

**A Guide for Parents and Families  
of  
Department of Corrections Youth  
in the Custody of the  
Oregon Youth Authority**



For more information regarding, OYA please access our Web site  
at: [www.oregon.gov/OYA](http://www.oregon.gov/OYA).

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# A Guide for Parents/Families of Department of Corrections Youth in the Custody of the OYA

## Introduction

This guide is for parents/guardians or family members who have a youth in an OYA **youth correctional facility**<sup>1</sup>. This guide will provide you with important information about OYA. OYA wants you to have as much information as possible. Many of the questions you may have will be answered by reading this guide. The guide includes information about your family's rights and who to contact if you have concerns.

There will be many new people who will play important roles in your youth's life. In addition, you will need to become familiar with OYA's rules and your responsibilities. Youth need their parents/guardians to be involved in their lives while in OYA. Your involvement is critical in order for your youth to complete this phase of his/her rehabilitation. Parents/guardians have many responsibilities while youth are involved with OYA. This guide will explain some of these responsibilities.

You have received a "Parent Packet." The packet contains this guide you are reading. The packet also contains several forms. **It is very important that you complete the forms contained in the packet and return them to the youth correctional facility without delay.**

## How to use this guide

You will hear and learn a lot of new terms while your youth is in a youth correctional facility. This guide will define many terms to help you understand OYA's services and rules. Terms needing definition will be written in **bold**, with its definition at the bottom of the page.

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<sup>1</sup> **Youth correctional facility:** An OYA secure facility designed to provide custody for offenders committed to the legal or physical custody of the OYA.

There is space for you to write down any questions you may have at the end of each section. If you have questions about any terms that have been used, please write those down as well. We encourage you to bring this guide to your first meeting with your youth's facility **treatment manager**<sup>2</sup> designee. S/he will answer your questions.

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<sup>2</sup> **Treatment manager:** The OYA staff responsible for the day-to-day supervision of living units in OYA youth correctional facilities. Treatment managers are responsible for coordinating treatment services and case planning of youth treatment and overall management of the living unit.

## Overview of OYA and Mission

The Oregon Youth Authority (OYA) was established as a state agency on January 1, 1996. OYA's mission is to "protect the public and reduce crime by holding youth offenders accountable and providing opportunities for reformation in safe environments." That means it is our job to protect the public by holding youth accountable for criminal behavior and providing treatment so youth do not commit new crimes.

We do this by creating partnerships within communities, by supporting parental involvement, and by assuring that youth receive the right treatment services, in the right amounts, in order for them to be able to learn the skills they need to live crime-free. OYA can hold youth in its custody until the age of 25.

OYA has a Director appointed by the Governor of Oregon and confirmed by the Oregon State Senate. OYA employs over 1,200 staff dedicated to providing effective services to all youth in its custody. OYA primarily serves youth committed to its legal custody by juvenile courts. It also serves youth placed with OYA who are in the legal custody of the Department of Corrections (DOC). DOC youth receive services in six youth correctional facilities, and four transition programs (often referred to as "camps") throughout the state. Youth in DOC legal custody transfer to a DOC (adult correctional) facility or community supervision after leaving OYA.

### Organization of OYA Facilities

Each youth correctional facility (YCF) and transition program has a superintendent or director who is responsible for managing the entire facility. Superintendents/directors are supported by program directors or assistant directors.

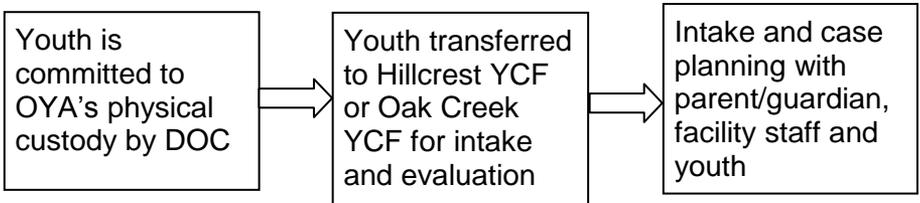
Treatment managers (TM) manage the living units in the facilities. They also coordinate services for youth. You will have a great deal of contact with your youth's treatment manager. Other living unit staff who play a role in your youth's treatment are Youth Corrections Unit Coordinators (YCUC) and Group Life Coordinators (GLC). The YCUC is often involved in treatment and

working with families. The GLC supervises youth in living units – many GLCs also lead treatment groups. Each living unit has a Qualified Mental Health Professional (QMHP) who provides mental health evaluation and services to youth.

Youth in YCFs live in dormitory-style living units with up to 24 other youth. It is important to OYA that youth are safe and make changes in their behavior. As a result, OYA staff provide direct supervision of all youth 24 hours a day. Youth participate in educational programs, job training programs, treatment groups and recreation every day. Youth are served three nutritious meals a day and provided medical care.

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### **Commitment Process to OYA from Juvenile Courts or Adult Courts (Measure 11 Offenses/Waivers to Adult Court)**




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#### Intake

After a short time in a DOC facility, male DOC youth are sent to Hillcrest Youth Correctional Facility (HYCF), in Salem, for a full evaluation. Female DOC youth are sent to Oak Creek Youth Correctional Facility, in Albany, for a full evaluation. While at Hillcrest or Oak Creek, youth receive medical and mental health screening and assessment, psychological testing, and risk assessments. All these assessments help determine the right facility treatment program for the youth. The assessment period

usually takes 30 - 45 days to complete. During this time, your youth will be living in an “intake unit” at Hillcrest or Oak Creek.

## Treatment

The assessment results lead to a decision about where your youth’s treatment should take place. Your youth will be placed in one of six youth correctional facilities for treatment. Each facility has different living units that provide specific treatment for youth. OYA uses evidence-based services, which means that these services have been proven by research to help change thinking patterns and behaviors that lead to criminal activity.

OYA provides a number of treatment programs and interventions for youth. These include skill training, Aggression Replacement Training (ART), drug and alcohol treatment, sex offender treatment, and gender-specific programming. Gender-specific programming refers to services which ensure that young women and men have their different interests recognized and their varying needs met with equally successful outcomes. Treatment for youth is typically provided in groups. Youth participate in role playing, demonstrate the skills they have learned, and complete homework assignments as part of their treatment.

You will find the address and phone number of each OYA facility on page 29 of this guide.

An example of a daily schedule of activities for youth in OYA’s facilities is on page 31.

## **Juvenile Parole and Probation Officers (JPPOs)**

The JPPO plays an important part in your youth’s treatment planning. They are an excellent resource for you while your youth is in an OYA facility. JPPOs provide case management services, in conjunction with the facility Treatment Manager, for your youth. JPPOs are supervised by Field Supervisors; both are located in your youth’s county of jurisdiction.

You will find a list of each OYA Juvenile Parole/Probation office in the “Contact Information” section of this guide.

## **Web site**

For more information regarding OYA please access our Web site at [www.oregon.gov/OYA](http://www.oregon.gov/OYA).

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## Case Planning for Your Youth

Case plans are written documents that identify each youth's strengths, risk factors, and treatment needs while they are in OYA's custody. Case plans serve as a roadmap to help guide a youth's path to success. It is critical that parents/guardians be involved in the case planning process to help create the right plan. OYA involves parents/guardians in the case planning process through **multidisciplinary teams (MDTs)**<sup>3</sup>. Multidisciplinary teams have meetings that include youth, parents/guardians, OYA staff, and treatment providers. These meetings are used to design and monitor the case plan. The youth, parent/guardian, and OYA staff represent the core of the MDT. Other professionals (e.g. medical staff, mental health or other treatment staff, school staff, mentors, etc.) may also be included in the MDT process to help a youth reach case plan and treatment goals. Each member of the team brings different skills and interests that are essential to helping youth change their behavior.

The success of the MDT process depends on all members respecting and listening to each other. It is the core MDT members' responsibility to identify, evaluate, and resolve issues in a constructive manner as they arise. **Open and honest communication is essential.**

An initial MDT meeting will take place within 30 days of a youth's placement in OYA's custody. This first meeting is usually referred to as the "intake MDT" meeting. The MDT members will review all the assessment information and use that information to develop

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<sup>3</sup> **Multidisciplinary teams (MDTs):** A team of individuals who work collaboratively to develop and maintain a comprehensive individualized case plan that is culturally competent and gender-specific for each offender committed to the Oregon Youth Authority (OYA). The MDT is based on a core team membership consisting of the offender, OYA primary case manager, placement representative, mental health professional (facility)/treatment provider (community), tribal representative (for offenders enrolled in one of Oregon's federally recognized tribes) and the parents/guardians. Additional team members are fluid and are identified by the core team based on the offender's Risk Needs Assessment, identified criminogenic needs and placement.

long and short-term goals. This MDT meeting will be held at the intake facility (Hillcrest or Oak Creek YCF) before the youth moves to his/her treatment facility. Once the youth arrives at his/her treatment facility, he/she will have another MDT meeting to develop a detailed case plan.

After the initial MDT meetings, future meetings are scheduled on a quarterly basis or at important points in a youth's treatment, such as a change in placement. MDTs will focus on youth progress and achievement by reviewing the case plan, skill development, and the goals established by the team.

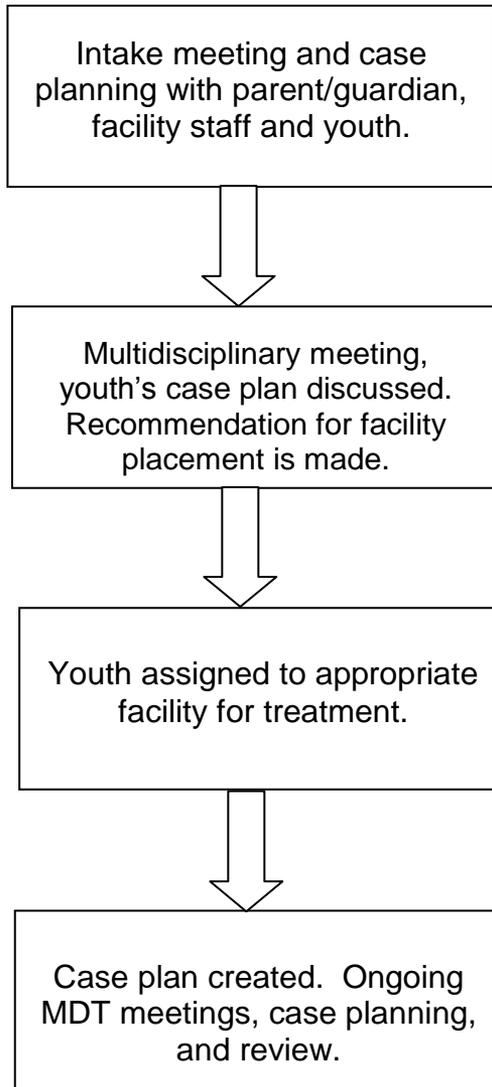
OYA recognizes the importance of having parents/guardians involved in the MDT process. It may be difficult for families to take time off and travel to participate in person at the facility. OYA will work with you in scheduling and/or assist in arranging for your participation by telephone or videoconference, if needed. If you have specific needs (for example, to participate by telephone or help with transportation) please talk to your youth's JPPO.

### Returning to Department of Corrections physical custody

Youth may be released directly from an OYA facility into the community. The release date and community supervision period will depend on the type of sentence the youth received at the conclusion of the court proceedings; Measure 11 (mandatory sentence), Waived (opportunity to earn "good time" for potential early release) or 2<sup>nd</sup> Look (opportunity for youth to be conditionally released at the mid-point of sentence). The details of these processes will be explained during the youth's regularly scheduled MDT meetings. Once the youth is released, he/she will be under supervision by adult community corrections staff.

Youth may remain in the physical custody of the OYA until they reach 25 years of age. If a youth reaches 24 years and 11 months of age and will not complete the prison term prior to reaching 25 years of age, OYA will arrange for the transfer of the youth to a Department of Corrections (DOC) facility. OYA staff will address the transition from the OYA facility to the DOC facility during the youth's MDT meetings.

## The Case Planning and Multidisciplinary Treatment Process



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## Visitation

Each facility has established a visitation schedule. You may contact your youth's facility for its specific visitation schedule. Contact information is located on page 29 of this guide. You may also access visitation information at the following Web site:

<http://www.oregon.gov/OYA/facility-services.shtml>

If you have specific questions about the visitation schedule or rules, please talk to your youth's treatment manager.

***During the first few weeks, visitation is limited to the youth's parent/guardians.*** Family members or other people wishing to visit a youth at an OYA facility must complete a "Request for Visiting" form (enclosed in your parent packet). OYA reserves the right to refuse visitation if the person behaves in a way that is unsafe or not supportive of the youth's treatment. In addition, OYA may need to restrict or deny visits between victims and youth, depending on individual circumstances.

OYA facilities have strict rules regarding what is allowed to be brought into a facility. Please review the "Contraband List" at the end of this guide for a list of items that are not allowed in OYA facilities. Visitors may be denied any further visits if they bring contraband items into facilities.

***Please review the visitation rules with your youth's treatment manager or JPPO so you understand the expectations around visitation. If you have any questions, please ask!***

## Mail

Youth in OYA facilities are provided the necessary supplies to write letters to family members. Letters are an important part of staying in contact with your youth. In order to protect everyone's safety, OYA has guidelines for inspecting mail for contraband and threats. All mail may be examined for contraband. Personal mail may also be read or photocopied if it is perceived to be a threat.

Youth mail is not censored, but may be rejected and returned to the sender if it threatens or is harmful to a facility's security, safety and order. If mail is rejected, both the intended recipient and the sender will be made aware of the rejection. They may appeal the rejection decision by writing to the staff listed in the rejection letter.

All mail sent from confined people who are in correctional or detention facilities to a confined youth will automatically be rejected. If a youth wants to receive mail from a person in a correctional or detention facility, the superintendent or camp director must first approve. Usually, mail from immediate family is allowed.

You may find details regarding youth mail in OYA policy, which is listed on our Web site. You may follow this link to access the policy: <http://www.oregon.gov/OYA/policies/II-F-3.0.pdf>. You may also ask your youth's treatment manager questions about youth mail.

## **Use of Phones**

Youth are allowed to use telephones to call family members. Youth are provided opportunities to make phone calls during regularly scheduled times. Due to the number of youth who want to use the phone, facilities may limit the number of calls per week and/or the length of each call. Facility staff will end phone calls if anyone on the call starts an inappropriate conversation or becomes verbally abusive or threatening in any way.

Youth are not allowed to receive incoming calls unless they are arranged in advance with the youth's treatment manager.

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## The Professional Standards Office

The Professional Standards Office (PSO) receives and investigates complaints made by youth, parent/guardians, staff or members of the public reporting suspected misconduct or abuse by OYA staff or contracted providers.

OYA will take each complaint seriously and will respond in a timely manner. People making a complaint to the PSO will not be punished or singled out for having done so. Each complaint will be handled as confidentially as possible. There may be times when confidentiality cannot be maintained, and you are encouraged to talk to the office about any concerns you may have around confidentiality. If confidentiality cannot be maintained, you will be advised of this as part of the complaint process.

When making a complaint, it is important to separate issues regarding program decisions (e.g. disagreeing with a youth's loss of a privilege) and issues concerning youth safety. For issues regarding program decisions, you should use the OYA grievance process (see page 25) for youth and parent/guardian concerns. **If you have a concern or complaint regarding youth safety, you should contact the Professional Standards Office.**

To contact the Professional Standards Office, you may call the confidential toll-free telephone hotline: **1-800-315-5440**. The hotline is reviewed several times per day and callbacks are usually made within 24 hours of the next business day. You may also call the PSO direct phone number at (503) 378-5313.

Concerns may also be made online at the OYA Web site <http://www.oregon.gov/OYA/pso.shtml>. An electronic form is sent directly to the PSO and will be reviewed by the manager of that office usually within 24 hours of the next business day.

## Principles of Conduct

OYA has adopted 12 "Principles of Conduct" which direct each OYA employee's work. The OYA is dedicated to demonstrating these principles in our work. You will see these principles of conduct posted throughout the facility where your youth lives.

These are the Principles of Conduct:

Oregon Youth Authority values excellence in public service, partnerships with local communities and other agencies, openness and accountability, and provision of service in a fair, respectful, and humane manner. OYA expects each and every employee to adhere to and demonstrate these values and standards expressed in the following Principles of Conduct.

- Be truthful and honor the ethics of our profession
- Adhere to federal, state, and local laws
- Encourage and follow OYA's mission, values, policies, rules, and directives
- Report illegal and unethical behavior, and ensure that a code of silence is never a part of OYA culture
- Promote a transparent work environment where reports of illegal and unethical behavior are made without reproach or retaliation
- Ensure and promote a safe work environment and be fit for duty
- Respect the civil and legal rights of all individuals
- Uphold the public trust and never use our positions for personal gain, privilege, or advantage
- Interact with stakeholders and business associates respectfully, appropriately, openly and honestly
- Interact with offenders in a manner that enhances offender reformation
- Establish and maintain clear professional boundaries with offenders and their families
- Treat co-workers professionally and with respect

If you have any questions regarding these Principles of Conduct or whether an OYA employee is following these principles, you are encouraged to contact the Professional Standards Office.

## **Relationships with youth and families**

It is important that OYA staff have clear rules about contact and communication with youth and each youth's family in order to provide effective service. An important part of establishing clear boundaries is to keep relationships "professional." That is, OYA staff will interact with youth and families ONLY within the limits described in their job description and OYA policy. **Staff are not allowed to have personal, social, or business relationships with youth or families of youth in OYA custody.**

These boundaries are to be maintained even after the youth has left OYA custody. OYA staff are not allowed:

- to accept gifts
- enter into business relationships
- receive services provided by parents or
- have personal relationships of any sort with youth and families.

For your youth to receive the best possible service OYA has to offer, make sure that clear boundaries are maintained. If you have any questions about what is appropriate and what is not appropriate or you have any concerns about whether an OYA staff is maintaining appropriate boundaries, you can contact the facility Superintendent, Treatment Manager, JPPO, Field Supervisor or the Professional Standards Office.

## **Important Information about Abuse and Neglect**

An important element of our mission is safety. All OYA staff are required by law to report suspected child abuse. Allegations of abuse and neglect received by OYA staff are taken seriously and will be reported to the Child Protective Services of the Department of Human Services (DHS) or the Oregon State Police.

You can contact DHS directly, or use the PSO Complaint Hotline (1-800-315-5440) if you have concerns regarding what you think might be abuse or neglect of youth in OYA custody. The PSO will forward concerns received on the hotline to DHS Child Protective Services or the Oregon State Police. If you need help finding the telephone number for Child Protective Services, you can call your local DHS branch for assistance or find the telephone numbers at the following Internet Web site:

[http://www.oregon.gov/DHS/children/abuse/cps/cw\\_branches.shtml](http://www.oregon.gov/DHS/children/abuse/cps/cw_branches.shtml).

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## Health Care Services

The OYA is committed to providing the most appropriate medical, dental, and mental health services for your youth. To help us arrange the best and well-timed care:

- Be sure to report any medical condition your youth has, including any allergies to foods, medications or environmental conditions.
- Let us know of any history of injuries, especially to the youth's head or neck.
- Let us know of any history of mental health concerns. This includes any history of hurting themselves or any other behavior that has put the youth or anyone else at risk of harm.
- Let us know of any other concerns of a health-related nature, including any information you have regarding your youth's use of inhalants, alcohol, street drugs, or any misuse of prescription medications.
- Tell us your youth's current or most recent medical provider. We may need to contact him or her sometime in the future.
- Provide us with your youth's immunization history.

Form YA 4002 (OYA Parent/Guardian Questionnaire) is included in the parent packet for you to complete and return to us to ensure your youth receives the best care possible. Please do not feel limited by the form – if you have other health information you wish to share, *do not hesitate to speak with your youth's treatment manager. If you need to talk with medical staff regarding your youth's care, the treatment manager will help you contact the medical staff.*

In many instances, the court requires families to provide insurance for their youth while he or she is in OYA custody. If you have private insurance for your youth, be sure to share the insurance information with your youth's treatment manager. Your youth will receive health care services while he or she is in the facility; however, state funds can only be used after any private insurance is billed.

All **medically necessary**<sup>4</sup> care for a youth placed in a YCF is provided by the state. Most of the time, care will be provided by OYA staff or contracted physicians, dentists, nurses, or mental health professionals. If your youth has a condition which cannot be treated in the facility, he or she may be transported by OYA staff to a community provider for specialized treatment.

## Child Support

State and federal law requires the State of Oregon to collect child support payment from parents (both biological and adopted) when their youth is placed in state custody. The money is used to reimburse the state for part of the cost of providing care and services for youth.

The Department of Justice, Division of Child Support (DCS) is the agency designated to collect child support payments from parents. OYA must refer a youth's parents to DCS when a youth is placed in OYA custody. Under Oregon law, both parents have the responsibility for providing support for their children. This is true whether or not the youth was living with the parent prior to placement in OYA custody.

The amount of support parents must pay depends on income. DCS has established guidelines to calculate the amount of the child support payment. The OYA has developed a pamphlet that provides additional information regarding child support. This pamphlet is included in your parent packet. You may also access our Web site which provides detailed information regarding child support. The Web site address for child support information is as follows: [www.oregon.gov/OYA/policies.shtml](http://www.oregon.gov/OYA/policies.shtml).

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<sup>4</sup> **Medically necessary:** Care that is essential to life and health, without which rapid deterioration may be an expected outcome and where medical surgical intervention makes a very significant difference; **and** care without which the youth's health could not be maintained without significant risk of either further serious deterioration of the condition or significant reduction of the chance of possible repair after release or without significant pain or discomfort.

## **Office of Minority Services**

OYA recognizes and celebrates the values and strengths of all cultures. The Office of Minority Services (OMS) ensures that OYA provides services that are appropriate based on cultural values. If your family has specific cultural or ethnic considerations which should be taken into account when developing the case plan and treatment services, please make these known to your youth's treatment manager or JPPO.

OMS provides a number of specific services to support youth and families of diverse cultures. These include:

- Translation and interpretation services for youth and families who have difficulty understanding and communicating in English
- Multicultural support groups
- Minority Youth Transition Program
- Gang Intervention
- Tattoo Removal Services
- Special events such as Native American Pow Wows, Cinco de Mayo Celebration, and Black History Month activities.

For more information about OMS, you may contact OMS staff by calling (503) 378-4667.

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## Youth Rights

All youth committed to the custody of the OYA will be treated fairly, respectfully and without discrimination. All youth will retain the rights given to them under state and federal laws.

The OYA is responsible for notifying youth of their rights and about the grievance process to follow if they believe their rights have been violated. All youth receive information about their rights and the grievance process during the intake period. Youth will not be retaliated against for filing a grievance or making a complaint. Staff will make sure this information is presented to youth in a manner they can understand.

While in OYA custody, youth will have the right to:

1. Receive sanctions for misconduct without degrading comments or intentional bodily harm.
2. Receive considerate and respectful treatment free of discrimination, mental/physical/sexual/verbal abuse and/or humiliation.
3. Receive complete information about his/her progress in treatment in age-appropriate language.
4. Have opportunity for play, recreation and exercise.
5. Have opportunity for education.
6. Receive adequate nutrition, sleep and medical care.
7. Have information kept confidential except in areas that allow for those who need to know certain information as defined by law.
8. Receive/send mail in accordance with court orders. Mail can be restricted if it is a threat or is detrimental to security, safety or order.
9. Have reasonable access to religious services and practices. No youth will be forced to participate.

10. Not be exploited or required to make public statement of gratitude for the agency to the public; or be required to perform at public gatherings.
11. Have opportunity to contact his/her attorney, parent, guardian and/or Juvenile Parole/Probation Officer.
12. Have opportunity to file a grievance if he/she believes a right has been denied or violated. Youth offenders may also call the toll-free phone number (1-800-315-5440) to report such events.

OYA does not allow these rights to be restricted as part of a disciplinary process or privilege system.

## **Parent/Guardian Rights and Responsibilities**

### **Parent/Guardian Responsibilities**

Parents/guardians have very important roles in helping youth make the most of their treatment in OYA. We recognize that it is a very vulnerable time for youth when they are placed in a facility. Not only does your youth have to deal with family separation and reduced contact with family, friends and community support, but youth have to adjust to a different environment with many new expectations. As a result, it is important that you become involved in your youth's treatment. OYA believes your role is critical in creating an opportunity for success for your youth.

Below is a list of your responsibilities while your youth is in OYA.

1. Communicate openly and respectfully with OYA staff. Express your opinions, wishes and concerns openly and honestly.
2. Be open to new information, standards for accountability, and opportunities for **reformation**<sup>5</sup>.

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<sup>5</sup> **Reformation:** The process of improving and changing youth conduct. This includes youth changing their thinking and behavior that led to criminal activity.

3. Report concerns about, or violations of, youth rights, safety, and staff misconduct.
4. Be actively involved in your youth's treatment.

## **Parent Rights**

OYA is dedicated to being an agency that is transparent. For an agency to be transparent, people need to understand what the agency does and how the agency does it. Part of transparency is making sure that parents/guardians are informed of their rights as well as their responsibilities while their youth is in OYA custody. This is an important step to achieve the best possible treatment outcome for youth.

As parents/guardians of youth committed to the OYA, you have the right to:

1. Communicate during intake to share and gather information concerning your youth's commitment to the OYA.
2. Considerate and respectful treatment free of discrimination, verbal abuse, or humiliation.
3. Involvement in your youth's case planning process.
4. Regular contact with your youth's treatment manager to communicate progress.
5. Visit your youth – however, please be informed that visits may be restricted based on court order or if there is a threat to security, safety or the orderly operation of the facility or program.
6. Receive/send mail in accordance with the law, unless restricted based on court orders - Mail will be restricted if it is a threat or it has been determined to be dangerous to security, safety or the orderly operation of the facility or program.

7. Express concerns that will be investigated, and to receive a report in a timely manner.
8. File a grievance if you believe a right has been violated. The grievance process is described in detail below.

## Grievance Process

If issues or concerns arise, OYA encourages you to report these as soon as possible to your youth's treatment manager or JPPO. The OYA will not discriminate or retaliate in any way against any individual who submits a complaint or participates in a complaint investigation.

Youth are provided information regarding grievances during the intake process. This includes informing youth what their rights are and how to file a grievance if they believe their rights have been violated. We encourage youth to make an effort to informally resolve problems with staff. However, this is not a requirement.

You can contact the Professional Standards Office by telephone or email if you feel your youth's rights have been violated in a way that affects someone's safety or health. The contact information is: 1-800-315-5440, or <http://www.oregon.gov/OYA/psos.shtml>.

You may file a written grievance directly with your youth's treatment manager, program director or the facility superintendent/camp director.

The following is the step-by-step grievance process:

Step 1: The youth or parent/guardian may file a grievance by completing an Offender Grievance Form or writing a letter to OYA. Ask your youth's treatment staff or JPPO for a copy of the form. The forms are available within youth correctional facilities. You may also obtain the form online at this address: [http://www.oregon.gov/OYA/docs/ops\\_youth\\_grievance\\_form.pdf](http://www.oregon.gov/OYA/docs/ops_youth_grievance_form.pdf).

Step 2: Within seven (7) business days of receiving a grievance, staff will contact the youth or parent/guardian to review the matter. The goal of this review is to satisfactorily resolve the grievance. If you are unsatisfied with the response, you may request the

grievance be reviewed by the superintendent or camp director. If you are unsatisfied with the results of the reviews, you may request a formal review (see Step 3).

Step 3: You may request a formal grievance review if you are not satisfied with the results of the other grievance reviews you have had. A formal grievance review will be held within 30 calendar days of your request, unless a delay is agreed to by the youth, or youth's representative, and the OYA staff reviewing the grievance. All involved parties will be notified in writing of the date and time for the review.

- Staff can help the youth prepare for the grievance upon request.
- The grievance review is not a legal proceeding but an opportunity to discuss the grievance and find resolution. Parent/guardians or youth who use legal assistance are responsible for paying for the services.
- During the review, the youth or parent/guardian can ask witnesses to testify, present testimony or provide documentary evidence.

Step 4: A written decision will be sent to you or the youth within 10 working days of the formal grievance review. The decision will include instructions for filing an appeal to the OYA Director.

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## Conclusion

Hopefully this guide has answered questions you may have had about your youth's commitment to OYA and clarified some of your rights and responsibilities. It is very important that you complete the forms contained in the "Parent Packet" and return them to the youth correctional facility as soon as possible. Remember to ask questions you may have written down throughout this guide when you meet with your youth's treatment manager or JPPO.

The OYA recognizes youth need their families to be involved in their lives during their commitment to OYA. Positive family involvement has shown to increase the chances of youth success in reformation. Please feel free to contact staff at your youth's facility as additional questions surface. You may also contact the OYA central office at (503) 373-7205 concerning this guide.

## **APPENDICES**

### **Appendix A**

#### **Youth Correctional Facilities/Transition Programs (Camps)**

##### **Camp Florence**

541-997-2076

04859 South Jetty Road, Florence, OR 97439-8531

##### **Camp Tillamook**

503-842-4243

6820 Barracks Circle, Tillamook, OR 97141-9683

##### **Eastern Oregon Youth Correctional Facility**

541-573-3133

1800 West Monroe, Burns, OR 97720

##### **Hillcrest Youth Correctional Facility**

503-986-0400

2450 Strong Road SE, Salem, OR 97302-9676

##### **MacLaren Youth Correctional Facility**

503-981-9531

2630 North Pacific Highway, Woodburn, OR 97071-8999

##### **North Coast Youth Correctional Facility**

503-861-7190

1250 SE 19<sup>th</sup>, Warrenton, OR 97146

##### **Oak Creek Youth Correctional Facility & Young Women's Transition Program**

541-791-5901

4400 Lochner Road SE; Albany, OR 97322

##### **River Bend Transition Program**

541-663-8801

58231 Oregon Highway 244, La Grande, OR 97850-7240

##### **Rogue Valley Youth Correctional Facility**

541-471-2862 ext. 221

2001 NE F Street, Grants Pass, OR 97526-4813

##### **Tillamook Youth Correctional Facility**

503-842-2565 ext. 221

6700 Officer Row, Tillamook, OR 97141-8903

## **Appendix B**

### **OYA FACILITIES OFFENDER PROHIBITED ITEMS**

There are significant security and safety risks to youth, staff, and the community when youth possess prohibited items. Contraband is any article or thing which a youth is prohibited by statute, rule, policy, or order from obtaining, possessing, or which the youth is not specifically authorized to obtain or possess, or which the youth alters without authorization.

Prohibited items may be authorized to enter the facility under strict control as directed by OYA policy, facility procedure or the superintendent/camp director. Prohibited items must be secured when not in use, and must never be in the possession of a youth.

#### **PROHIBITED ITEMS INCLUDE THE FOLLOWING:**

- Aerosol spray
- Altered items/ items altered from original purpose
- Alcohol-containing fluids
- Alcoholic beverages
- Caustic or dangerous chemicals
- Clothing articles referencing drugs, alcohol, gangs, hate, or obscenity
- Clothing articles that are revealing
- Dangerous tools, knives and equipment
- Documents containing plans for escape, criminal activity, gang activity, OYA prohibited behavior or that constitutes a crime within itself or used for the furtherance of illegal activity
- Escape devices or paraphernalia
- Flammables, explosives, firecrackers, lighters, or matches
- Firearms, weapons, or ammunition
- Illegal items, substances or drugs
- Keys and locks
- Money, debit, credit or gift cards
- Prescription or controlled medications
- Prohibited Mail
- Publications deemed detrimental to reformation
- Metal items such as: large belt buckles, needles, brass knuckles, razor blades, other sharp metal objects.
- Mobile communication devices (i.e. cell phones, two-way radios, GPS)
- \*Internet connectable devices
- Sexually explicit or pornographic materials
- Tattooing devices or paraphernalia

- Tobacco products or paraphernalia
- Yeast, hot peppers, poppy seeds, cayenne pepper
- \*Camera, video or sound recording devices
- \*Glass bottles or containers
- \*Gum, taffy or sticky substances
- Other items designated by facility or program

\*Transition Camps may designate these items as controlled items that youth may obtain or possess under specific guidelines.

**SUPPLYING CONTRABAND IS A FELONY:**

A person commits the crime of supplying contraband if the person knowingly introduces any contraband into an OYA facility or program, or a person confined in such facility or program knowingly makes, obtains, or possesses any contraband item. The OYA will initiate criminal charges against any person committing such crime.

## **Appendix C**

### **Youth Correctional Facility Daily Schedules**

Each facility provides a structured living environment for youth. This includes a daily schedule of activities. Attending education programs is a large part of each day.

Generally, the daily schedule during the school year is as follows:

#### **Basic Daily Schedule**

|          |   |
|----------|---|
| 6:00 am  | Wake up, hygiene, breakfast             |
| 7:45 am  | School                                  |
| 11:30 pm | Lunch                                   |
| 1:00 pm  | School                                  |
| 3:00 pm  | Treatment Groups and/or Recreation      |
| 4:35 pm  | Dinner                                  |
| 5:30 pm  | Treatment Groups and/or Recreation      |
| 9:00 pm  | Youth into dorms/rooms, showers, snacks |
| 10:00 pm | Lights out                              |

Weekend activities include recreation, visiting, religious services and cultural ceremonies.

**Appendix D**

**Contact Information**

**Oregon Youth Authority Juvenile Parole & Probation Office**

**Benton County**  
541-766-3545

**Clatsop County**  
503-338-0125

**Coos County**  
541-756-4290

**Curry County**  
541-247-3302

**Douglas County**  
541-464-6393

**Josephine County**  
541-474-5186

**Lane County**  
541-682-4700

**Linn County**  
541-967-2044

**Marion County**  
503-378-6804

**Polk County**  
503-623-2349

**Umatilla County**  
541-278-4225

**Wasco County**  
541-298-8580

**Yamhill County**  
503-434-7376

**Clackamas County**  
971-673-6700

**Columbia County**  
503-397-0275

**Crook County**  
541-416-3847

**Deschutes County**  
541-388-6155

**Jackson County**  
541-774-3800

**Klamath County**  
541-883-5509

**Lincoln County**  
541-574-6080

**Malheur County**  
541-889-3810

**Multnomah County**  
503-731-4971

**Tillamook County**  
503-842-3417

**Union County**  
541-663-8801

**Washington County**  
503-672-9569