

ROOM EXTRACTION, USE OF PROTECTIVE SHIELD, AND PROPERTY REMOVALS

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1357
- RESCINDS:** Procedural Manual Item 3-1-048, dated 10/29/15
- FORMS:** None
- PURPOSE:** To establish guidelines for **room extractions, use of the protective shield and** the removal of a youth's property from his or her room at Juvenile Hall or the Youth Leadership Academy.

I. GENERAL INFORMATION

- A. The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of force, which may include chemical agents. Force shall never be applied as punishment, discipline, retaliation or treatment. At a minimum, each facility shall develop policies and procedures which:**
- 1. restricts the use of force to that which is deemed reasonable and necessary, as defined in Section 1302 to ensure the safety and security of youth, staff, others and the facility.**
 - 2. outline the force options available to staff including both physical and non-physical options and define when those force options are appropriate.**
 - 3. describe force options or techniques that are expressly prohibited by the facility.**
 - 4. describe the requirements of staff to report any inappropriate use of force, and to take affirmative action to immediately stop it.**
 - 5. define a standardized reporting format that includes time period and procedure for documenting and reporting the use of force, including reporting requirements of management and line staff and procedures for reviewing and tracking use of force incidents by supervisory and or management staff, which include procedures for debriefing a particular incident with staff and/or youth for the purposes of training as well as mitigating the effects of trauma that may have been experienced by staff and /or the youth involved.**
 - 6. Include an administrative review and a system for investigating unreasonable use of force.**

7. **define the role, notification, and follow-up procedures required after use of force incidents for medical, mental health staff and parents or legal guardians**
 8. **describe the limitations of use of force on pregnant youth in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.**
- B. Room extractions involve the involuntary removal of a youth from his or her room, using the minimum force necessary to complete the extraction. Property removals involve removing property from a youth's room to protect the safety of a youth, staff and other person(s) or to prevent damage to property.

II. PROCEDURE

A. Room Extractions and Property Removals

Room extractions and property removals must be authorized and supervised by a Supervising Juvenile Correctional Officer (SJCO), the Duty Officer or an Administrator

1. Prior to a planned room extraction, all youth housed in the unit must be placed in their rooms **on temporary room confinement**.
2. If removing a youth or property from a multiple occupancy room, staff shall isolate the roommate in another location if compliant and his or her removal from the room can be safely accomplished prior to the room extraction. If non-compliant, dynamics of the room extraction team and equipment used will require careful review by an SJCO, Duty Officer or Administrator.
3. At Juvenile Hall or the Youth Leadership Academy, assistance from the Juvenile Hall Institutional Security Unit is preferred when conducting a property removal or room extraction.
4. All staff shall read and understand procedure **3-6-001**, Use of Force- **Facilities** shall apply the appropriate level of force necessary to gain compliance from the youth whenever a room extraction/property removal occurs.
5. Only department issued and authorized equipment shall be used. Use of the **Protective** Shield should be considered prior to a room extraction for protective measures in circumstances where the youth is highly combative or has fashioned a weapon.
6. The room extraction team should consist of four members but no less than three depending upon circumstances and shift. The Duty Officer, an SJCO or a DJCO will be assigned as team leader. The team leader shall assign the role of each team member prior to entering the room. The Duty Officer, an SJCO or a designated DJCO should be the only member of the team to give instructions to the non-compliant youth.
7. Prior to entering the room, staff shall make attempts to gain compliance and cooperation from the youth using dialogue and counseling.

- a. Ask the youth to comply with your orders.
- b. Explain the consequences for non-compliance.
- c. Ask the youth if there is anything you can do to get them to comply.
- d. Take appropriate action.

B. OC Fogger (under-door Oleoresin Capsicum spray)

1. **Use of the Fogger is to be used only when exigent circumstances require entering a youth's room, but where doing so would pose a clear and imminent threat to officer safety. An SJCO or Administrator must be on site when it is used.**

- a. **The Fogger is kept in the ISU SJCO office.**
- b. **The Fogger is designed to assist officers during room extractions. It will not be used for punitive purposes, retaliation or discipline. After deployment and securing of the Fogger, begin the extraction process once the product has provided the desired effect. Do not leave a subject in a room after the Fogger has been deployed.**

- c. **Deployment:**

The flat indentation on the wand indicates the nozzle position. Place the wand under the room door, remove the pin and press the yellow trigger with the thumb for 3 seconds. To stop deployment, release pressure from the trigger. Remove the wand from the room and observe the subject for desired effects.

- d. **Decontamination follows regular protocol.**

C. Use of Facility Shield

1. **The protective shield is a piece of equipment designed to protect staff who must physically control hostile and non-compliant youth. The protective shield will only be used:**

- a. **After continuous counseling attempts have failed.**
- b. **When a supervisor or administrator is present and has approved the use of the protective shield to contain a situation.**
- c. **When a youth is in danger of harming himself or others or is causing serious damage to county property.**
- d. **In an emergency situation, e.g., a youth has a weapon, or has taken a hostage or barricaded himself/herself within an area of the facility.**

2. **The protective shield is a clear, hard plastic concave piece of equipment with two handles. The handles allow staff to control the shield while maintaining visual contact with the youth. The concave shape will conform to the shape of a body and will safely restrain a youth to a wall, bed or floor without injury. The concave shape can also deflect blows from an armed youth.**
3. **The protective shield will temporarily restrict and contain a youth's movements so that he/she can be safely placed in a Department approved control hold, as described in PMI 3-6-001 (Use of Force-Facilities).**
4. **Only properly trained Institutional Security Unit (ISU) staff will be authorized to use the protective shields. ISU staff will be involved in quarterly training in the Use of the Protective Shield.**
5. **There are 10 protective shields strategically located throughout the facility in the following locations:**
 - a. **The ISU Center Office.**
 - b. **Unit B electrical closet located next to the staff desk.**
 - c. **Unit C electrical closet located next to the staff desk.**
 - d. **Unit T electrical closet located outside the main entrance desk.**
 - e. **Unit G exterior electrical closet.**
 - f. **Unit I staff storage room.**
 - g. **Unit J exterior electrical closet.**
 - h. **Unit O electrical closet located next to the staff desk.**
 - i. **Unit Z storage room outside of unit Z.**
 - j. **Control supervisor's office.**

6. Unit Staff

Occasionally, detained youth will act out in a hostile and aggressive way. During these episodes, staff are to utilize their training and attempt to calm and contain the situation. If, however, the youth's behavior continues to escalate, staff will immediately contact Control to summon a Supervising Juvenile Correctional Officer/Duty Officer (SJCO/DO). The SJCO/DO will evaluate the situation. The SJCO/DO will then instruct ISU staff to retrieve the protective shield.

Once the protective shield has been approved for use, unit staff will only offer support as requested by ISU staff.

7. **ISU Staff**

After confronting a youth who is acting out, it may become necessary to remove that youth from his current location to a more controlled, secure housing unit. After Juvenile Hall administration or SJCO/DO approves the shield's use, ISU staff will deploy the protective shield, once sufficient trained staff are available to accomplish the task as safely as possible.

Each time the protective shield is called for and/or used a Special Incident Report (SIR) will be written. A copy of the SIR must be forwarded to the Division Director of Juvenile Hall, overseeing that division, by the end of the shift.

8. **SJCO/D.O.**

Juvenile Hall administrator or SJCO/DO will evaluate the individual youth's behavior and decide if and when the protective shield is to be deployed. The SJCO/D.O. will remain in the unit and oversee the application of the Protective Shield.

The SJCO/DO will notify administration of the use of the protective shield, as soon as possible.

The SJCO/DO will collect copies of all SIRs and forward them to the appropriate Division Director by the end of the shift.

9. **Use of protective shields in the following situations or areas should be considered carefully due to additional safety issues:**

- a. **On the roof.**
- b. **In the kitchen.**
- c. **In the medical exam room(s).**
- d. **In the Dental Unit.**

10. **Room Extraction Prohibition**

The room extraction/property removal procedure shall not be used in the following manner:

- a. **As a punishment or discipline.**
- b. **With equipment or personnel other than that authorized by procedures.**
- c. **On a passive/cooperative youth who poses no threat to self or others.**

D. Procedure for video recording during critical incidents, medical emergencies, room extractions, use of the protective shield, or Fogger

1. Room extractions, **use of protective shield**, property removals, **medical emergencies, critical incidents** and the behaviors exhibited by a youth prior to entering a room must be video recorded by a staff member.
2. At the beginning of each shift, the Duty Officer shall ensure that the **DO cellular phone used to record** has a fully charged battery and recording media sufficient to record an incident lasting 1 hour or longer.
3. For each room extraction, **shield use, medical emergency, critical incident** or property removal incident, the Duty Officer, SJCO or an Administrator will designate a staff to operate the **cellular phone**.
4. There must always be a Duty Officer, SJCO or Administrator directly supervising the room extraction **use of protective shield, medical emergency, critical incident** or property removal and not operating the camera.
5. **Recording of an incident shall begin prior to the room extraction, use of protective shield** or property removal, and should include staff attempts to gain compliance from the youth prior to entering the youth's room. **Recording of medical emergencies or critical incidents shall commence as soon as there is knowledge of an emergency.**
6. **Recording shall continue until the incident concludes, the problem is resolved or at the direction of a Duty Officer, SJCO or Administrator.**
7. At the start of the recording, the operator shall state their name, the date, time and location of the incident. At the end of the recording, a Duty **Officer**, SJCO or Administrator shall state that the incident has been resolved and the recording is ending.
8. Upon completion of the recording, the **cellular phone** shall be given to the Duty Officer, SJCO or an Administrator.
9. The recording shall be considered evidence and forwarded to Administration. A file name shall be given to each video which includes the date, approximate start time and location of the incident.
10. Any staff who has physical contact with a youth in the course of their duties must submit a written Special Incident Report and use of force report.
11. A Facility Administrator shall review all incident reports and corresponding recordings to ensure that the recording sufficiently documents the incident and identify any training needs.
12. All video footage or images from a recording are confidential pursuant to the California Welfare and Institutions Code section 827 and shall not be removed, copied, or transmitted outside the department without the written approval from Executive Management.

13. Pursuant to our video retention policy, all video recordings shall be retained for a minimum of one year. A video recording may be retained for a longer period as needed for an ongoing criminal proceeding.
14. Directives for Video Recording:
 - a. The camera operator shall record the actions of the youth and staff.
 - b. There should be no gaps in the recording of an incident. It shall contain seamless documentation of an entire incident. Any gaps in coverage or technical difficulties encountered that result in missed coverage shall be explained in a Special Incident Report.
 - c. Staff shall hold the **recording device at all times** while recording the incident. The camera shall not be placed on a chair, counter or other surface while recording unless the staff must assist officers engaged in an emergency situation. **Recording shall be done as close to the action of the incident as safely possible.**

REFERENCES:

Procedures:	1-4-106	Oleoresin Capsicum (OC) Spray – Field Services
	3-10-003	Deterrence of Unacceptable Behavior
	3-6-002	Handcuffs/Transportation Belts/Shackles
	3-6-001	Use of Force – Facilities
	3-3-005	Assistance Calls
Policies:	C-16	Employee Conduct - On Duty
	D-2	Use of Physical Restraint/Corporal Punishment
	D-9	Tear Gas

K. Carvo: MM

APPROVED BY: