



OREGON YOUTH AUTHORITY



Policy Statement Part III – Youth Services (Community)

Subject:

Staff Safety: Meeting with Youth in Community Settings

Section – Policy Number:

D: Case Management – 2.3

Supersedes:

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

Effective Date:

01/30/2020

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:

- [Community Services procedure:](#) Search Seizure and Preserving Chain of Evidence
- Local field office protocol

Policy Owner:

Community Services Assistant
Director

Approved:



 Joseph O'Leary, Director

I. PURPOSE:

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

II. POLICY DEFINITIONS:

None.

III. POLICY:

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 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 and the youth.

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; and
 2. What equipment is necessary for the meeting (e.g., youth photo, field drug test kit, evidence collection kit, gloves, camera, flashlight, restraints).
- B. Staff are required to carry their OYA-issued identification badges while meeting youth in the community.
- C. Communication while in the community
1. Staff must have a general plan of destinations while in the community and will communicate such according to local office protocol.
 2. Substantial deviations from the general planned destinations must be communicated according to local office protocol.
- D. 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 concern. Staff will incorporate home visit safety techniques stated in the situational awareness training provided by the OYA Training Academy to ensure their safety.
 3. Staff are required to carry a cell phone when meeting a youth in the youth's home.
- E. 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.

F. 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 orientations.
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.