

## ROOM CONFINEMENT

- AUTHORITY:** Administrative Directive California Code of Regulations, Title 15, Sections 1354, 1354.5, 1390 and 1391 Welfare and Institutions Code, Section 208.5
- RESCINDS:** Procedure Manual Item 3-1-027, dated 10/26/18 (Major Revision)
- FORMS:** Special Incident Report (F057-7018)  
Behavior Notice (F057-6259)  
Mediation Agreement (Attachment A)
- PURPOSE:** To define the approved use of Room Confinement for Juvenile Hall and the Youth Leadership Academy and establish uniform procedures for documentation and supervisory review.

### I. GENERAL INFORMATION

- A. All staff have an affirmative responsibility to utilize less restrictive measures before placing a youth on room confinement for behavior control. Room confinement shall not be used before all other less-restrictive options have been attempted and exhausted unless attempting those options would pose a threat to the safety and security of youth or staff.
- B. The placement of a youth in room confinement shall be accomplished in accordance with the following guidelines:
1. Room confinement shall not be used before other, less restrictive, options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.
  2. Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.
  3. Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.
  4. A youth may be held up to four hours in room confinement. After the youth has been held in room confinement for a period of four hours, staff shall do one or more of the following:
    - a. Return the youth to general population.
    - b. Consult with mental health or medical staff.
    - c. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.

5. If room confinement must be extended beyond four hours, staff shall do each of the following:
  - a. Document the reasons for room confinement and the basis for the extension, the date and time the youth was first placed in room confinement, and when he or she is eventually released from room confinement.
  - b. Develop an individualized plan that includes the goals and objectives to be met in order to integrate the youth to general population.
  - c. Obtain documented authorization by the Division Director or his or her designee every four hours thereafter.
- C. This procedure is not intended to limit the use of single-person rooms for the housing of youth in juvenile facilities and does not apply to normal sleeping hours.
- D. Nothing in this procedure shall be construed to conflict with any law providing greater or additional protections to youth.
- E. This procedure does not apply during an extraordinary emergency circumstance that requires a significant departure from normal institutional operations, including a natural disaster or facility-wide threat that poses an imminent and substantial risk of harm to multiple staff or youth. The decision to place all youth in their rooms due to an extraordinary emergency circumstance can be made by the Deputy Juvenile Correctional Officer (s) (DJCOs) and Senior Deputy Juvenile Correctional Officer (s) (Senior JCOs) on duty. As soon as practically possible, the unit Supervising Juvenile Correctional Officer (SJCO) or Duty Officer shall be notified. This exception shall apply for the shortest amount of time needed to address this extraordinary emergency circumstance.
- F. This procedure does not apply when a youth is placed in a locked room to treat and protect against the spread of a communicable disease for the shortest amount of time required to reduce the risk of infection, with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in a hospital for an illness. Additionally, this section does not apply when a youth is placed in a locked room for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in a hospital for an illness.
- G. It is the policy of this department that youth will remain out of their rooms during normal waking hours. Youth will not be deprived of their rights while on room confinement (Reference PMI 3-1-022, Youths Rights), including their right to due process (Reference PMI 3-1-043 Behavior Management and Disciplinary Due Process).
- H. Administration of discipline shall include trauma-informed approaches and positive behavior interventions (incentives). Major rule violations and the discipline process shall be documented and require the following: accommodations provided to youth with disabilities, limited literacy, and English language learners.
- I. Whenever a youth is placed in his/her room, a log entry will be made and include:

1. The youth's name.
  2. The time room confinement began.
  3. The behavior resulting in the room confinement.
  4. The time and name of the SJCO /Duty Officer who was notified (when necessary as further described).
  5. The time the room confinement ended.
- J. When a youth is on room confinement status, safety checks will be completed at staggered intervals not exceeding 15 minutes. All safety checks must be recorded in the unit log.
- K. All forms of room confinement outlined in this procedure may be grieved by a youth.
- L. Room confinement shall not apply to regular sleeping hours (no earlier than [REDACTED] [REDACTED]) in which the youth are confined to their rooms for sleeping purposes.

## II. ROOM CONFINEMENT - GENERAL (GRC)

### A. Definition

1. There are times when youth may be placed in their rooms to facilitate the orderly operation of the unit. Youth may be placed on general confinement under the following circumstances:
  - a. Shift change ([REDACTED])
  - b. Unit investigations/ searches (including after visiting)
  - c. Meal Set-up (no more than 30 minutes) and Clean-up (no more than 30 minutes)
2. The time frames cited above shall ordinarily be considered as maximum periods for general room confinement. Shortening these periods is encouraged when not demonstrably inconsistent with the orderly operations of a unit. Staff may not place youth in on general confinement for convenience purposes such as staff breaks, staff errands, etc.

### B. Procedure

1. Explain to the youth why he/she is going to their room and when he/she will be allowed to return to the living area.
2. Make a note in the unit log indicating the circumstances of the room confinement, the time the youth entered the room and the time the confinement ended.

3. If the room confinement is of a non-routine nature (i.e., investigation, unit search, etc.), immediately notify the Unit SJCO/Duty Officer and if directed by unit supervisor or duty officer, prepare a Special Incident Report.
  - a. The Unit SJCO/Duty Officer will re-evaluate the situation at least every hour and if necessary, approve continued confinement for no more than a maximum of four (4) hours.
  - b. The Unit SJCO/Duty Officer will continuously monitor the situation for the purpose of ensuring general room confinement is ended as soon as practical.
  - c. Upon termination of room confinement, staff should make an entry in the logbook specifying resolution of the incident and the time room confinement terminated.
  - d. If it appears necessary to extend the room confinement in excess of four (4) hours, authorization must be obtained by the Division Director, Assistant Division Director, AIC or his or her designee every four hours thereafter and documented in ICMS Logbook.
4. Any use of segregated housing to protect a youth who is alleged to have suffered sexual abuse shall be subject to certain limitations [PREA 115.368]. Youth may be isolated from others only as a last resort when less restrictive measures are inadequate to keep them and other youths safe, and then only until an alternative means of keeping all youths safe can be arranged [PREA 115.342].

### III. ROOM CONFINEMENT-ADMINISTRATIVE (ARC)

#### A. Definition

The physical separation of a youth from the general population for the following reasons:

1. The youth was booked in on very serious charges (i.e., murder, violent assault, etc.) and the arresting agency has requested that he be placed on ARC as further information is needed to properly evaluate the criminal allegations. IRC staff shall notify the Division Director, Assistant Division Director or AIC for approval.
2. The youth's true age and/or identity are unknown.
3. Under special circumstances, a youth may be placed on ARC by a Division Director, Assistant Director or AIC.

#### B. Procedure

1. The authority to place a youth on administrative room confinement rests with the Unit SJCO/ Duty Officer for a period up to four (4) hours.
2. When staff becomes aware of a situation likely to require administrative room confinement, the Unit SJCO/Duty Officer will be immediately advised.

3. The Unit SJCO/Duty Officer will evaluate the situation and, if appropriate:
  - a. Direct staff to place the youth on confinement status.
  - b. Explain the reasons for the confinement to the youth.
  - c. Make a note in the logbook indicating the reasons for the confinement status.
4. A Special Incident Report describing the circumstances and justification for the confinement status will be prepared and submitted to the Unit SJCO/Duty Officer prior to the end of the shift (Exception: Medical Confinement).
5. The Unit SJCO/Duty Officer will advise the Division Director, Assistant Director or AIC of the confinement status as soon as possible during normal business hours and provide him/her with a copy of the Special Incident Report no later than the next business day.
6. Administrative room confinement shall be terminated as early as possible consistent with a resolution of the circumstances requiring the imposition of the status. If it appears necessary to extend the room confinement in excess of four (4) hours, authorization must be obtained by the Division Director, Assistant Division Director, AIC or his or her designee every four hours thereafter and documented in ICMS Logbook. (Refer to Section V.)

#### IV. ROOM CONFINEMENT - BEHAVIOR (BRC)

##### A. Definition

1. The removal of a youth from the general population to his/her own room temporarily when the youth's emotional state or behavior appears likely to result in injury to self or others, damage to property or serious disruption of the tone of the unit/group. Behavior room confinement is not to provide consequences for a "violation" of an institutional rule, rather to provide a safe "time-out" in order for the youth to regain composure. The youth will remain in his/her room only for the period of time necessary to bring his/her behavior under control. The use of BRC shall not go beyond four (4) hours unless approved and documented by a Director, Assistant Director, AIC, or his or her designee.
2. When the entire group is disruptive and threatens to interfere with the safety and security of the facility, it may be necessary to confine the entire group to their rooms for a period of time in order to regain control of the group's behavior.

##### B. Procedure

1. Direct the youth to his/her room. Explain the reasons for the room confinement and the expectations that must be met before he/she will be allowed to rejoin the group.

2. Record the room confinement in the unit logbook documenting one or more of the reasons.
3. Conduct follow-up counseling within one (1) hour or sooner if the youth appears to be ready to calmly discuss the issue. If after one hour, the youth remains un-amenable to counseling or refuses to comply with behavior expectations and it appears that confinement beyond the one hour is necessary, contact the Unit SJCO/Duty Officer and apprise him/her of the situation.
4. When room confinement exceeds two (2) hours, the Unit SJCO/Duty Officer must review the situation with unit staff and:
  - a. Allow the youth to rejoin the group; or
  - b. Contact CEGU/ Safe Schools for consultation regarding youth's emotional stability and extend the youth's room confinement.
5. At least every one (1) hour thereafter, the Unit SJCO/Duty Officer will evaluate the situation and will direct unit staff to make an entry in the unit logbook regarding justification for continuing the room confinement at the time of each review.
6. Throughout the confinement period, staff will attempt to counsel with the youth at least every hour in an effort to modify his/her behavior and safely return him/her to the group. Each counseling attempt and the youth's response must be recorded in the logbook.
7. If the youth remains on confinement status at the end of the shift, address the situation in the shift summary and include pertinent information for staff on each succeeding shift.
8. Room confinement shall be terminated as early as possible consistent with a resolution of the circumstances requiring the imposition of the status. If it appears necessary to extend the room confinement in excess of four (4) hours, authorization must be obtained by the Division Director, Assistant Division Director, AIC or his or her designee every four hours thereafter and documented in ICMS Logbook. (Refer to Section V.)

C. Mediation

1. If the BRC status is due to an altercation or incident between two or more youth, and the youth are amenable prior to the four (4) hours, those youth shall be brought together to mediate the situation.
2. All youth involved and at least two DJCOs, one SJCO (if available) and CEGU/Safe Schools (if available) shall sit down with the youth in a confidential area and discuss the behaviors that prompted the use of BRC prior to reintegration back into the group.
3. If the youth are amenable to behaving properly after the mediation process, they will rejoin the group as soon as possible.

4. If one or more youth are un-amenable to counseling; refuse to attend mediation; continue to make verbal threats to other youth or staff; and/ or their behavior continues to pose a threat to the safety or security of youth, staff or facility, the youth will be placed on BRC by the SJCO and the four (4) hour time limit will begin again. Authorization must be received and documented in ICMS Unit Logbook for extension by the Facility Director, Assistant Division Director, AIC or his or her designee if the youth has already been on BRC for four (4) hours. Documentation of the Mediation and the results of the mediation shall be documented in the ICMS Unit Logbook. An individualized Mediation Agreement (Attachment 1) for the youth will be created by a DJCO and approved by a SJCO when mediation cannot resolve the behavior issues between one or more of the youth. The Mediation Agreement will include a treatment plan with goals and objectives to be met in order for the youth to reintegrate back into the group.
5. Mediation will occur every four hours thereafter until all youth are amenable to re-joining the group.

## V. ROOM CONFINEMENT –VOLUNTARY (VRC)

### A. Definition

1. There are times when youth may go to or remain in their rooms on a voluntary basis. Examples of when a youth may be on voluntary room confinement are:
  - a. Refusal to attend school
  - b. Decline Large Muscle Exercise (LME)
  - c. Decline program or free time
  - d. Decline meal/meal in their room

### B. Procedure

1. If a youth requests to stay in their room, staff should make a concerted effort via counseling, contacting CEGU, utilizing the phase system and applying positive-behavior principles to have the youth participate in the unit program. The goal should be to identify the reason behind the youth's request to stay in their room and to rule out unit conflict, psychological or other reasons that could be addressed.
2. Make an ICMS note in the unit log indicating the circumstances of the voluntary room confinement, the time it began and the time the confinement ended.
3. After the first hour, if the youth remains on VRC, notify the Unit SJCO/Duty Officer.
  - a. The Unit SJCO/Duty Officer will re-evaluate the situation at least every hour and counsel with the youth to rejoin the group.

- b. The Unit SJCO/Duty Officer will continuously monitor the situation for the purpose of ensuring voluntary room confinement is ended as soon as possible.
- c. Upon termination of voluntary room confinement, staff should make an entry in the logbook specifying the resolution and the time room confinement ended.
- d. A youth who establishes a pattern of declining school requires intervention via the school and/or CEGU or Safe Schools to ensure compliance per the California Education Code. Deliberate effort should be made to identify the cause of the refusal to attend school and attempt to resolve any issues that can be addressed. In addition, non-attendance of school should be considered before a youth is allowed to progress to a higher phase.
- e. Throughout the voluntary room confinement period, staff will attempt to counsel with the youth at least every hour in an effort to modify his/her behavior and safely return him/her to the group. Each counseling attempt and the youth's response must be recorded in ICMS.
- f. If the youth remains in their room at the end of the shift, address the situation in the shift summary and include pertinent information for staff on each succeeding shift.
- g. If the youth remains in their room voluntarily in excess of four (4) hours, notify the Division Director, Assistant Division Director, AIC or his or her designee and every four hours thereafter and document in the ICMS log. (Refer to Section V).

#### VI. ROOM CONFINEMENT – EXTENDED BEYOND FOUR (4) HOURS

If room confinement must be extended beyond four (4) hours, the following must occur:

- A. CEGU/ Safe Schools will be contacted for a consult.
- B. The reason for the extension will be documented in ICMS and will include the reason for extension, the date and time the youth was first placed on room confinement and when he or she is eventually taken off of room confinement.
- C. A Mediation Agreement will be completed by a DJCO and approved by an SJCO that includes the goals and objectives to be met in order to reintegrate the youth back to the group.
- D. Authorization must be obtained by the Division Director, Assistant Division Director, AIC or his or her designee and documented in ICMS Logbook. Additional authorization to continue room confinement will be needed every four hours thereafter and documented in ICMS Logbook.

#### VII. SEPARATION



Whenever a youth is separated from the group by assigned seat or restrictive status, staff must consider positive youth development and trauma-informed care. Separation for disciplinary reasons never involves room confinement.

- A. "Separation" refers to the separation of youth for reasons that include, but are not be limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences and protective custody.
- B. When imposing separation, staff shall consider positive youth development and trauma-informed care.
- C. Separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation.
- D. When the objective of the separation is discipline, Title 15 Section 1390 shall apply.
- E. Policies and procedures shall ensure a daily review of separated youth to determine if separation remains necessary.

**REFERENCES:**

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
	3-1-003	Deterrence of Unacceptable Behavior
	3-1-012	Residents' Grievance Procedure
	3-1-022	Orientation
	3-1-043	Behavior Management and Disciplinary Due Process
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-1-052	Supervision Techniques to Prevent and Control Acting Out Behavior
	3-1-303	Special Incident Reports
	3-1-404	Referral of Youth to Mental Health
	3-2-002	Prevention and Control of Inappropriate Behavior
Policies:	A-1	Policy, Procedure and the Law
	D-2	Use of Physical Restraint Corporal Punishment

J. Johnson

**APPROVED BY:**

**MEDIATION AGREEMENT**

**NAME:** \_\_\_\_\_ **L#** \_\_\_\_\_  
**DATE:** \_\_\_\_\_ **UNIT:** \_\_\_\_\_  
**DATE AND TIME YOUTH PLACED ON BRC: DATE** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**BEHAVIOR RESULTING IN BEHAVIORAL ROOM CONFINEMENT:**  
\_\_\_\_\_  
\_\_\_\_\_

**IF OTHER YOUTH INVOLVED LIST OTHER YOUTH NAME/ L#:**  
\_\_\_\_\_

**CEGU/ THERAPIST**  
**YOUTH MET ON:** \_\_\_\_\_ **(DATE) WITH:** \_\_\_\_\_ **(THERAPIST NAME)**

**DID YOUTH PARTICIPATE IN MEDIATION? YES** \_\_\_\_\_ **NO** \_\_\_\_\_  
**RESULTS OF MEDIATION:**  
\_\_\_\_\_  
\_\_\_\_\_

**IS YOUTH AMEANABLE TO REJOINING GROUP? YES** \_\_\_\_\_ **NO** \_\_\_\_\_  
**DATE AND TIME YOUTH REJOINED GROUP - DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_  
**IF NOT AMEANABLE, LIST REASONS WHY?**  
\_\_\_\_\_  
\_\_\_\_\_

**GOALS TO MEET TO REJOIN GROUP (IF NOT AMEANABLE AFTER MEDIATION)**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**SIGNATURE AND AGREEMENT STATEMENTS:**

I have participated, read and understand the above expectations as a result of this mediation. I am fully aware that I am responsible for my own actions and will follow all rules and regulations of this facility. If given goals to be met to rejoin group, I understand that these goals will be reviewed on a daily basis to see if I have completed these goals. Once completed, I will be able to rejoin the group.

**YOUTH NAME/ SIGNATURE:** \_\_\_\_\_

**DJCO I/II NAME/ SIGNATURE:** \_\_\_\_\_

**SJCO NAME/ SIGNATURE:** \_\_\_\_\_

**CEGU/ SAFE SCHOOLS THERAPIST NAME/ SIGNATURE (IF PRESENT)**  
\_\_\_\_\_

**DATE AND TIME OF MEDIATION:** \_\_\_\_\_