

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

TO: ALL STAFF

BULLENTIN #: D-802.5

APPROVED BY: STEPHANIE L JAMES  
CHIEF PROBATION OFFICER

REPLACES: 1/30/2019

ISSUE DATE: 8/19/2019

**SUBJECT: SAFETY ROOM PLACEMENT**

**POLICY**

Safety rooms shall only be used to hold those youth who present an immediate danger to themselves or others, or reveals the intent to cause self-inflicted physical harm. A safety room shall not be used for punishment, discipline, as a substitute for treatment, coercion, convenience, or retaliation by staff. The Safety Room shall not be used 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. The Safety Room shall not be used to the extent that it compromises the mental and physical health of the youth.

**PROCEDURE**

A. Placement in the Safety Room and/or Observation Room

If a youth presents an immediate danger to him/herself, is actively attempting to harm him/herself, or reveals the intent to cause self-inflicted physical harm, he/she shall be placed in the Safety Room under continuous direct visual supervision. If the Safety Room is unavailable, a youth may also be placed in an Observation Room on Units 1, 2, or 3, where the secured rooms allow for continuous direct visual supervision.

1. If a youth is identified as a suicide risk or is actively attempting to harm him/herself, the Duty Officer will be contacted for authorization to place the youth in the Safety Room.
2. If an attempt has been made, the youth will need to be triaged by the Medical Clinic staff to determine if the youth needs to be transported to San Joaquin General Hospital Emergency or if the youth can remain in the Safety Room.
3. The Duty Officer will contact Behavioral Health Services and Medical Clinic staff, if available, for an immediate assessment and determination if the youth should be cleared for return to the housing unit or if continued placement and monitoring in the Safety Room is warranted.
4. If Behavioral Health Services staff is not available, the Duty Officer shall contact the [REDACTED] [REDACTED] for a mental health assessment.

- a. Behavioral Health Services staff and/or Crisis staff will determine if the youth is safe to remain in the Safety Room or if he/she is to be placed on a 5585 WIC (72-hour involuntary hold).
  - b. Behavioral Health Services staff, in consultation with Medical Clinic staff, will determine if the youth needs to be transported [REDACTED]  
[REDACTED]
  - c. If the youth is medically stable, Juvenile Detention staff will transport the youth [REDACTED] if medical clearance is required or to Crisis Services.
  - d. Behavioral Health Services staff will then place the youth on a 5585 WIC hold.
  - e. No youth shall be detained or returned to Juvenile Hall while on a 5585 WIC hold.
  - f. [REDACTED]  
[REDACTED] Juvenile Detention staff will remain with the youth until successful transfer to a psychiatric inpatient unit.
5. All Safety Room placements require Duty Officer, Medical Clinic Staff, or Behavioral Health Services staff approval. Whomever approves the placement, must indicate the reason for the placement on the Safety Room and Observation Room Evaluation (Attachment A – page 1).
  6. After the crisis assessment has been completed by Behavioral Health Services staff, a plan of action shall be developed collaboratively by the BHS staff and the Duty Officer. Together, they shall determine if the youth requires continued monitoring in the Safety Room.
  7. A youth may be held for up to four hours in the Safety Room. After the youth has been held in the safety room for a period of four hours, the Duty Officer shall:
    - a. Assess the youth by meeting with the youth to assess the youth's current demeanor and verbalizations.
    - b. Review any available assessments conducted by the JDUS, Behavioral Health Services staff, and Medical staff.
    - c. Contact Behavioral Health Services staff for a re-assessment of the youth.
    - d. Contact Medical Clinic staff for a re-assessment of the youth.

- e. Develop an Individualized Plan (Attachment B) with the youth that identifies goals and objectives to be met in order to reintegrate the youth's return to general population.
  - f. This Individualized Plan (Attachment B) will specify a safety plan to begin the process of full-integration back into general population. The plan may include provisions such as: close staff monitoring, restriction to certain areas of the unit, activities on alternative units that remove potential triggers for aggression, and temporary restriction from specified activities. A plan, negotiated with the youth, will be established in the event of increased suicidal thoughts or behaviors. Any provisions must be in an effort to reduce a potential return for safety threats and not as a sanction or in retaliation.
  - g. Document the basis for the extension of Safety Room Placement beyond (4) four hours, and the date and time the youth was initially placed in the Safety Room.
  - h. The Duty Officer shall immediately notify a Detention Administrator if a youth is approaching four (4) hours (excluding the hours of 9 p.m. to 6 a.m. and be prepared to discuss the assessments that have occurred as well as share a copy of the individualized goals and objectives that have been developed for the youth.
  - i. If authorization is given from a Detention Administrator for Safety Room Placement to extend beyond four (4) hours, the Duty Officer shall obtain documented authorization from Detention Administration every two (2) hours thereafter. At that time, the Duty Officer shall be prepared to discuss the assessments that have occurred as well as share a copy of the updated individualized goals and objectives for the youth.
  - j. The Safety Room & Observation Room Evaluation (Attachment A) shall remain with the staff providing continuous direct supervision of the youth until the youth has been released from the Safety Room. The completed packet shall then be forwarded to the Administrative ADCPO, or in his/her absence, to the DCPO of Institutional Services.
  - k. The Administrative ADCPO shall ensure required tracking for any and all youth placed in the Safety Room. The Administrative ADCPO of Operations shall advise the chain of command of all incidents where a youth has been in the Safety Room for more than four (4) hours.
8. Behavioral Health Services staff must review and document the need for continued placement in the Safety Room every 4 hours on the Safety Room and Observation Room Evaluation when available with a minimum daily re-assessment.

9. Medical Clinic staff must review and document the need for continued physical well-being of the youth during the placement in the Safety Room every 4 hours on the Safety Room and Observation Room Evaluation. When available with a minimum daily re-assessment
10. If Medical Clinic staff are not available, due to it being after-hours, and the Duty Officer determines there is a medical issue, they should contact an ambulance to transport the youth [REDACTED]. The Juvenile Detention Officer shall accompany the youth in the ambulance and remain with the youth until he/she is medically cleared to return to Juvenile Hall., or if Behavioral Health Services [REDACTED] determine the youth requires a 5585 WIC (72 Hour Involuntary Hold). The detention staff will remain with the youth until transferred to a psychiatric inpatient unit/Hospital.
11. The Duty Officer will be responsible for notifying the youth's parent and/or guardian to advise them of the youth's suicidal attempt or ideation. This notification shall be documented under the "Contact" section in JJIS.
12. When a youth is placed in the Safety Room the Duty Officer shall assign a Juvenile Detention Officer to provide continuous direct visual supervision for the duration of time the youth is in the Safety Room. Continuous direct visual supervision means that staff shall constantly be in the presence of the youth. Audio/video monitoring may supplement but shall not be a substitute for continuous direct visual observation.
13. When a youth is placed in the Safety Room, he/she shall receive necessary nutrition and fluids and shall have access to a toilet. Fluids should be offered every hour and meals should be offered during facility mealtimes.
14. When a youth is placed in the Safety Room, he/she shall be provided with the opportunity for at least one hour of large muscle activity each day.
15. The youth shall remain in his/her clothing to provide for privacy. The Duty Officer shall contact Detention Administration for authorization for the use of a safety smock if he/she deems it is necessary to ensure the safety of the youth.
16. The Juvenile Detention Officer shall document the youth's behavior as well as any staff interventions every 5 minutes, with the actual time noted on the Safety Room and Observation Room Evaluation form (Attachment A – page 2).
  - a. The youth's behavior shall be described in detail (e.g., sleeping, banging on door, calm, etc.)
  - b. Staff shall also document any interventions they provide to the youth (e.g. water, food, exercise extremities, counseling, etc.)

17. A youth shall not be removed from the Safety Room until BHS staff have authorized the release. In the event, BHS staff are not available, and the Duty Officer is recommending the youth be cleared to return to a housing unit, the Duty Officer shall contact the San Joaquin County Behavioral Health Services for a mental health assessment.
18. The Duty Officer shall complete an Incident Report in JJIS detailing the reason for the Safety Room placement, including attempts to use less restrictive means of control, and the decisions to continue and end the placement.
19. The Duty Officer shall forward the completed Safety Room and Observation Room Evaluation to the Administrative ADCPO Institutional Services.
20. The Administrative Assistant Deputy Chief shall notify the Presiding Juvenile Court Judge, the Assistant Chief Probation Officer, and the Chief Probation Officer in writing of any placements in the Safety Room.

**SAN JOAQUIN COUNTY  
SAFETY ROOM & OBSERVATION ROOM EVALUATION**

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\_\_\_\_ Observation Room – Unit \_\_\_\_\_ Safety Room Shift: \_\_\_\_ A.M. \_\_\_\_ P.M. \_\_\_\_ G.Y.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ J# \_\_\_\_\_ DOB \_\_\_\_\_

Date of Placement: \_\_\_\_\_ Time of Placement: \_\_\_\_\_ AM/PM Placed By: \_\_\_\_\_

\_\_\_\_ Safety Placement per D.O. \_\_\_\_ Security Placement per D.O. \_\_\_\_ Behavioral Health Placement

Reason for Placement: \_\_\_\_\_

Youth placed into room wearing: \_\_\_\_ JJC Clothing \_\_\_\_ Own Clothing \_\_\_\_ Safety Smock

D.O. Signature \_\_\_\_\_ Date/ Time \_\_\_\_\_

Medical Notified: Date/ Time \_\_\_\_\_ Behavioral Health Notified: Date/ Time \_\_\_\_\_

Medical Staff Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

BHS Staff Signature \_\_\_\_\_ Date/ Time \_\_\_\_\_

\*\*Signature confirms that you are advised that the youth is in the Safety Room/Observation Room.

Duty Officer Review (4 Hours)	Date	Time	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Medical/ Clinic Review (6 Hours)	Date	Time	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Behavioral Health Review (4 Hours)	Date	Time	Continued Y/N	Comments
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**\*\*Youth Released – Date/ Time \_\_\_\_\_**

ADCPO Reviewed \_\_\_\_\_ Date \_\_\_\_\_

Distribution: ADCPO Administration Services  
Medical Clinic  
Behavioral Health Services

Revised: 04/26/18



**SAN JOAQUIN COUNTY  
SAFETY ROOM AND OBSERVATION ROOM EVALUTION  
INDIVIDUALIZED PLAN**

- Youth was released from Safety Room \_\_\_\_\_ at \_\_\_\_\_  
Date Time
- Youth to remain in Safety Room beyond four hours.
- Youth was re-assessed by Duty Officer meeting with youth to assess youth's current demeanor and verbalizations
  - Youth was re-assessed by Behavioral Health Services staff
  - Youth was re-assessed by Medical Clinic staff
  - All available assessments conducted by the observing staff, Behavioral Health Services staff, and Medical staff were reviewed
  - Basis for extension of Safety Room
- \_\_\_\_\_
- \_\_\_\_\_

- Individualized Plan was developed with the youth that identifies goals and objectives to be met in order to reintegrate the youth's return to general population.

- Individualized Plan developed with goals and objectives for reintegration  
Goal: Ensure for safe transition from Room Confinement to General Population

- Objective: Identify potential risk for suicidal ideations or behaviors
- \_\_\_\_\_
- \_\_\_\_\_

- Objective: Determine activities that pose high risk for return of suicidal ideations or behaviors and eliminate these activities for initial reintegration
- Unit or Room change
  - Meals
  - School
  - Shower
  - Programming
  - Recreation
  - Other: \_\_\_\_\_

- Objective: Develop a monitoring system to increase on-going safety
- Activities with designated peers or excluding designated peers
  - Assigned seating and permission to leave seat required
  - JDUS in close proximity at all times
  - Reinforced staffing during full general population integration
  - Check in with JDUS every \_\_\_\_\_ minutes
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_

Goal: Reduce the likelihood of future suicidal ideations or behaviors



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- Objective: Identify skills to reduce suicidal ideations or behaviors
    - Meet with staff to complete a CCP Tool related to the current incident
    - Learn 3 strategies to calm down when emotionally upset
    - Identify risky thoughts that lead to dangerous behavior and replace thoughts
    - List 3 social skills that may be useful to avoid acting on risky thoughts or impulses and practice them with you JDUS
    - Participate in a conflict resolution session
    - Meet with staff to go through the steps for Problem Solving to resolve issues
    - Other: \_\_\_\_\_
    - Other: \_\_\_\_\_

Goal: Increase on-going review and planning for youth

- Objective: Develop a comprehensive plan for behavior management for youth
  - Periodic reviews with multidisciplinary team (education, mental health, probation, etc.)
  - Participation in treatment programming
  - Discharge planning for on-going support
  - Involvement of family/guardian and other community supports
  - Negotiation of Behavioral Contract
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_

Request to Extend Safety Room Placement:

Denied by: Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Youth was released from room confinement: Date: \_\_\_\_\_ Time: \_\_\_\_\_**

Approved by: Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Youth was released from room confinement: Date: \_\_\_\_\_ Time: \_\_\_\_\_**

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