

## 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 **3-5-014**, dated 8/18/23

**FORMS:** Special Incident Report **(ICMS)**  
Behavior Notice **(F057-6259)**  
**Reintegration and Mediation Plan** **(Attachment A)**

**PURPOSE:** To establish and implement written policy and procedures for the use of room confinement, to promote a positive rehabilitative environment, and to preserve the safety and security of staff and youth in Juvenile Hall and the Youth Leadership Academy.

**DEFINTION:** Room Confinement – The placement of a youth in a locked room with minimal or no contact with persons other than facility staff, medical and behavioral health collaboratives, and attorneys. Room confinement does not include confinement of a youth in a locked single person room for brief periods as may be necessary for required facility operations (i.e. shift change).

### I. GENERAL INFORMATION

- A. Room confinement may be utilized to preserve the safety and security of the staff and youth in the custody and care of the Orange County Probation Department. The goal is to have the youth rejoin the group in the shortest duration possible. 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.
- B. Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff. Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth. De-escalation should not occur in a locked room unless it is a safety and security issue.
- C. This procedure is not intended to limit the use of single-person rooms for the housing of youth in juvenile facilities. It does not apply to normal sleeping hours, nor does it apply to youth in court holding or the intake and release center.
- D. This section does not apply during an extraordinary emergency circumstance that requires a significant departure from normal facility operations, including a natural disaster or facility-wide threat that poses an imminent and substantial risk of harm to multiple staff or youth. This

**exception shall apply for the shortest amount of time needed to address this imminent and substantial risk of harm.**

**This procedure does not apply when a youth is placed in a locked cell or sleeping 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 as directed by facility medical staff. Additionally, this section does not apply when a youth is placed in a locked cell or sleeping room for required extended care after medical treatment as directed by facility medical staff.**

## **II. USE OF ROOM CONFINEMENT**

- A. Room confinement may be appropriate for behavior or actions by youth that pose a threat to the safety or security of any youth or staff.**
- B. Prior to placing youth on room confinement, staff shall obtain approval from the Duty Officer (DO) or a Supervising Probation Correctional Officer (SPCO).**
- C. The goal shall be to have the youth rejoin the group in the shortest duration possible. If room confinement must be extended beyond 4 hours, staff shall:**
  - 1. Obtain authorization from the Division Director, Assistant Division Director, AIC, or their designee.**
  - 2. Document the reasons for room confinement, time youth was placed on room confinement, and the basis for the extension in the Integrated Case Management System (ICMS).**
  - 3. Contact CEGU for consultation regarding the youth's emotional stability.**
  - 4. Develop an individualized plan that includes the goals and objectives to be met in order for the youth to rejoin the group.**
- D. Documentation**
  - 1. Any imposed room confinement requires documentation. Prior to the end of the shift, a Special Incident Report (SIR) describing the circumstances, justification for the room confinement status, and time youth was placed on room confinement will be prepared and submitted to the Unit SPCO or Duty Officer (Exception: medical reasons).**
  - 2. When imposing room confinement, staff's documented circumstances shall include:**
    - a. The less restrictive options attempted and exhausted by staff prior to imposing room confinement, if applicable.**
    - b. The actual behaviors or actions by youth that created/caused a threat to the safety or security to youth or staff.**

3. While a youth is on room confinement, staff shall counsel with the youth in an effort to have the youth rejoin the group in the shortest duration possible. Staff shall document these counseling efforts. Staff's documented counseling efforts shall include:
  - a. Verbal attempts and/or encouragement to have the youth rejoin the group.
  - b. Any language or actions by the youth that justifies a youth remaining on room confinement due to the youth continuing to pose a safety and security threat.
  - c. The DO counseling efforts/review prior to each extension beyond 4 hours.

### **III. REINTEGRATION AND MEDIATION**

- A. The process of reintegration must begin immediately upon the youth's placement in room confinement. All activities during confinement and subsequent reintegration must focus on behavior management and successful return to the general population.
- B. Mediation and reintegration activities should address harm caused and promote conflict resolution skills. Facility staff in concert with CEGU should be jointly responsible for developing and executing the individualized plan whenever possible.
- C. Reintegration Plan (Within One Hour of Room Confinement).
  1. Facility Staff to complete initial section of Reintegration Plan.
  2. Establish clear, measurable, time-bound behavioral goals the youth must achieve to demonstrate readiness for reduced confinement and eventual reintegration.
  3. When the youth's behavior has stabilized, staff must review the Reintegration Plan with the youth and process the incident that led to Room Confinement. Upon completion, and when ready to safely return to the group, the youth is to sign the form and be returned to the group. Document successful reintegration in ICMS.
- D. Mediation Process
  1. Mediation will be conducted for any youth involved in a physical or verbal altercation resulting in room confinement, provided both parties are willing and deemed safe to participate.
  2. Mediation will be conducted by a facility staff member trained in conflict resolution or restorative practices techniques.

3. Before mediation takes place, staff will meet with each youth to establish ground rules, review goals, and ensure understanding of the restorative process.
4. The mediation process will be a structured session focused on understanding perspectives, acknowledging the impacts of each youth's individual behavior, and collaboratively developing a plan for future positive interaction.
5. Any resolution or agreement reached between the youth must be documented, agreed upon, and signed by both youth and staff. This agreement becomes part of the Reintegration Plan.

**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

**E. Bieger**

**APPROVED BY:**

## REINTEGRATION AND MEDIATION PLAN

Youth Name: \_\_\_\_\_

L#: \_\_\_\_\_

Unit: \_\_\_\_\_

Confinement Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

SPCO/Duty Officer Notified/Approved : \_\_\_\_\_

Time: \_\_\_\_\_

### SECTION 1: REINTEGRATION PLAN (Mandatory - Within 1 Hour)

Must be completed by facility staff within one hour of placement on room confinement.

1. Reason for Confinement: (Specific behavior creating a threat to safety or security)

---

2. Less Restrictive Options Attempted & Exhausted:

---

3. Reintegration Steps & Behavioral Goals:

Establish clear, measurable, and time-bound goals the youth must achieve to demonstrate readiness for reintegration.

- Goal 1: \_\_\_\_\_
- Goal 2: \_\_\_\_\_
- Step for Return: (e.g., stabilization, processing incident with staff, counseling)

---

### Extended Confinement Authorization (Beyond 4 Hours):

CEGU/Clinical Consultation Date/Time: \_\_\_\_\_

4-Hour Authorization: \_\_\_\_\_ (Name/Title) Time: \_\_\_\_\_

8-Hour Authorization: \_\_\_\_\_ (Name/Title) Time: \_\_\_\_\_

### SECTION 2: MEDIATION PROCESS (If Necessary)

Required for physical or verbal altercations where parties are willing and deemed safe

Other Youth Involved: \_\_\_\_\_

Staff Facilitator: \_\_\_\_\_

Results/Resolution: (Focus on understanding perspectives and acknowledging harm)

---

Youth Amenable to Rejoining Group? [ ] Yes [ ] No

If NO, list reasons (e.g., continued threats, refusal to participate):

---

---

### SECTION 3: REINTEGRATION COMPLETION & AGREEMENT

Actual Date/Time Youth Rejoined Group: \_\_\_\_\_

**Agreement Statements:**

- I have participated in, read, and understand the expectations of this plan.
- I am responsible for my own actions and will follow all facility rules.
- I understand my goals will be reviewed to determine my readiness to return to the group.

Youth Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DPCO Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SPCO Signature: \_\_\_\_\_

Date: \_\_\_\_\_