.0 (Safety and Health Program)
- I-D-1.5 (Workers' Compensation)
- I-E-1.0 (Director's Incident Notification and Report)
- III-A-4.0 (Searches of Youth and Areas; Processing of Contraband or Evidence in Community Placements)
- III-D-1.3 (JPPO Contact Standards)

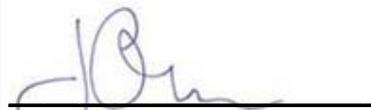
**Related Procedures:**

- [Local field office protocol](#)

**Policy Owner:**

Community Services Assistant  
Director

**Approved:**

  
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 Joseph O'Leary, Director

#### I. PURPOSE:

This policy provides standards to enhance OYA staff and youth safety while meeting youth in the community.

#### II. POLICY DEFINITIONS:

**OYA Identification Badge:** An OYA identification card issued by the Training Academy that contains an identifying photograph, name, title, site location and expiration date. An OYA staff's identification badge also contains the staff's state identification number. Badges are color coded according to employment status and valid for five years from the date of issue.

**OYA Identification Shield:** A metal emblem embossed with the OYA logo used to clearly identify OYA parole/probation or Professional Standards Office staff while acting in an official public safety capacity in the community, or while outside of Oregon conducting Interstate Compact escort officer duties.

**Security restraints:** Tools designed to restrict and control individual movement during a physical intervention, and to prevent an escape during a secure transport or escort. Security restraints include handcuffs, leg irons, belly chains, and transport belts.

### **III. POLICY:**

OYA has identified diversity, equity and inclusion as an agency priority and initiative, with a goal to build a respectful, diverse, equitable and inclusive environment for youth and staff that is free from harassment, discrimination and bias. Data shows youth of color and LGBTQ+ youth are disproportionately represented in the juvenile justice system. While OYA is only one part of that system, it plays a critical role in addressing the historical and systemic inequities it perpetuates. While meeting youth in community settings is a critical piece of community supervision, staff must consider the potential negative impacts on youth, especially youth of color or youth who have histories of trauma, while planning the location and nature of the meetings.

OYA strives to protect the public and reduce crime by holding youth accountable and providing opportunities for reformation in safe environments. OYA recognizes safety and security of the public, its staff, and the youth in its care as an essential practice.

To support youth and hold youth accountable in the community, JPPOs often meet with youth outside of OYA offices. Staff from various OYA working units may also meet with youth in the community while performing their job duties. The following standards are to enhance staff, youth, and family physical and psychological safety during these meetings.

### **IV. GENERAL STANDARDS:**

A. Staff must assess the scope of the meeting prior to determining a location to meet a youth. The meeting must be in a location that is safe for staff, youth, and the family, if the meeting involves the family, and to the extent possible, provides a supportive environment for the youth and family.

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. The appropriate location based on the purpose of the meeting (e.g., delivering sensitive information in a private setting);
3. Any potential negative impacts to the youth, or family if applicable, based on the location of the meeting (e.g., meeting the youth in front of coworkers);
4. What is required of the youth, or family if applicable, to travel to the agreed upon location; and
5. What equipment is necessary for the meeting (e.g., youth photo, field drug test kit, evidence collection kit, gloves, camera, flashlight, restraints).

- B. When possible, meetings with youth in the community will be scheduled in advance.
- C. Staff are required to carry their OYA-issued identification badges while meeting youth in the community. When meeting with youth, staff may only display their identification badge or identification shield in public settings when required.

Staff may only display security restraints in public settings when there is a reasonable possibility of taking, or plan to take, the youth into custody.

- D. Communication while in the community
  - 1. Staff must carry a powered-on state-issued cell phone when meeting youth in the community.
  - 2. Staff must have a general plan of destinations while in the community and will communicate such according to local office protocol.
  - 3. Substantial deviations from the general planned destinations must be communicated according to local office protocol.
- E. Home visits
  - 1. Staff will follow policy III-D-1.3 (JPPO Contact Standards) for home visit timelines when youth are placed at home.  
  
Exceptions to the standard may be authorized by field supervisors, only if the contact would be unsafe for the JPPO.
  - 2. When staff meet a youth in the youth's home, staff will approach the home and initiate the home visit with safety as a priority. Staff will incorporate home visit safety techniques stated in the situational awareness training provided by the OYA Training Academy to support youth and their own safety.
  - 3. Staff are required to carry a powered-on state-issued cell phone when meeting a youth in the youth's home.
- F. Staff must 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 Notification and Report.
  - 2. Staff work-related accidents or injuries will be reported according to OYA policy I-D-1.5 Worker's Compensation.

G. Staff Training

1. OYA staff who will be conducting youth home visits must complete the situational awareness training provided by the OYA Training Academy as part of their job orientation.
2. These staff must also review the related policy and training material annually.

V. **LOCAL OPERATING PROTOCOL REQUIRED: YES**

Each OYA office must develop related staff communication protocols.