



Youth Detention Facility OPERATIONS ORDER

Orientation – Title XV 1353

Purpose and Scope

This policy and procedure establishes standards to orient a youth to the Youth Detention Facility, and provides the facility rules.

Affected Personnel

All Sworn Personnel- YDF

Authority

Title XV 1353, BSCC

Effective Date

March 2019

I. Guidelines

- A. All newly admitted youth shall be properly oriented to the facility upon their arrival. During the booking process, youth are provided with a Youth Detention Facility (YDF) Handbook for review. The staff assigned to the Orientation Unit shall ascertain the youth fully comprehends the handbook.
- B. All youths shall have the orientation provided in both written and verbal form and supplemented with video orientation when feasible.
- C. All youths shall have the opportunity to make two phone calls to their parent/guardian, attorney and/or employer prior to leaving the Intake area. Phone attempts and contact shall be documented on the Intake Report.
- D. Provision shall be made to provide accessible orientation information to all detained youth including those with disabilities, limited literacy, or English language learners.
 1. If a youth's language is one other than English, the orientation process and all associated orientation materials shall be translated for the youth in their native language, utilizing bi-lingual staff or telephonic translation services, (Telelanguage INC., at 1-844-898-0342)

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II. Procedure

A. All youth detained at YDF shall receive a facility orientation. This orientation includes a YDF Handbook, a verbal overview, and if possible, a video orientation covering:

1. Facility rules including contraband, searches and disciplinary procedures.
2. Facility system of positive behavior interventions and support, including behavior expectations, incentives that youth will receive for complying with facility rules, and consequences that may result when youth violate the facility rules.
3. Age appropriate information that explains the facility's policy prohibiting sexual abuse and sexual harassment.
4. Identification of key staff and their roles.
5. The existence of grievance procedures, the steps that must be taken to use it, the youth's right to be free of retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue.
6. Access to legal services and information on the court process.
7. Access to routine and emergency health and mental health care.
8. Access to education, religious services and recreational activities.
9. Housing assignments.
10. Opportunity for personal hygiene and daily showers including the availability of personal care items, correspondence, visiting and telephone use.
11. Access to rules, correspondence, visits and telephone use.
12. Availability of reading materials, programming, and other activities.
13. Facility policy on use of force, use of restraints, chemical agents and room confinement.
14. Immigration legal services.
15. Emergencies including evacuation procedures.
16. Non-discrimination policy and the right to be free from physical, verbal, or sexual abuse and harassment by other youth and staff.
17. Availability of services and programs in a language other than English (if appropriate).
18. The process for requesting different housing, education, programming and work assignments.
19. YDF shall provide parents/guardians access to information regarding the youth's stay in YDF which includes a list of frequently asked questions and contact information for YDF, medical, school and mental health.
20. A copy of Title 15 Minimum Standards for Juvenile Facilities will be kept in every unit and made available to a resident upon request.

B. Following the orientation, the youth is to be given an opportunity to ask questions.

C. The orientation may not be completed during the Intake process if;

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1. The youth is under the influence and unable to comprehend the orientation;
2. The youth is an immediate threat to the physical safety of staff;
3. The youth is physically injuring him/herself.

III. Policies

A. During the YDF orientation process, all youth shall receive a verbal overview on use of force, use of restraints and room confinement policy. The overview shall include the following information:

1. The facilities Use of Force Policy provides general guidelines to staff for the use of reasonable force to bring an incident/situation under control and/or prevent serious harm to the individual, staff or others. Physical force is any amount of force needed to gain compliance or overcome resistance in an emergency or non-compliant situation. The level of force utilized is always based on what is reasonable to the staff given the youth and the situation/circumstances faced by staff. The level of force used by staff may escalate or deescalate as staff encounter changing circumstances and/or changes in the resident(s) behavior. Staff are expected to use only that degree of force reasonable and necessary to achieve compliance to include the following;
 - a. Command Presence;
 - b. Communicative Intervention/Staff Switching/Show of Force;
 - c. Verbal Commands;
 - d. Control Position;
 - e. Control Hold / Physical Restraint;
 - f. Chemical Restraint;
 - g. Personal Body Weapons.
2. It is the policy of this Department the least restrictive interventions are to be used in order to minimize the use of restraints. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the youth's behavior. Just as staff must use objectively reasonable force at times to effectively and humanely bring incidents/situations under control and/or to prevent serious harm to the individual, staff and others, staff must sometimes use a reasonable level of restraint for similar reasons. Based on how the situation is identified, staff will be able to utilize specified options and techniques to gain youth compliance or safely transport/move a youth within or outside of the institutional setting.
3. Room confinement refers to the placement of a youth in a locked sleeping room or cell for up to four (4) waking hours with minimal or no contact with other persons other than institutional personnel, parent/legal guardian, and their attorney. Extended Room Confinement refers to the time a youth remains in their room after serving an

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initial four-hour period of Room Confinement. Behavior warranting Room Confinement must meet one of the following criteria:

- a. The youth is a threat to the safety of another youth or staff;
- b. The youth needs to be protected from physically injuring themselves;
- c. The youth is likely to escape.
- d. Additionally, Room Confinement can be used when other less restrictive options have been attempted and exhausted, unless using less restrictive options pose a threat to the safety of any youth or staff.

Attachments

YDF Handbook

Authorized By  **Date** 4/6/2020
Chief Deputy Dave Semon