

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-600.5

APPROVED BY: STEVE JACKSON
CHIEF PROBATION OFFICER

REPLACES: 1/30/2019

ISSUED: 3/30/2020

SUBJECT: SEPARATION

POLICY

Staff shall consider positive youth development and trauma informed care for youth who are separated. Separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation. Types of Separation include Non- Room Separation and Room Separation.

PROCEDURES

A. Non - Room Separation

1. Group Separation

- a. Youth may be separated from group activity as a consequence to negative behavior.
- b. Youth separated from group activity shall be provided an alternative program to assist them in achieving the desired behavior change.
- c. Youth shall not be confined to their room when separated from group activity.

2. Self- Separation (Time Out)

- a. Youth may choose to self-separate from group activity as a “time-out” and in an effort to employ pro-social strategies to address their triggers.
- b. Youth that choose self-separation from group activity, may still participate in group activity, or may be provided an alternative program to assist them in learning pro-social skills.
- c. Youth shall not be confined to their room when they choose self-separation from group activity.

B. Room Separation

1. Room Separation may be used for medical and mental health conditions, self-isolation, and protective custody.
 - a. Medical Room Separation
 - i. Medical Room Separation may be used for a youth on medical isolation or for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner.
 - ii. Medical Room Separation shall continue until the youth is cleared by Medical Clinic Staff.
 - iii. Medical Room Separation may occur in situations where a youth is in his/her room due to medical isolation or for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner during non-sleeping hours.
 - iv. The Room Separation Plan shall follow the youth as they are reassigned within the facility and medically cleared by Clinic staff to be reintegrated back into the general population.
2. All occurrences of Room Separation are to be documented in an Incident Report in JJIS, reviewed and evaluated by the JDUS of the housing unit, and approved by the Duty Officer.
3. All youth are to be re-evaluated for continued Room Separation no less than every four hours by the Duty Officer and any necessary adjustments shall be made.
4. The development of a Room Separation Plan (Attachment A) shall include the input of the Youth Advocate whenever possible.
5. The Room Separation Plan shall be reviewed daily by the Youth Advocate for formal reassessment purposes and to make any necessary adjustments. Upon review, a copy of the Room Separation Plan will be forwarded to the JDUS of the assigned housing unit and the JDFS of the assigned housing unit.
6. A copy of the Room Separation Plan shall be placed on the Unit and distributed to the Youth Advocate, Behavioral Health Services, Correctional Health Services, and the ADCPO of Operations.

Room Separation Plan

Unit _____ J# _____ Youth _____

Reason for Room Separation (Check One); Claimed Illness Medical Isolation Self-Isolation
 Mental Health Condition Protective Custody

Youth Placed on Room Separation on: _____ at _____
Date Time

Person who put youth on Room Separation: _____
Name and Title

For the following behavior: _____

Room Separation Plan: _____

Youth Signature _____ Detention Officer Signature _____

Duty Officer Approval (needed for non-mental health and non-medical room separation):

 Duty Officer Signature

Room Separation re-evaluation by Duty Officer (No Less Than Every 4 hours)

Duty Officer (signature)	Date	Time	Evaluation and Adjustments

Reviewed By: _____ Date: _____

Reviewed By: _____ Date: _____
DCPO/ADCPO Signature

- Distribution:
 JDUS on shift – Housing Unit
 JDFS – Housing Unit
 Youth Advocate
 Behavioral Health Services
 Correctional Health Services
 ADCPO of Operations

Revised 12/4/19