



Youth Detention Facility OPERATIONS ORDER

Separation – Title XV 1354

Purpose and Scope

The purpose of this policy is to establish guidelines for separation of youth within the Youth Detention Facility.

Affected Personnel

All Sworn Personnel-YDF

Authority

Title XV – 1354

Effective Date

March 1, 2019

I. Definitions

Program Separation: A period of separation that limits the youth's participation in group activity. The separation may include restricting a youth from whole or partial group contact, for, or to, a specific area of the housing unit/facility, or from an activity.

II. Guidelines

A. Separation Reasons

1. Separation includes, but is not limited to, the following:
 - a. Medical;
 - b. Mental health conditions;
 - c. Disciplinary consequences;
 - d. Protective custody.

B. Program Separation

1. Youth placed on Program Separation based upon any rule violation shall have the reasons for the separation documented in an Institutional Incident Report (IIR). The youth shall be advised of the reason for the separation as soon as practicable.

Approved By: Dave Semon
Effective: March 1, 2019
Revised: February 18, 2020
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2. When the objective of separation is disciplinary, the YDF discipline policy shall apply.
3. Youth separated for any non-disciplinary reason shall have the reasons documented by appropriate staff.
4. Staff shall take into consideration positive youth development and trauma informed care when a youth is placed on program separation.

C. Youth Privileges while on Program Separation

1. Youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objectives of separation.
 - a. Daily shower, access to drinking fountain, toilet, personal hygiene items, and clean clothing;
 - b. Full nutrition;
 - c. Parental and attorney visits;
 - d. Access to legal services;
 - e. One hour of large muscle exercise;
 - f. Medical services;
 - g. Mental health counseling;
 - h. Religious services/counseling;
 - i. Clean and sanitary living conditions;
 - j. The right to write, send and receive mail; and
 - k. Access to education provided by the Sacramento County Office of Education (S.C.O.E.).

D. A youth on separation shall attend school in the classroom unless their behavior or presence jeopardizes their safety or the safety others.

E. Supervisor approval must be obtained prior to keeping a youth from attending school in the classroom.

F. A youth unable to attend school in the classroom for safety reasons shall be provided the opportunity to receive class assignments and individual instruction in the unit day space, another housing unit or his/her room in accordance with the Education Requirements for Youth.

G. The following circumstances are not considered separation.

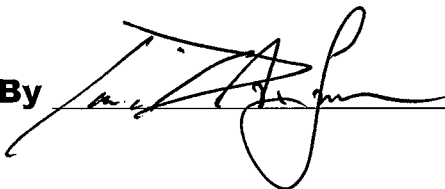
1. When a resident is placed in his/her room for brief periods of time necessary to conduct required institutional operations;
2. When a resident is placed in his/her room during program transition;
3. When a resident is placed in his/her room during normal sleeping hours;
4. When a resident voluntarily requests to go or remain in his/her room.

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- a. In such a case, staff should try to encourage the resident to join programming
 - b. Efforts to encourage a resident out of his/her room shall be documented
 - c. Staff shall submit a mental health referral if the resident continues to refuse programming or repeatedly requests to go to his/her room.
5. When restricted to a locked sleeping room for medical reasons and clear justification is provided by medical staff;
 6. When a resident is confined to a court hold facility or adult facility; or
 7. During an emergency lockdown.

Attachments

Amends/Replaces Previous Order

Authorized By  **Date** 2/18/2020

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