

Safety Room Procedures

954.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures governing the use of safety rooms. This policy applies to all juvenile facility staff.

954.1.1 DEFINITIONS

Definitions related to this policy include:

Direct visual supervision - Staff are constantly in the presence of the youth. Audio/video monitoring and mirrors may supplement, but not substitute, for direct visual supervision.

Room Confinement – The placement of a youth in a locked room with minimal or no contact with persons other than correctional facility 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.

Separation – Limiting a youth's participation in regular programming for a specific purpose.

954.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 §§ 1354, 1354.5, 1358 & 1359;
- Board of State and Community Corrections Title 24 § 1230.1.13;
- Juvenile Facility Services Policies: Separation Policy; & Use of Physical Restraints;
- Welfare and Institutions Code § 208.3.

954.3 POLICY

The safety room shall be used to hold only those youth who present an immediate danger to themselves or others or who exhibit behavior which results in the destruction of property. The safety room shall not be used for punishment or discipline, or as a substitute for treatment.

954.4 SAFETY ROOM PROCEDURES

Duty officer (DO) approval shall be obtained prior to placing a youth in the safety room. The only exception to prior DO approval is in the most urgent of circumstances. In these instances, staff may place the youth in a safety room prior to obtaining approval to keep the youth or others from being injured.

All youth shall be searched prior to placement in the safety room and any items which could be used to inflict harm shall be removed.

If the youth attempts to use their clothing in a manner that could cause harm, the clothing may be removed.

Restraints may be used to prevent the youth from inflicting self-injury. Refer to Juvenile Facility Services Policy: Use of Physical Restraints.

Safety Room Procedures

The safety room shall not be used under the following conditions:

- (a) Before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.
- (b) For the purposes of punishment, coercion, convenience, or retaliation by staff.
- (c) To the extent that it compromises the mental and physical health of the youth.

The goal shall be to have the youth rejoin the group in the shortest duration possible. If room confinement must be extended beyond 4 hours, staff shall follow section 954.5.2 of this policy.

954.5 STAFF RESPONSIBILITIES

Provisions shall be made for administration of necessary nutrition and fluids, access to a toilet and suitable clothing to provide for privacy. These youth are likely to have unusually high fluid replacement needs; therefore, staff shall take appropriate steps to ensure they receive adequate fluids. Youth may be provided “finger foods” that do not require the use of utensils, while they are in the safety room.

Every youth in a safety room shall be provided continuous direct visual supervision. Audio/visual monitoring may supplement, but not substitute for continuous direct visual supervision.

954.5.1 DOCUMENTATION

Staff providing continuous direct visual supervision to youth while in the safety room shall document, on a Safety Room/Use of Restraints Log (attachment), the youth’s behavior and any staff interventions every 15 minutes, with actual times recorded. The safety room log, when completed, shall be placed in the youth’s facility file.

The use of the safety room is considered room confinement. Refer to Juvenile Facility Services Policy: Room Confinement. Staff shall complete the Safety Room/Use of Restraint Log (attachment) and an incident report in the Juvenile and Adult Management System (JAMS) to the DO to facilitate the review. The reason(s) for placement in the safety room, including attempts to use less restrictive means of control, and decisions to continue or end placement in the safety room, shall be documented.

954.5.2 PROCESS FOR EXTENDED USE OF THE SAFETY ROOM

If use of the safety room must be extended beyond 4 hours, staff shall do the following:

- (a) Notify the DO verbally prior to the expiration of the initial 4 hour placement in the safety room;
- (b) Obtain documented authorization by the DO for the extension on the Room Confinement Report forms;
- (c) Consult with behavioral health or medical staff regarding the youth’s condition; and,
- (d) Develop goals and objectives to be met in order to reintegrate youth into the general population and document on the Safety Room/Use of Restraint Log (attachment).

Safety Room Procedures

954.6 DUTY OFFICER RESPONSIBILITIES

The DO shall document the reason for placement in the safety room; including attempts to use less restrictive means of control, and decisions to continue and end placement in the safety room in their review section of the incident report. Youth shall be evaluated by the DO every hour to determine whether the youth can be removed from the safety room. The intention is to remove the youth from the safety room as soon as it is safe for the youth and others. Youth shall not be retained in a safety room longer than is necessary. The DO shall document when the evaluations were completed and their findings on the safety room log and in the duty log.

The DO shall monitor the Safety Room/Use of Restraint Log (attachment) to ensure entries are consistently and accurately recorded.

The DO shall notify behavioral health and on-site health care staff immediately each time a youth is placed in the safety room. The DO shall submit a behavioral health referral and a nursing request and document on the Separation Report forms and in the duty log.

954.7 MEDICAL ASSESSMENT AND CLEARANCE

A medical assessment shall be completed immediately, when appropriate, or within 2 hours of placement of youth in the safety room. The DO shall document when the medical assessment was completed on the safety room log and in the duty log. If there is no on-site health care staff on duty, the DO shall ensure the youth receives necessary medical treatment by calling the on-call health administrator. Transportation to local medical services or behavioral health services may be necessary. Health care staff shall medically clear youth for continued retention in the safety room every hour thereafter.

954.8 BEHAVIORAL HEALTH CONSULTATION

A behavioral health consultation shall be secured within 4 hours of placement within the safety room to determine the youth's need for behavioral health services and suitability for retention within the safety room. The DO shall document when the mental health consultation was secured on the safety room log and in the duty log.

Date last reviewed: 07/19/2019

Date last revised: 07/19/2019

12/07/2017

04/25/2011

02/22/2009

Created: 03/01/2000

Attachment:

[1. Safety Room and Use of Restraints Log](#)



RIVERSIDE COUNTY PROBATION DEPARTMENT

Serving Courts • Protecting Our Community • Changing Lives



SAFETY ROOM/USE OF RESTRAINTS LOG

AMC-YTEC IJH RJH SJH

Staff instructions: in the comments section, staff shall document their observations of the youth's behavior and staff interventions every 15 minutes, using actual times. The duty officer (D.O.) shall monitor this log to ensure entries are consistently and accurately recorded. The log, along with all other documentation shall be submitted to the D.O. when the youth is removed from the safety room.

Youth's Name:		CID:	IR Number:
Date Placed:	Time Placed:	Duty Officer:	
Type of Placement: Restraint: <input type="checkbox"/> Safety Room: <input type="checkbox"/>		Staff Conducting Constant Visual:	
Onsite Medical Staff:		Onsite Behavioral Health Staff:	
Behavioral Health Opinion: (Within 4 hours)			Time:
Medical Assessment (Within 2 hours) :			Time:
Duty Officer Hourly Evaluation:			
Time:	Duty Officer:	Comments:	

INFORMATION REQUIRED FOR YOUTH ON SEPARATION (SAFETY ROOM USE ONLY)

TITLE 15 REQUIREMENTS

ALL TITLE 15 REQUIREMENTS MUST HAVE AN ENTRY. IF NOT APPLICABLE, BECAUSE THE PROGRAM/REQUIREMENT DID NOT OCCUR DURING THE SEPARATION TIMES, BE SURE TO ENTER "N/A" IN THE RELATED BOX. EACH DUTY OFFICER SHALL REVIEW THE TITLE 15 REQUIREMENTS TO ENSURE ALL REQUIREMENTS HAVE BEEN MET. EACH DUTY OFFICER SHALL SIGN UNDER THE DUTY REVIEW AS PROOF OF REVIEW DURING THEIR SHIFT.

	PROVIDED (P) REFUSED (R) OR (N/A)	TIME	STAFF	* ENTER REFUSED (R) OR (N/A) IN LIEU OF START TIME AS APPLICABLE FOR THE FOLLOWING PROGRAM/REQUIREMENT	START TIME	END TIME	STAFF
HYGIENE:				*ONE HOUR EXERCISE:			
BREAKFAST:				*RECREATION:			
LUNCH:				*PROGRAMMING:			
DINNER:					PROVIDED (P) REFUSED (R) OR (N/A)	TIME	STAFF
SHOWER:				FAITH-BASED SERVICES:			
SNACK:				BEHAVIORAL HEALTH REFERRAL:			
EDUCATION:				NURSING REQUEST:			
				SHIFT 2 DUTY REVIEW:			
				SHIFT 3 DUTY REVIEW:			

ROOM CONFINEMENT EXTENDED BEYOND FOUR HOURS: FIRST EXTENSION

DO/SPO SIGNATURE REQUIRED FOR AN EXTENSION OF ROOM CONFINEMENT:		
DATE:		TIME:
REASON FOR EXTENSION:		

ROOM CONFINEMENT EXTENDED BEYOND FOUR HOURS: SECOND EXTENSION

DO/SPO SIGNATURE REQUIRED FOR AN EXTENSION OF ROOM CONFINEMENT:		
DATE:		TIME:
REASON FOR EXTENSION:		

GOALS AND OBJECTIVES FOR RETURNING TO GROUP STATUS (USED ONLY IF EXTENDED BEYOND 4 HOURS)

	STAFF NAME
GOAL #1:	
GOAL #2:	
GOAL #3:	

TIME YOUTH RETURNED TO GROUP STATUS:	
DATE YOUTH RETURNED TO GROUP STATUS:	
RELEASING STAFF/SPO:	
DO/SPO REVIEW:	