

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) |
| Voluntary Separation | (F057-10083) |
| 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:
 - a. Document the reason(s) for room confinement and the basis for the extension, **including** the date and time room confinement **began**. **Staff shall also document the time room confinement ends.**
 - 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 **their** 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 to youth in court-holding facilities.**
- F. This procedure does not apply during an extraordinary emergency circumstance **which may** require a significant departure from normal institutional operations, including a natural disaster or facility-wide threat **posing** 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 DJCOs) 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.
- G. 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.
- H. **Department policy states** 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 **3-5-4**, Youth's Rights/**Orientation**), including their right to due process (Reference PMI **3-10-1**, Behavior Management and Disciplinary Due Process).
- I. 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.

- J. **If room confinement is needed, a log entry will be made and include the:**
1. Youth's name.
 2. Time room confinement began.
 3. **Behavior** resulting in the room confinement.
 4. Time and name of the SJCO/Duty Officer who was notified (when necessary as further described).
 5. Time the room confinement ended.
- K. When a youth is on room confinement status, safety checks will be completed at [REDACTED] minutes. All safety checks must be [REDACTED] in the unit log.
- L. Room confinement, outlined in this procedure, may be grieved by a youth.
- M. Room confinement shall not apply to regular [REDACTED] in which the youth are in their rooms for sleeping purposes.

II. ROOM CONFINEMENT (RMC)

- A. Definition
1. **Youth may be placed on room confinement for brief periods of time to facilitate the orderly operation of the unit and/or for administrative purposes. For example:**
 - 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)
 - d. **For administrative purposes such as:**
 1. **The youth was booked on very serious charges (i.e., murder, violent assault, etc.) and further investigation from the arresting agency is needed to properly evaluate the criminal allegations.**
 2. **The youth's true age and/or identity are unknown. Staff shall work closely with Custody Intake and/or the assigned Deputy Probation Officer in determining a true age and identity.**
 - e. **The removal of a youth from the general population when their emotional state or behavior appears likely to result in injury to self or others, damage to property, or serious disruption to the**

safe operation of the unit, group, and/or facility. Room confinement is not to provide consequences for a "violation" of an institutional rule. The youth will remain in their room only for the time necessary to alleviate the threat to safety and security. The use of room confinement shall not go beyond four (4) hours unless approved and documented by a Director, Assistant Director, AIC, or their designee.

- f. 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. When staff becomes aware of a situation likely to require room confinement, the Unit SJCO/Duty Officer will be immediately advised.**
2. The authority to place a youth on room confinement rests with the Unit SJCO/ Duty Officer for a period up to four (4) hours.
3. Unit Staff will:
 - a. Explain to the youth the reason(s) for the room confinement to the youth.**
 - b. Document the reason(s) for room confinement in ICMS.**
 - c. Contact CEGU for consultation regarding youth's emotional stability.**
- 4. All reasonable efforts shall be taken to minimize room confinement.**
5. The Unit SJCO/Duty Officer will evaluate the situation and, if appropriate:
 - a. Direct staff to **initiate room confinement** status.
 - b. Follow up with unit staff every hour regarding status and attempts to counseling with youth.**
6. **Prior to the end of the shift, a** Special Incident Report describing the circumstances and justification for the **room** confinement status will be prepared and submitted to the Unit SJCO/Duty Officer (Exception: **medical reasons**).
7. **During normal business hours,** the Unit SJCO/Duty Officer will advise the Division Director, Assistant Director or AIC of the confinement status as soon as possible and provide **them** with a copy of the Special Incident Report (no later than the next business day).
8. **During room confinement, staff will attempt to counsel with the youth at a minimum 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.

9. If a youth remains on room confinement status at the end of the shift, staff will address the status in the shift summary and include specific and detailed information for staff on each succeeding shift.
10. 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 their designee every four hours thereafter and documented in ICMS Logbook. (Refer to Section V.)
11. Any use of separation to protect a youth who is alleged to have suffered sexual abuse shall be subject to certain limitations [PREA 115.368]. Youth may be separated or confined 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].

C. Mediation

1. If **room confinement** 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. **Prior to reintegrating a youth back into the group, all youth involved, a minimum of two DJCOs, one SJCO (if available), and CEGU (if available)** shall sit down with the youth in a confidential area and discuss the behaviors that prompted the use of **room confinement**.
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 continue on RC. Authorization **to extend RC** must be **granted by the Facility Director, Assistant Division Director, AIC, or a designee** and documented in ICMS if the youth has already been on RC for four (4) hours. Documentation of the **mediation** and the results shall be documented in ICMS Unit. **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 for the youth to reintegrate back into the group.
5. **Attempts to mediate** will occur every hour thereafter until all youth are amenable to re-joining the group.

III. ROOM CONFINEMENT – EXTENDED BEYOND FOUR (4) HOURS

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

- A. CEGU 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 **began** 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 **their** designee and documented in ICMS Logbook. Additional authorization to continue room confinement will be needed every four hours thereafter and documented in ICMS Logbook.

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
	3-5-014	Resident's Grievance Procedure
	3-10-001	Disciplinary Due Process
	3-10-003	Deterrence of Unacceptable Behavior
	3-11-002	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
	3-12-003	Referral of Youth to Mental Health
Policies:	A-1	Policy, Procedure and the Law
	D-2	Use of Physical Restraint Corporal Punishment

K.Carvo/P. Suzuki

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: _____