

WINDOW COVERING – BEHAVIOR CONTROL

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item **3-10-004**, dated **08/18/23**

FORMS: None

PURPOSE: To establish guidelines for the use of window coverings at juvenile facilities and to develop a uniform method and review of their use.

I. GENERAL INFORMATION

A. Definition

1. The use of a window covering over the outside of a room window is appropriate only in the following circumstances:
 - a. When a youth's behavior is detrimental to others in the unit. For example, the youth is inciting other youth to participate in a riot, threatening to harm others, or is continuously making sexual gestures to others. The use of a window covering will only be for brief periods of time necessary to bring the youth's behavior into compliance with clear and stated expectations.
 - b. To ensure privacy/modesty, when necessary. When possible, the use of the window covering is to be switched equitably between the population of youth in the unit. Window coverings may remain up for privacy/modesty for long periods, with Supervising **Probation** Correctional Officer (SPCO) approval, if youth in their rooms have a clear and continuous view of toilets or shower stalls.

II. PROCEDURE

- A. Prior to use of a window covering as a tool, staff must explain to the youth why a window covering is being used. If it being used for behavioral reasons, staff must clearly explain to the youth what behavior is expected before the window covering will be removed. Additionally, **if the behavior necessitates**, the youth should be placed on Room Confinement (RC). Refer to the Procedure Manual Item (PMI) **3-5-014** (Room Confinement) regarding the procedure for RC.
- B. Document the reason for the use of the window covering in the Integrated Case Management System (ICMS) **and inform the Duty Officer.**
- C. Staff should only cover the amount of door window necessary to provide the needed result.
- D. Staff must make a direct visual observation safety check of every youth **with a covered window** at random and varied intervals not exceeding 10 minutes when a youth is in their room. All safety checks must be recorded in ICMS.

- E. Conduct follow-up counseling as soon as the youth appears to be ready to calmly discuss the issue. If after one hour the youth remains unamenable to counseling or refuses to comply with behavior expectations, the Unit SPCO/Duty Officer must be apprised of the **continued** use of the window covering.
- F. When the use of a window covering and room confinement exceeds two hours, the Unit SPCO/Duty Officer must review the situation with unit staff, **approve the extension of** the use of the window covering and, **if applicable**, room confinement, and contact the Clinical Evaluation and Guidance Unit (CEGU) for consultation regarding the youth's emotional stability.
- G. Every hour thereafter, the Unit SPCO/Duty Officer will evaluate the situation and direct unit staff to make an entry in ICMS regarding justification for continuing the use of window covering and, **if applicable**, room confinement at the time of each review.
- H. Throughout the **window covering** period, staff **shall continuously** attempt to counsel with the youth in an effort to modify **the youth's** behavior so the window covering may be removed and, **if applicable**, room confinement ended. Each counseling attempt and the youth's response must be recorded in ICMS.
- I. If the youth remains on Window Covering Status and room confinement status at the end of the shift, address the situation in the shift summary and include pertinent information for staff on each succeeding shift.
- J. Anytime a youth is sleeping, the window covering will be removed from the window.
- K. Room confinement shall be terminated as early as possible **and be** consistent with **all required procedures in PMI 3-5-014 (Room Confinement)**. 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, Administrator-in-Charge (AIC) or their designee every four hours thereafter and documented in ICMS.

REFERENCES:

Procedures:	3-10-002	Incentives and Discipline Due Process
	3-10-003	Deterrence of Unacceptable Behavior
	3-5-014	Room Confinement
	3-11-002	Integrated Case Management System (ICMS)
		Automated and Manual Logbook
	3-12-003	Referral of Youth to Mental Health

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APPROVED BY: