



OREGON YOUTH AUTHORITY

Policy Statement

Part III – Youth Services (Community)



Subject

Field Office Safety and Security Standards

Section – Policy Number:

A: General Administration – 6.0

Supersedes:

N/A

Effective Date:

10/13/2008

Date of Last

Review:

08/07/2015

Related Standards and References:

- Local Emergency Action Plan
- [OYA Business Continuity Plan](#)
- [OYA policy](#): I-C-7.0 (Safety and Health Program)
I-C-7.3 (Hazard Communications Program)
I-C-8.1 (Bloodborne Pathogens)
I-C-8.3 (Infection Control)
I-D-1.5 (Workers' Compensation)
I-E-1.0 (Director's Incident Notification and Report)
I-E-2.2 (Youth Facility Case File and Medical File Protection and Transfer)
II-E-9.0 (Youth Personal Property in OYA Facilities)
III-A-4.0 (Searches of Youth and Areas; Processing of Contraband or Evidence in Community Placements)
III-A-9.0 (Youth Personal Property in the Community)

Related Procedures:

- [General Field Procedures](#):
Search Seizure and Preserving Chain of Evidence
Medication Management
State-issued Equipment
Central Filing & Maintenance of Paper Case Files
- Local field office procedures

Policy Owner:

Community Services Assistant Director

Approved:

Bobby S. Mink, Interim Director

I. PURPOSE:

This policy identifies general standards for OYA field offices on the use of security, safety and communication systems to promote a safe and secure work environment.

II. POLICY DEFINITIONS:

None.

III. POLICY:

OYA is committed to providing a safe and secure environment for youth and staff. Appropriate physical security is designed to safeguard youth and staff, prevent unauthorized access to equipment, offices and documents, and to protect against sabotage, damage and theft.

Each field office is unique due to varying building styles and parking structures/areas. However, general guidelines in the following areas assist in the development of a customized safety and security plan for each field office:

- Field office entrance and exit
- Parking areas
- Storage of youth personal property and contraband items
- Security and communication equipment
- Internal control system
- Health
- Emergency plans
- Communication system

When an OYA field office is located in another agency's building, an agreement may be used to address office security and safety.

IV. GENERAL STANDARDS:

A. Field office entry and exit

Most buildings have regular entrances and exits, emergency exits and special entrances for delivery of mail and freight. Some are linked to other buildings by pedestrian ramps. All of these entrances and exits form the first line of security known as "perimeter defenses." OYA staff can strengthen the perimeter defenses by taking a number of precautions.

1. All OYA staff entering a secure office area must wear an OYA identification badge.
2. Youth, visitors and service delivery personnel will be identified prior to gaining entrance.
3. Youth and visitors will store their personal property in a locked container prior to entering the office.
4. Staff must use only authorized entrances and exits.

Emergency exits must be identified and used only during emergencies.

5. Public entrances or reception areas must be monitored. Such entrances must be locked when not monitored.

6. When controlled by OYA, office entry keypad codes must be changed upon staff turnover, breach of security, or the field supervisor's discretion.
7. Appropriate lighting will be installed in all entrances.

B. Parking areas

1. Suspicious matters must be reported to security or local law enforcement when parking in a garage or at a designated parking lot. Examples of such matters include:
 - a) A person trying to gain entry to parked cars.
 - b) Someone carrying suspicious packages into the parking area.
 - c) A person appearing to seek unauthorized entry into the parking area or office building.
2. Parking areas must be well-lighted for staff and visitor safety.

C. Storage of youth personal property and contraband items

1. Field office staff must log and store all contraband seized from youth into a secure locked location, or in the locked trunk of a state vehicle until transferred. This includes, but is not limited to, knives, shanks, clubs, prescription drugs, tobacco products, drug paraphernalia and gang attire.
 - a) Staff must follow guidelines established in OYA policy III-A-4.0 (Searches of Youth and Areas; Processing of Contraband or Evidence in Community Placements) regarding collection, storage, destruction and handling of contraband and potential evidence.
 - b) Vehicles must be searched for contraband before and after youth transports.
2. Staff must follow guidelines established in OYA policy III-A-9.0 (Youth Personal Property in the Community) regarding disposition of personal property.

Youth personal property maintained in the field office will be approved, regulated and monitored through local field procedures.

D. Security and communication equipment

Security and communication equipment must be securely stored and accounted for. Such equipment will include, but not be limited to, restraints, handcuff keys, cell phones, digital cameras, and laptops.

1. Each field office must maintain a master inventory of all security and communication equipment. The master inventory will be verified on a regular basis.
2. Staff authorized to carry security equipment must be trained to do so.
3. Digital cameras must be easily accessible for documentation of possible evidence, accidents and youth identification photographs.

E. Internal controls in the field office

1. Staff must appropriately use door-locking systems to maintain security.
2. Staff must control access to field office and state vehicle keys.
 - a) At no time may youth use or have in their possession staff-issued keys.
 - b) Keys will be stored in a manner that would make any loss or removal immediately apparent.
 - c) Keys will be inventoried on a regular basis.
 - d) Loss of a key may result in changing the corresponding locks.
3. Staff must control intercom and telephone use.
4. First aid and bloodborne pathogen kits must be properly stocked and easily accessible.
5. Each office must follow the local safety committee process as delineated in OYA policy I-C-7.0 (Safety and Health Program).

F. Health

1. Staff must provide secure storage, handling and accountability of youth medications and medical supplies waiting for transport.
2. Disposal of youth medications must follow procedures set forth in the OYA general field procedure "Medication Management."
3. Clearly-labeled hazardous (including bio-hazardous) material storage containers must be available in designated storage areas.
 - a) Bloodborne pathogen kits, bags and proper cleaning material will be available to clean blood or other bodily fluids.

- b) Clean-up gloves and refuse bags will be available for handling contaminated clothing.
 - c) If exposed to bio-hazardous material or potential bloodborne pathogens, staff will follow guidelines delineated in OYA policy I-C-8.1 (Bloodborne Pathogens).
4. Staff must follow guidelines delineated in OYA policy I-C-7.3 (Hazard Communications Program) when storing, disposing and handling hazardous chemicals. Hazardous chemicals are used according to Material Safety Data Sheets (MSDS).
- a) MSDS must be available for all chemicals in the office.
 - b) Onsite chemicals must be properly labeled and stored.

G. Emergency Action Plans

Each field supervisor must ensure safety of their offices by maintaining a coordinated emergency response with appropriate local community agencies.

- 1. Emergency contact telephone numbers must be posted for easy staff access. During an emergency, the response agency will be contacted immediately.
- 2. Fire evacuation routes must be clearly posted near exits.
- 3. Fire evacuation and earthquake exercises must be routinely held and documented for all shifts.
- 4. Emergency equipment (fire extinguishers and defibrillators)
 - a) Emergency equipment must be tested according to the guidelines set forth by the manufacturer to maintain sound working order.
 - b) Fire extinguishers must be visually inspected on a monthly basis. This inspection will be noted on the extinguisher's tag.
 - c) Emergency equipment must be readily accessible during an emergency.
- 5. Staff must follow OYA general field procedure "Critical Incident Reporting" and OYA policy I-E-1.0 (Director's Incident Notification and Report) when appropriate.

H. Communication system

Each field office must maintain a communication system to ensure pertinent information is passed between all levels of staff throughout the workday.

1. Staff will use sign-out boards or a similar tracking method to indicate their presence or absence in the office. If absent, a notation of their whereabouts will be indicated.

Satellite offices may use other methods to communicate their whereabouts to coworkers if sign-out boards are not practical.
2. Use of electronic daily calendars to indicate staff whereabouts is encouraged (e.g. Outlook).
3. Staff cell phone numbers and/or pagers are easily accessible.
4. Staff will respond to pages and/or telephone contacts in a timely manner. If staff know they will be unable to receive these types of contacts, they will communicate such prior to departure, according to local protocol.
5. Staff emergency contact telephone numbers will be current and confidentially maintained.
6. Field office staff meetings will be held on a regular basis and documented.
7. A central filing system for youth information will be available and accessible to all staff.

Youth case files will be maintained and transferred in accordance with OYA policy I-E-2.2 (Facility Youth Case File and Medical File Protection and Transfer).

I. Field office safety and security peer reviews

Adherence to this policy will be monitored biennially by a field office safety and security peer review process.

V. GENERAL FIELD OPERATING PROCEDURE REQUIRED: YES

The OYA general field procedure provides specific guidelines for the following topic areas:

- A. Key control;
- B. Security and communication equipment storage and tracking;
- C. Youth personal property - long-term and short-term storage;
- D. Youth personal property - inspection and accounting;

- E. Central filing system;
- F. Field office safety and security peer reviews.

VI. LOCAL OPERATING PROTOCOL REQUIRED: YES

Local field offices will maintain an operating protocol which provides a process for the following topic areas:

- A. Staff communication throughout the workday and after hours;
- B. Local emergency response agencies contact list or protocol;
- C. Staff meetings;
- D. Youth property - long-term and short-term storage;
- E. Youth property - inspection and accounting;
- F. Key control;
- G. Accident reporting;
- H. Field office monthly safety inspection list.