

ROOM EXTRACTION, USE OF PROTECTIVE SHIELD, AND PROPERTY REMOVALS

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1357
- RESCINDS:** Procedural Manual Item **3-6-004**, dated **8/18/23**
- 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. outlines the force options available to staff including both physical and non-physical options and define when those force options are appropriate.
 3. describes force options or techniques that are expressly prohibited by the facility.
 4. describes the requirements of staff to report any inappropriate use of force, and to take affirmative action to immediately stop it.
 5. defines 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. includes an administrative review and a system for investigating unreasonable use of force.
 7. defines 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 **Probation** Correctional Officer (SPCO), the Duty Officer or an Administrator. **All room extractions, property removals, use of the facility shield and/or use of the OC Fogger must be video recorded. The video recording shall capture counseling attempts and youth behavior prior to the room extraction, property removal, and/or the use of the facility shield or OC Fogger.**

1. Prior to a planned room extraction, all youth housed in the unit must be placed in their rooms **on operational needs, this shall be documented in ICMS and detail the pending room extraction.**
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 SPCO, Duty Officer or Administrator.
3. At Juvenile Hall or the Youth Leadership Academy, assistance from the Juvenile Hall [REDACTED] 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 [REDACTED] members but no less than [REDACTED] depending upon circumstances. The Duty Officer, an SPCO or a DPCO 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 SPCO or a designated DPCO 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 SPCO or Administrator must be on site when it is used.
 - a. The Fogger is kept in the [REDACTED] 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 **the youth in the** room after the Fogger has been deployed.
 - c. Deployment:

The flat indentation on the wand indicates the nozzle position. Place the wand [REDACTED], remove the pin and press the yellow trigger with the thumb for [REDACTED]. 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

Juvenile Hall administration or SPCO/DO for the use of the protective shield, ISU staff will deploy it, ensuring that trained personnel are available to carry out 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 **accessible in ICMS** to the Division Director by the end of the shift.

8. SPCO/DO

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

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

The SPCO/DO will **approve all submitted SIRs in ICMS.**

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

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED].

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, **property removals**, 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 cell 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, SPCO or an Administrator will designate a staff to operate the cell phone.
4. There must always be a Duty Officer, SPCO 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 **issue** is resolved, or at the direction of a Duty Officer, SPCO 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, SPCO or Administrator shall state that the incident has been resolved and the recording is ending.
8. Upon completion of the recording, the cell phone shall be given to the Duty Officer, SPCO or an Administrator.
9. The recording shall be considered evidence and forwarded to Administration **by placing the recording in the** [REDACTED]. 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
	3-3-005	Assistance Calls
	3-6-001	Use of Force – Facilities
	3-6-002	Handcuffs, Transportation Belts, Shackles, and Flex Cuffs
	3-6-003	Oleoresin Capsicum (OC) Spray - Facilities
	3-10-003	Deterrence of Unacceptable Behavior
Policies:	C-16	Employee Conduct - On Duty
	D-2	Use of Physical Restraint/Corporal Punishment
	D-9	Tear Gas

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APPROVED BY: