



INTERNAL MANAGEMENT POLICY & PROCEDURE	SECTION NUMBER 10-102	PAGE NUMBER 1 of 4
	CHAPTER & SUBJECT: PROGRAMS AND SERVICES: Room Restriction	
Approved By:  Teresa Williams, Acting Commissioner		Original Date Issued: 10/08/12 Current Amendment Effective: 10/08/12 Replaces Amendment Issued: N/A

POLICY

This policy is the agency guideline for the use of room restriction as a non-disciplinary resolution for minor misbehavior by juvenile offenders. (4-JCF-3B-06)

Room restriction is a valuable technique for allowing a juvenile offender who is acting out or displaying negative behavior to have time away from the general population to regain his or her composure and to think through the consequences of his or her actions.

Proper use of this technique may assist in the prevention of serious behavioral disruption and may reduce the need to use more restrictive intervention.

DEFINITION

Minor Misbehavior: Inappropriate behavior or unacceptable actions by a juvenile offender that is not immediately threatening to staff, self, others, or property.

Room Restriction: A non-disciplinary means of informally resolving a juvenile offender’s minor misbehavior by placing the juvenile offender in a secure room, for not more than 60 minutes, until the juvenile offender is able to manage his or her behavior.

PROCEDURE

I. Room Restriction

- A. Corrections staff may place a juvenile offender who is acting out or displaying negative behavior and needs to be separated from the group in a secure room where he or she can regain control of his or her behavior.
- B. Room restriction is to be used only for minor violations, or a “cooling off” period, and is intended to be of short duration so as to not restrict or deny program participation. (4-JCF-3B-04)
- C. No restraints may be used while a juvenile offender is on room restriction.

II. Utilization of Room Restriction

- A. Prior to placement on room restriction, staff shall:
 - 1. Explain the reason for the room restriction to the juvenile offender;
 - a. Whenever possible, the discussion shall take place in a private setting. When a private setting is not available, the juvenile offender shall be afforded as much privacy as is

possible under the circumstances.

- b. The juvenile offender shall be advised of the expectations and his or her responsibilities while on room restriction.
2. The juvenile offender shall have an opportunity to explain his or her behavior;
 3. The corrections staff placing the juvenile offender on room restriction shall designate the length of time that the juvenile offender will be on room restriction, which shall not exceed 60 minutes; and,
 4. Prior to the juvenile offender being placed in a room for room restriction, a detailed search for contraband of both the juvenile offender and the room being used for restriction shall be conducted.
- B. The juvenile offender shall be allowed to participate in helping corrections staff determine when to end the room restriction period.
- C. All relevant information leading to the decision to place a juvenile offender on room restriction shall be documented on the Non-Disciplinary Room Restriction Report (Attachment A, Form #10-102-001) by staff and a copy of the report shall be maintained in the juvenile offender's master file.
- D. During room restriction, documented staff contact (See Attachment A) shall occur every 15 minutes, or more frequently, depending on:
1. The juvenile offender's emotional state;
 2. The juvenile offender's interaction with staff; and
 3. The juvenile offender's participation in the counseling process.
- E. The juvenile offender shall be returned to the group when his or her negative behavior is under control, as determined by corrections staff.
1. If the juvenile offender is unable to regain control of his or her behavior within 60 minutes, the juvenile offender shall be immediately removed from room restriction and placed on administrative segregation in accordance with IMPP 14-103, Protective Custody and IMPP 14-104, Criteria for Placement on Administrative Segregation Status.
- F. While on room restriction, the juvenile offender shall maintain all basic rights and shall not be deprived of his or her basic needs.

III. Voluntary Request to Return to Room

- A. Room restriction shall not be in effect when a juvenile offender voluntarily requests to return to his or her room as a means of avoiding peers or in order to regain self-control. In such a case, the juvenile offender shall have the right to leave his or her room upon his or her own decision following all guidelines of the facility.

IV. This IMPP shall serve as final policy for the Juvenile Justice Authority and no facility orders shall be allowed on this subject.

REFERENCES

IMPP 14-103; 14-104
JCF: 4-JCF-3B-04; 3B-06

ATTACHMENTS

Attachment A: Non-Disciplinary Room Restriction Report, Form #10-102-001, 2 Pages.



Note: This report must be completed for each juvenile offender placed on Room Restriction and it must be retained in the juvenile offender's master file.

NON-DISCIPLINARY ROOM RESTRICTION REPORT

I. Juvenile Offender _____, _____
(Print Juvenile Offender's full name) (JO's number)

II. Date and Time of Incident Leading to Room Restriction

Date Incident Began _____ Time Incident Began _____
____m
Month Day Year

Date Incident Ended _____ Time Incident Ended _____
Month Day Year _____m

Location of Incident _____

III. Date and Time of Room Restriction

Location of Room Restriction _____

Date Room Restriction Began _____ Time Room Restriction Began _____
Month Day Year _____m

Date Room Restriction Ended _____ Time Room Restriction Ended _____
Month Day Year _____m

Officer Placing Juvenile Offender on Room Restriction _____
Print full name of officer (include rank or title)

VI. Summary of Incident

(Print or type a description of the incident. You must include all relevant information leading to the decision to place the juvenile offender on room restriction.) (Use **additional sheets if necessary**)



EMPLOYEE STATEMENT OF RECEIPT AND ACKNOWLEDGMENT OF IMPP OR FACILITY ORDER

SUBJECT:

IMPP NUMBER:

FACILITY ORDER NUMBER:

KJCC-EAST **KJCC-WEST** **LJCF**

TITLE:

EFFECTIVE DATE:

I have received one (1) electronic copy of the IMPP or Facility Order as titled above. I acknowledge that I have read and have had the opportunity to ask questions about the policy or Facility Order. I further acknowledge that I understand and agree to comply with the policy or Facility Order.

SIGNATURE (Typing name signifies your signature.)

DATE