

SEPARATION

AUTHORITY:	Administrative Directive California Code of Regulations, Title 15, Sections 1354, 1354.5, 1390, and Welfare and Institutions Code Section 208.3	
RESCINDS:	New	
FORMS:	Special Incident Report	(F057-7018)
	Behavior Notice	(F057-6259)
	Voluntary Self-Separation Form	(F057-10083)
PURPOSE:	To define the approved use of Separation for Juvenile Hall and the Youth Leadership Academy and establish uniform procedures for documentation and supervisory review.	

I. GENERAL INFORMATION

- A. "Separation" refers to the separation of youth for reasons that include, but are not limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences, and protective custody.
- B. Separation is limiting a youth's participation in regular programming for a specific purpose. Separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation.
- C. Education shall be provided to all youth regardless of separation status, except when providing education poses an immediate threat to the safety of self or others. Education includes but is not limited to, related services as provided in the youth's Section 504 Plan or Individualized Education Program (IEP).
- D. Staff must consider positive youth development and trauma-informed care when a youth is separated from the group by assigned seat or restrictive status. Separation for disciplinary reasons never involves room confinement.
- E. Separated youth shall not be denied mandated privileges available at the facility, except when necessary to accomplish the objective of separation.
- F. When the objective of the separation is discipline, Title 15 Section 1390 shall apply. Youth who are separated for disciplinary purposes shall not be denied any items or services delineated in Section 1390 of Title 15, including:
 - 1. bed and bedding
 - 2. daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing
 - 3. full nutrition
 - 4. contact with parent or attorney

5. exercise
6. medical services and counseling
7. religious services
8. clean and sanitary living conditions
9. the right to send and receive mail
10. education
11. rehabilitative programming

G. When separation results in room confinement, the separation shall occur in accordance with Welfare and Institutions Code Section 208.3 and Section 1354.5 of these regulations.

H. Policies and procedures shall ensure a daily review of separated youth to determine if separation remains necessary.

II. VOLUNTARY SEPARATION-SELF SEPARATION

A. Definition

1. Voluntary separation is an indeterminate period of separation at a youth's request, lasting only as long as they choose. Voluntary separation is also known as Self Separation. There are times when youth may voluntarily choose to remain in their rooms for example:
 - a. Refusal to attend school.
 - b. Decline Large Muscle Exercise (LME).
 - c. Decline program or free time.
 - d. Decline meal/meal in their room.
 - e. Youth voluntarily chooses to remain in their room.

B. Procedure

1. If a youth requests to remain in their room, staff shall 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. In ICMS, document the circumstance(s) of the youth's choice to voluntarily remain in their room, the time it began and the time the youth rejoined the group.

3. Each time a youth voluntarily chooses to remain in their room, staff shall complete the Voluntary Self Separation Form (F057-10083), make an ICMS Log Note, and ask the youth to sign or initial the form. If the youth refuses to sign, staff shall document the request and refusal in ICMS and on the Voluntary Self Separation Form documenting the youth refused to sign.
4. If at any time a youth wishes to rejoin the group in their housing unit, they shall resume programming in their assigned housing unit immediately.
5. Youth who are on Self Separation will be eligible to participate in all behavioral-based facility incentives.
6. After the first hour, if the youth remain in their room voluntarily 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 the youth rejoins the group as soon as possible and will submit a referral to CEGU for an assessment.
 - c. When the youth rejoins the group, staff shall make an entry in ICMS specifying the resolution and the time the youth returned to the group.
 - d. A youth who establishes a pattern of declining school requires intervention via the school and/or CEGU to ensure compliance with 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 can progress to a higher phase.
 - e. Throughout the voluntary time a youth is in their room, staff will attempt to counsel the youth at least every hour in attempts to modify their behavior and safely return them 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 their designee every four hours thereafter and document in the ICMS log.
 - h. Unit Staff and SJCO or Duty Officer will continuously consult with CEGU and/or medical staff.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
	3-5-004	Youth's Rights/Orientation
	3-10-003	Deterrence of Unacceptable Behavior
	3-10-005	Room Confinement
	3-11-012	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-12-003	Referral of Youth to Mental Health
	3-15-001	Special Incident Reports/Routing SIR and Disciplinary Hearing Officer Paperwork

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APPROVED BY: