

**Chapter: Agency Supports and Controls**  
**Title: OIG Facility Safety and Security Observation Reports**

**Effective Date:** 4/15/10, T-103  
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**New**

ACA Standard(s): N/A

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(a) **Policy.**

The Office of Inspector General (OIG) conducts safety and security observations at facilities operated by or under contract with TYC. OIG investigators will provide reports to agency management documenting all findings, both positive and negative.

(b) **General Provisions.**

- (1) OIG facility observation reports will focus on areas of facility safety and security including, but not limited to:
  - (A) prevention of death or serious bodily injury of youth or staff; and
  - (B) prevention of youth escapes.
- (2) OIG facility observations will be conducted by OIG investigators:
  - (A) due to an assignment by OIG-Central Office to observe certain areas or processes at a particular facility; and/or
  - (B) during the normal course of business as safety or security issues are discovered.
- (3) OIG facility observations may or may not be announced to facility staff prior to the observation.
- (4) In addition to the procedures set forth in this policy, the executive director may take any action deemed necessary in connection with the results of an OIG facility observation report.

(c) **Procedures.**

- (1) Within two working days after conducting the observation, the OIG investigator documents results of the observation on the Facility Safety and Security Observation Report form, OIG-730, and forwards the form to the inspector general or designee.
  - (2) The inspector general or designee:
    - (A) assigns a tracking number to each completed OIG-730 form;
    - (B) forwards the OIG-730 form to the executive director and the appropriate division director or their designees within two working days after receipt of the completed form.
  - (3) If corrective action is required, the appropriate division director provides the following information in writing to the inspector general or designee and executive director as soon as possible, not to exceed ten workdays after receipt of the OIG-730 form:
    - (A) a description of any corrective measures already completed or underway; and
    - (B) if needed to fully address the issue(s) raised, a description of any planned corrective measures (i.e., specific action steps, responsible staff members, and target completion dates).
  - (4) The inspector general or designee closes the file related to the observation report:
    - (A) upon referral of the OIG-730 form to the appropriate division director if corrective action is not required; or
    - (B) upon receipt of the description of corrective measures from the appropriate division director.
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