



Youth Detention Facility OPERATIONS ORDER

ROOM CONFINEMENT- TITLE XV SECTION 1354.5

Purpose and Scope

This order establishes standards to address a youth's behavior, rule violations, and other misconduct.

Affected Personnel

All sworn employees assigned to the Youth Detention Facility

Authority

Title XV 1354.5

Effective Date

May 4, 2018

I. Definitions

- A. **Room Confinement:** The placement of a youth in a locked sleeping room or cell with minimal or no contact with persons other than correctional staff, parent/legal guardian and their attorney.
- B. **Extended Room Confinement:** The continuous placement of a youth in a locked sleeping room or cell, after the initial four hour period of room confinement, with minimal or no contact with persons other than correctional facility staff, parent/legal guardian, and their attorney.
- C. **Youth:** Any person who is in the custody of the juvenile facility. This includes a person that may be under the age of 18 or a person over 18 years of age. This includes persons whose cases are under jurisdiction of the juvenile court and person whose cases are under the jurisdiction of the adult court.
- D. **Separation:** Limiting a youth's participation in regular programming for a specific purpose.

II. Room Confinement

- A. For purposes of this order, 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.
- B. Behavior warranting Room Confinement must meet one of the following criteria:
 - 1. The youth is a threat to the safety of another youth or staff;
 - 2. The youth needs to be protected from physically injuring themselves;
 - 3. The youth is likely to escape.
 - 4. 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.
- C. Staff initiated Room Confinement lasting less than 15 minutes shall be documented in the daily chrono entry and a Watch Commander or supervisor notified.
- D. Room Confinement beyond 15 minutes must be thoroughly documented in an Institutional Incident Report (IIR) and shall only be imposed by a supervisor or Watch Commander.
- E. Room Confinement shall not be used:
 - 1. For the purposes of punishment, coercion, convenience, or retaliation.
 - 2. To the extent that it compromises the mental and physical health of a youth.
- F. The following circumstances are not considered Room Confinement:
 - 1. When a youth is placed in their room for brief periods of time necessary to conduct required institutional operations;
 - 2. When a youth is placed in their room during program transition;
 - 3. When a youth is placed in their room during normal sleeping hours;
 - 4. When a youth voluntarily requests to go to or remain in their room.
 - a. In such a case, staff should try to encourage the youth to join programming.
 - b. Efforts to encourage a youth out of their room shall be documented.
 - c. Staff shall submit a mental health referral if the youth continues to refuse programming or repeatedly requests to go to their room.

5. When restricted to a locked sleeping room for medical reasons and clear justification is provided by medical staff;
 6. When a youth is confined to a court hold facility or adult facility; or
 7. During emergency lockdown.
- G. Upon completion of a period of Room Confinement, staff shall ensure the following occurs:
1. The youth is returned to unit programming; and
 2. Mental health or medical staff are consulted, if necessary.

III. Extended Room Confinement

- A. Under some circumstances, Extended Room Confinement may be appropriate.
- B. For purposes of this order, Extended Room Confinement refers to the time a youth remains in their room after serving an initial four-hour period of Room Confinement. This section does not apply to normal sleeping hours.
- C. Extended Room Confinement shall be imposed only if, after the expiration of four hour Room Confinement period, a youth's behavior continues to meet one of the following criteria:
1. The youth is a threat to the safety of another resident or staff;
 2. The youth needs to be protected from physically injuring themselves
 3. The youth is likely to escape;
 4. When other less restrictive options pose a threat to the safety of any youth or staff.
- D. Extended Room Confinement shall not be used:
1. For the purposes of punishment, coercion, convenience, or retaliation.
 2. To the extent that it compromises the mental and physical health of a youth.
- E. Staff shall document the justification for Extended Room Confinement in an IIR.
- F. The supervisor shall:
1. Review the IIR and make an appropriate recommendation;
 2. Forward a copy of the IIR to a Watch Commander for review.
 3. If the Watch Commander deems Extended Room Confinement is appropriate, he/she shall refer the recommendation to a YDF manager for final approval.

- G. Extended Room Confinement shall only be imposed by a YDF manager.
- H. If Extended Room Confinement is approved, the supervisor shall:
 - 1. Enter the youth's information on the Electronic Restriction Log in the Juvenile Probation Information Program (JPIP);
 - 2. Notify unit staff of the Extended Room Confinement;
 - 3. Conduct a review of each youth's behavior while on Extended Room Confinement and document their findings on the associated IIR;
 - 4. Develop an individualized plan that includes goals and objectives to be met in order to reintegrate the youth back to unit programming;
 - 5. Immediately discontinue Extended Room Confinement as soon as it is determined that returning the youth to group living status will not compromise the security of the institution, the safety of the youth, staff, or other youth;
 - 6. Promptly remove the youth from the Electronic Restriction Log.
- I. While a youth is on Extended Room Confinement, unit staff shall:
 - 1. Counsel the youth regularly; and
 - 2. Document the youth's behavior in a JPIP Chrono under the youth's name. Staff comments shall be clear, accurate and represent the youth's specific behavior throughout the day.
- J. A YDF manager shall review each youth's Extended Room Confinement status and document their findings on the associated IIR.
- K. In the event it is deemed necessary to continue Extended Room Confinement longer than four hours, the Watch Commander or supervisor shall do all of the following:
 - 1. Obtain documented authorization from a YDF manager for the initial extension, and every four hours thereafter; and
 - 2. Document the following in the youth's IIR and chrono in JPIP.
 - a. Justification for continuing Extended Room Confinement and the basis for the extension;
 - b. Date and time the youth was placed on Extended Room Confinement, and
 - c. Date and time the youth is authorized to return to unit programming.
 - 3. Update the individualized plan that includes the goals and objectives to be met in order to reintegrate the resident to unit programming.

IV. Resident Rights on Room Confinement or Extended Room Confinement

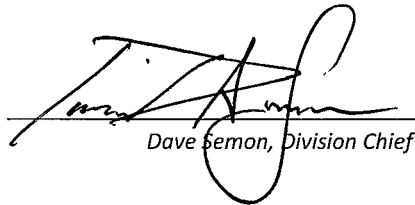
A. While a youth is on Room Confinement or Extended Room Confinement, they shall not be deprived of the following:

1. A mattress and bedding;
2. Daily shower, access to drinking fountain, toilet, personal hygiene items, and clean clothing;
3. Full nutrition;
4. Parental and attorney visits;
5. Access to legal services;
6. One hour of large muscle exercise;
7. Medical services;
8. Mental health counseling;
9. Religious services/counseling;
10. Clean and sanitary living conditions;
11. The right to write, send and receive mail; and
12. Access to education provided by the Sacramento County Office of Education (S.C.O.E.).

B. A youth on Room Confinement or Extended Room Confinement shall attend school in the classroom unless their presence jeopardizes their safety, the safety of other youth, staff, or school personnel.

1. 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 or their room.

Authorized By


Dave Semon, Division Chief

Date

2/25/2020