



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:

III-A-6.0 (06/21)

III-A-6.0 (07/17)

III-A-6.0 (10/08)

Effective Date:

10/26/2023

Date of Last

Review/Revision:

None

Related Standards and References:

- Local Emergency Action Plan
- [Continuity of Operations Planning \(COOP\)](#)
- [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)

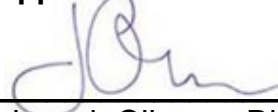
Related Procedures:

- [Community Services Procedures](#):
 - Medication Management
 - State-issued Equipment
 - Central Filing & Maintenance of Paper Case Files
- [Local field office protocols](#)

Policy Owner:

Community Services Assistant
Director

Approved:



Joseph O'Leary, 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 information, and to protect against sabotage, damage, and theft.

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. Staff must strive to maintain field office safety standards while also providing a welcoming environment for all youth and families.

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. Staff must use only authorized entrances and exits.

Emergency exits must be identified and used only during emergencies.

4. Public entrances or reception areas must be monitored. Such entrances must be locked when not monitored.
 5. When controlled by OYA, office entry keypad codes must be changed upon staff turnover, breach of security, or the field supervisor's discretion.
- B. Appropriate lighting will be installed in all entrances.
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, tobacco products, and drug paraphernalia.
 - 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 may include, but not be limited to, restraints, handcuff keys, cell phones/mobile communication devices, 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. Staff authorized to carry security equipment must be trained to do so.
2. Staff must carry mobile communication devices that have working cameras 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 and access cards.
 - a) At no time may youth use or have in their possession staff-issued keys or access cards.
 - b) Keys and access cards must be stored in a manner that would make any loss or removal immediately apparent.
 - c) Keys must be inventoried on a regular basis.
 - d) Loss of a key or access card may result in changing the corresponding locks.
3. Staff must control intercom and telephone use.

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. First aid and bloodborne pathogen kits must be properly stocked and easily accessible.
4. 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 must be available to clean blood or other bodily fluids.
 - b) Clean-up gloves and refuse bags must be available for handling contaminated clothing.

5. If exposed to bio-hazardous material or potential bloodborne pathogens, staff must follow guidelines delineated in OYA policy I-C-8.1 (Bloodborne Pathogens). 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 Safety Data Sheets (SDS).
 - a) SDS must be available for all chemicals in the office.
 - b) Onsite chemicals must be properly labeled and stored.
6. Each office must follow the local safety committee process as delineated in OYA policy I-C-7.0 Safety and Health Program.

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 and available for easy staff access. During an emergency, the response agency must 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.
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 must 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 must 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 are easily accessible.
4. Staff must respond to 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 must be current and confidentially maintained.
6. Field office staff meetings must be held on a regular basis and documented.
7. A central filing system for youth information must be available and accessible to all staff.

Youth case files must 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 and quarterly inspections
 1. A peer review quarterly inspection must be completed in each field office once every biennium.
 2. Each field office safety committee member must conduct a quarterly safety inspection at all offices in their unit.
 3. The inspection must be documented on the OYA Hazard Identification Inspection – Field form and submitted to the safety committee coordinator.
 4. The safety committee coordinator must post all completed inspection forms on OYANet.

V. GENERAL FIELD OPERATING PROCEDURE REQUIRED: YES

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

- A. Key and access card 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; and
- F. Field office safety and security peer reviews.

VI. LOCAL OPERATING PROTOCOL REQUIRED: YES

Local field offices must 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. Youth property - long-term and short-term storage;
- D. Youth property - inspection and accounting;
- E. Key and access card control; and
- F. Accident reporting.