





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 9 - Rules and Discipline

Policy Number:	9.05
Policy Name:	Room Confinement
Authority:	Title 15, 1354.5
Replaces:	9.05 Room Confinement (1/01/2019)
Effective Date:	12/18/2020
Related Policies and Procedures:	8.03 - Discipline and Discipline Process 9.03 - Separation
Related Forms:	
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I. POLICY

It is the policy of the San Francisco Juvenile Probation Department that youth shall be provided a safe environment, in the least restrictive manner, allowing youth as much opportunity as possible to be involved in group activities and unit programming.

Youth shall never be placed in their assigned rooms for purposes of punishment, sanction, coercion, convenience, or retaliation by Juvenile Hall staff. The use of room confinement is limited to those youth who present an imminent or substantial threat to themselves, other youths, or staff and for the time needed to address the threat of harm. The procedures contained within this policy shall ensure that youth are removed from room confinement as soon as the youth is no longer an imminent or substantial threat to themselves, other youths, or staff. Further, the youth shall be integrated into group activities and regular programming when the youth is able to self-regulate.

Juvenile Hall staff shall not use room confinement before other, less restrictive, options have been attempted and/or exhausted unless the less restrictive options enhance the imminent or substantial threat to the youths or staff.

Juvenile Hall staff shall not use room confinement to the extent that it compromises the mental and physical health of a youth.

Juvenile Hall staff shall utilize evidence-based interventions to assist the youths in refocusing and regulating their behaviors that pose an imminent or substantial threat to themselves, other youths, or staff. Evidence-based interventions or worksheets may be used independently or in conjunction with each other to assist with de-escalating a youth's hostile behavior.

SPY shall be notified immediately when a youth shows decompensation or mental health concerns, expresses suicidal thoughts, or exhibits self-harming behaviors during Room Confinement.

II. PURPOSE

The San Francisco Juvenile Probation Department is responsible for the safe and secure detention of youth who have been arrested and fall under the jurisdiction of the juvenile justice system. At times, it may become necessary to confine a youth to his/her assigned room who is presenting an imminent or substantial threat to themselves, other youths, or staff. In such circumstances, the purpose of room confinement will be to assist the youth in refocusing and regulating his/her behavior with the goal of returning the youth safely to regular programming when the youth is able to self-regulate. In support of this philosophy, the department shall maintain written policy and procedures governing the confinement of youth to their assigned rooms.

Definitions

De-escalation: The use and application of efforts and techniques, including conflict resolution, to discourage, decrease or prevent threatening, disruptive, or violent behavior.

Emergency: A significant disruption of normal facility procedure, policy, or operation caused by civil disorder, single incident of mass arrest of youth or natural disasters such as flood, fire, or earthquake; and which requires immediate action to avert death or injury and to maintain security.

Normal Sleeping Hours: The period where youths are not in programming and confined to their assigned rooms for the purposes of sleep and rest; normal sleeping hours range between approximately 8:30 pm and 7:30 am.

Room Confinement: The placement of youth in a locked room with minimal or no contact with persons other than Juvenile Hall staff and attorneys. Room Confinement does not include confinement of a youth in a locked single person room for brief periods as may be necessary for required institutional operations.

Safety Checks: Pursuant to Title 15 Section 1328, Juvenile Hall staff must physically check on the youth at random and varied intervals within 15-minute increments as appropriate when youth are asleep in their assigned rooms or confined in holding cells.

III. PROCEDURES

A. Room Confinement

The use of room confinement is limited to those youth who present an imminent or substantial threat to themselves, other youths, or staff and for the time needed to address the threat of harm.

B. Role of Juvenile Hall Staff

Juvenile Hall staff may confine a youth to his/her assigned room who presents an imminent or substantial threat to themselves, other youths, or staff after attempting and/or exhausting other, less restrictive, options unless the less restrictive options enhance the imminent or substantial threat to the youths or staff. When a youth is placed in Room Confinement, Juvenile Hall staff shall:

- Immediately notify a Senior Counselor of the room confinement.
- Complete a Room Confinement Checklist.
- Once the youth is confined to his/her assigned room, Room Confinement begins and continues if the youth continues to pose an imminent or substantial threat to themselves, other youths, or staff.
- Physically check on the youth at random and varied intervals within 15-minute increments as appropriate.
- Assess the youth placed in Room Confinement and complete the "Criteria to Determine Imminent Risk to Safety of Youth or Staff" and note any changes in the youth's behavior.
- SPY shall be notified immediately when a youth shows decompensation or mental health concerns, expresses

suicidal thoughts, or exhibits self-harming behaviors during Room Confinement.

- Continue to utilize evidence-based interventions and strength-based communication to engage the youth about his/her behavior until the youth has met the criteria in the Room Confinement Check List (see attached) and is ready to be released from room confinement.
- Juvenile Hall staff should immediately notify the Senior Counselor of the intent to release the youth from Room Confinement.
- Document the date and time the youth was released from room confinement.
- Return the youth to full program participation as soon as possible when the youth is able to self-regulate.
- After release from room confinement, Juvenile Hall staff and a Senior Counselor should assist the youth to develop strategies to prevent similar behavior(s) in the future.
- Completion of the Room Confinement Checklist will be suspended during normal sleeping hours as Room Confinement does not apply during this time. However, the Room Confinement Checklist will commence after normal sleeping hours have concluded. Suspension of the Room Confinement Checklist must be noted in the Living Unit Logbook.
- Juvenile Hall staff shall review the Living Unit Logbook at the beginning of each shift to determine if any youth are on room confinement. Juvenile Hall staff on-duty shall brief all counselors who are beginning a shift on the living unit regarding the status of youths on room

confinement and a Reintegration and Safety Plan if applicable.

- Contact a Senior Counselor at the end of the second (2) hour if the youth continues to pose an imminent or substantial threat to themselves, other youths, or staff. A Senior Counselor will contact SPY to request a youth assessment and request assistance with the development of a Reintegration and Safety Plan.
- Once a Reintegration and Safety Plan is implemented, Juvenile Hall staff shall document the youth's progress towards achieving the established goals and objectives every hour until the youth reintegrates with the general population, excluding normal sleeping hours.
- Juvenile Hall staff shall review the documentation regarding the youth's progress, meet with the youth and make the recommendation to conclude, continue, or adjust the Reintegration and Safety Plan according to the youth's behavior. Juvenile Hall staff shall provide written documentation regarding the reason for their decision. The document shall include the date, time, and the counselor's signature. Juvenile Hall staff shall then notify a Senior Counselor for review and approval. This process shall be repeated for each additional four (4) hour extension.

After release from room confinement, Juvenile Hall staff and a Senior Counselor should assist the youth to develop strategies to prevent similar behavior in the future. Interventions may include Brief Intervention tools. Brief Intervention tools should be conducted in a location that allows the youth to successfully engage with the Juvenile Hall staff member and that is conducive to thoughtful and collaborative interaction (i.e., day room, classroom, interview room, courtyard). Juvenile Hall staff should inform the lead counselor and a Senior Counselor of the location of the intervention in advance of engaging in the intervention.

C. Role of Senior Counselor

When a youth is placed in room confinement, the Senior Counselor shall:

- A Senior Counselor shall approve all room confinement.
- Sign the Room Confinement Checklist approving continued room confinement at thirty (30) minutes, sixty (60) minutes, and each hour thereafter until the youth has met the criteria in the Room Confinement Check List (see attached) and is ready to be released from room confinement.
- Notify the youth of his/her right to grieve room confinement.
- Assess the youth every hour and determine if the youth will be released from Room Confinement.
- SPY shall be notified immediately when a youth shows decompensation or mental health concerns, expresses suicidal thoughts, or exhibits self-harming behaviors during Room Confinement.
- Approve the termination of room confinement for the youth who no longer presents an imminent or substantial threat to themselves, other youths, or staff as recommended by Juvenile Hall staff.
- If the youth remains in Room Confinement for two (2) hours as the youth continues to pose an imminent or substantial threat to themselves, other youths, or staff, a Reintegration and Safety Plan shall be developed. The Senior Counselor should notify SPY to request a youth assessment and request assistance with the development of a Reintegration and Safety Plan. The Reintegration and Safety Plan should be completed with

input from Juvenile Hall staff, Senior Counselors, SPY Behavioral Health Clinician, the youth, and any additional staff deemed necessary.

- A Senior Counselor should complete all aspects of the Reintegration and Safety Plan. Juvenile Hall staff, Senior Counselors, SPY Clinicians, the youth, the Officer of the Day, and any other additional staff must sign the Reintegration and Safety Plan. A Reintegration and Safety Plan is mandatory if a youth has remained in his/her assigned room for three (3) hours.
- At the fourth (4) hour of Room Confinement, the Reintegration and Safety Plan should be implemented by the Senior Counselor.
- Every hour that the youth is on a Reintegration and Safety Plan, Juvenile Hall staff shall document the youth's progress towards achieving the established goals and objectives every hour until the youth reintegrates with the general population, excluding normal sleeping hours. An assessment including any recommendations will then be made by a Senior Counselor.
- The Senior Counselor shall review the documentation, meet with the youth, and make the determination to approve, deny, or modify the Reintegration and Safety Plan.
- The Senior Counselor shall provide the Reintegration and Safety Plan and the incident report to the OD for review and approval. The OD shall review the Reintegration and Safety Plan and ensure it contains all the necessary information.
- The Senior Counselor shall forward the completed Reintegration and Safety Plan to the Officer of the Day when the youth has been reintegrated with his or her

peers. Instances where the recommendation is to continue the Reintegration and Safety Plan, the Officer of the Day shall approve the plan of each additional four hours.

D. Role of the Officer of the Day

- At the fourth (4) hour of Room Confinement, the Reintegration and Safety Plan should be implemented, and the Officer of the Day should determine if the youth will be released from Room Confinement or continue Room Confinement.
- Every four (4) hours, the Officer of the Day will review every youth's Reintegration and Safety Plan to determine if the Reintegration and Safety Plan will be approved, denied, modified, or extended another four (4) hours.
- All Room Confinement Checklists will be collected daily by the Officer of the Day and forwarded to the Juvenile Hall Quality Assurance Coordinator and the Director of Juvenile Hall for review.
- The OD shall review the Reintegration and Safety Plan and ensure it contains all the necessary information.
- The OD shall forward the Reintegration and Safety Plan and the incident report to the Director of Juvenile Hall for review and approval. In instances where the youth is still subject to room confinement, the Officer of the Day shall review and approve the plan. If the Director of Juvenile Hall is physically unavailable to sign the Reintegration and Safety Plan, a designee, including the OD, may sign on the Director of Juvenile Hall's behalf after receiving written or verbal approval from the Director of Juvenile Hall or higher-level administrative staff.

E. Role of the Director of Juvenile Hall

- The Director of Juvenile Hall or designee shall review, sign, and forward the completed Reintegration and Safety Plan to the secretary for data entry and distribution.
- Review and sign all Room Confinement Checklists and forward to the Juvenile Hall Secretary for processing.

F. Exemptions to Room Confinement

Room confinement does not apply during normal sleeping hours, brief periods for required facility operations (for youth in intake) and/or Court holding cells.

Nothing in this policy shall be construed to conflict with any law providing greater or additional protections to youth.

Room confinement is not intended to limit the use of single person rooms for housing youths.

This policy does not apply during extraordinary emergency circumstances that requires a significant departure from normal institutional operations, including a natural disaster or facility-wide threat that poses an imminent and substantial risk of harm to multiple staff or youth. This exception shall apply for the shortest amount of time needed to address this imminent and substantial risk of harm.

This policy does not apply when a youth is placed in a locked cell or sleeping room to treat and protect against the spread of a communicable disease for the shortest amount of time required to reduce the risk of infection, with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for an illness. Additionally, this policy does not apply when a youth is placed in a locked cell or sleeping room for required extended care after medical treatment with the written

approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for illness.

This policy does not apply when a youth requests to be placed on a voluntary separation, Juvenile Hall staff shall assist the youth complete a Self-Place Separation form. The form shall include the reason for the separation, when the separation began (date and time), and the youth's signature (date and time). The form shall also include the date and time the youth returned to full program.

G. Daily Review of the Reintegration and Safety Plan

The purpose of the Reintegration and Safety Plan is to safely reintegrate youth back into full program as soon as possible. To that end, the following steps will be followed:

- All Reintegration and Safety Plans must be reviewed daily by the Senior Counselors and the Officer of the Day to assess the continued effectiveness of the individualized program and need to update or remove the youth from the program.
- SPY will address the needs of each youth with a Reintegration and Safety Plan daily.
- The Officer of the Day shall review the youth's progress on a shift-by-shift basis with the goal of removing the youth from the Reintegration and Safety Plan as soon as the youth is able to self-regulate.
- After the youth's removal from the Reintegration and Safety Plan, Juvenile Hall staff should continue to closely monitor the youth to ensure the youth's successful reintegration into the full living unit program. Juvenile Hall staff shall document their findings in the youth's case folder.

The Reintegration and Safety Plan serves two main functions:

First, if the youth remains in Room Confinement for two (2) hours as the youth continues to pose an imminent risk to safety of youth or staff, a Reintegration and Safety Plan should be developed.

Secondly, it may be used, if necessary, after a youth has been released from room confinement to address any imminent and substantial risk to themselves, other youth, or staff that may have precipitated the room confinement. This may include ongoing conflict between youths and staff.

The Reintegration and Safety Plan shall include the goals and objectives to be met to reintegrate the youth with his/her peers. If it becomes necessary to extend the Reintegration and Safety Plan beyond four hours, the Officer of the Day shall review and approve the plan every four hours thereafter. The Reintegration and Safety Plan shall be created in the least restrictive manner required to support safety and promote prosocial behavior.

H. Data Entry and Distribution

Upon receipt, the secretary shall enter the Room Confinement Checklist and Reintegration and Safety Plan information in the data base. Copies shall be distributed to the youth's case folder, the DPO and Administrative File.

I. Administrative Review

Room Confinement and Reintegration and Safety Plan shall be reviewed by administration on a monthly basis for identification of trends and development of intervention strategies.