



## **Youth Detention Facility OPERATIONS ORDER**

### **Room Confinement - Title 15 1354.5**

#### **Purpose and Scope**

This Order establishes standards relating to the conditions under which a youth may be placed in a locked room at the Youth Detention facility.

#### **Affected Personnel**

All YDF Sworn Probation Employees

#### **Authority**

Title 15 § 1354; Title 15 § 1354.5; Welfare and Institutions Code § 208.3

#### **Effective Date**

April 5, 2023

#### **Definitions**

**Room Confinement:** The placement of a youth in a locked sleeping room or cell with minimal or no contact with persons other than YDF Staff and their attorney. Room confinement does not include confinement of a youth in a locked single-person room or cell for a brief period lasting no longer than two hours when it is necessary for required institutional operations.

**Extended Room Confinement:** The continuous placement of a youth in a locked sleeping room or cell after an initial four (4) hours of room confinement, with minimal or no contact with persons other than YDF Staff and their attorney.

**Youth:** Any persons who is in the custody of a 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 case is under jurisdiction of adult court.

**Separation:** Limiting a youth's participation in regular programming for a specific purpose that include, but are not limited to, medical and mental health conditions, assaultive behavior or protective custody.

## **I. Room Confinement**

- A. 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 protection from physically harming 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.
  
- B. Room Confinement must be documented thoroughly in an Institutional Incident Report (IIR) and shall only be imposed by a supervisor or Watch Commander. The IIR must include the time the youth was placed on Room Confinement and the time they were removed from Room Confinement.
  
- C. Room Confinement shall not be used:
  - 1. For the purposes of punishment, coercion, convenience, or retaliation by staff.
  - 2. To the extent that it compromises the mental and physical health of a youth.
  
- D. 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 case, staff should try to encourage the youth to join programming.
    - b. Efforts to encourage a youth out of their room shall be documented in a JPIP Chrono.
    - 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 holding facility or adult facility; or
  - 7. During an emergency lockdown.
  
- E. Upon completion of a period of Room Confinement, staff shall ensure the following occurs:
  - 1. The youth is returned to normal unit programming; or
  - 2. Mental health or medical staff are consulted, if applicable.

## **II. Extended Room Confinement**

- A. Under some circumstances, Extended Room Confinement may be appropriate if the youth continues to be a threat to the safety and security of themselves, other residents or staff.

- B. For the purpose of this order, Extended Room Confinement refers to the time a youth remains in their room or cell for more than (4) hours. This time does not apply to normal sleeping hours.
- C. Extended Room Confinement shall be imposed only if, after the expiration of the four hour Room Confinement period, a youth's behavior continues to meet at least 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. 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 by staff.
  - 2. To the extent that it compromises the mental and physical health of the youth.
- E. Staff shall document the justification for Extended Room Confinement in the associated IIR.
- F. The supervisor shall:
  - 1. Review the IIR and make the appropriate recommendation;
  - 2. Forward a copy of the IIR to the 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 the youth's behavior while on Extended Room Confinement and document their findings on the associated IIR, including the exact time the youth was placed on Extended Room Confinement and the time the youth was removed.
  - 4. Develop an individualized plan that includes goals and objectives to be met in order to reintegrate the youth back to the unit programming;
  - 5. Immediately discontinue Extended Room Confinement as soon as it is determined that returning the youth to programming will not compromise the security of the institution or the safety of the youth, staff or other youth;
  - 6. Promptly remove from the Electronic Restriction Log.

- I. While youth is on Extended Room Confinement, unit staff shall;
  - 1. Counsel the Youth; and
  - 2. Document the youth's behavior in a JPIP Chrono under the youth's name and X-Ref. Staff comments shall be clear, accurate, and describe the youth's behavior throughout the day.
  
- J. A YDF manager shall review each youth's Extended Room Confinement status and document their findings in the associated IIR.
  
- K. In an event it is deemed necessary to continue Extended Room Confinement another four (4) 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 one every four (4) 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 is authorized to return to full unit programming.
  - 3. Update the individualized plan that includes the goals and objectives to be met in order to reintegrate the youth into unit programming.

### **III. Youth Rights**

- A. While a youth is on Room Confinement or Extended Room Confinement, they shall not be deprived of the following:
  - 1. Mattress and bedding
  - 2. Daily shower
  - 3. Access to drinking fountain
  - 4. Access to toilet
  - 5. Personal hygiene items
  - 6. Clean clothing
  - 7. Full nutrition
  - 8. Attorney visits
  - 9. One hour of large muscle exercise
  - 10. Access to legal services
  - 11. Access to medical services
  - 12. Access to Mental health counseling
  - 13. Religious services/counseling
  - 14. Clean sanitary living conditions
  - 15. The right to write, send and receive mail; and
  - 16. Access to education provided by the Sacramento County Office of Education (S.C.O.E.)
    - a. 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, and staff shall note the reason in a JPIP Chrono.

**Attachments**

N/A

**Amends/Replaces Previous Procedure**

Youth Detention Facility Operations Order Room Confinement – Title XV Section 1354.5 effective May 4, 2018

**Authorized By**  **Date** 3/14/2023  
*Maria Gonzalez, Chief Deputy*