

# YOUTH SERVICES POLICY

<b>Title:</b> Use of Interventions - Secure Care <b>Next Annual Review Date:</b> 07/21/2017	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 2. Security <b>Number:</b> C.2.6
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<b>References:</b> Bailey v. Turner, 736 F.2d 963 (U.S. 4th Cir. 1984); Soto v. Dickey, 36 Cr. L 2068 (U.S. 7th Cir. 1984); Beard v. Stephens, 372 F. 2d 685 (U.S. 5th Cir. 1967); In re: Riddle, 57 Cal. 2d 843, 372 P. 2d 304 (1962); ACA Standards 2-CO-3A-01 (Administration of Correctional Agencies); 4-JCF-2A-10, 4-JCF-2A-15, 4-JCF-2A-16, 4-JCF-2A-17, 4-JCF-2A-19, and 4-JCF-2A-29 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy Nos. A.1.4 "Investigative Services", A.1.14 "Unusual Occurrence Reports", A.2.1 "Employee Manual", A.2.2 "Pay Administration and Management", A.2.14 "Secure Care Facility Staffing", A.2.24 "Staff Development and Training Plan", A.7.1 "Safety Plan", B.2.8 "Behavior Management Unit", B.6.2 "Communicable and Contagious Diseases and Infection Control Program", B.6.4 "Accident and Injury (A&I) Evaluations", C.1.6 "Establishment of Facility Standard Operating Procedures (SOPs)", C.2.2 "Facility Riot, Significant Disturbance, and Hostage Situation", C.2.12 "Emergency Escorting", C.5.1 "Performance Data and Information", and C.5.2 "Regional Office Duty Officers and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> James Bueche, Ph.D., Deputy Secretary	<b>Date of Approval:</b> 07/21/2016

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish Safe Crisis Management (SCM) in YS' secure care facilities as the approved intervention curriculum for intervening in crisis situations, by providing rules and procedures regarding physical interventions and the authorized uses of mechanical restraints. This policy is designed to minimize the possibility of injury to youth and staff, and maximize the effectiveness of the use of physical interventions and restraints.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, General Counsel, Investigative Services staff, Contracted Health Care Provider (CHP), designated Central Office staff as determined by their job duties, Facility Directors, and all secure care staff.

Facility Directors are responsible for ensuring that all necessary written procedures as outlined in this policy, regarding the Use of Interventions/SCM and the circumstances under which it is to be utilized, are in place. (Refer to YS Policy No. C.1.6)

#### IV. DEFINITIONS:

***Behavior and Accommodations Binder (BAB)*** – A binder containing the history on youth requiring physical intervention, as well as the most current “Unified Behavior Plan” (UBP) for Youth with Special Needs. The BAB shall contain these two (2) documents for youth residing in a particular housing area, and shall be maintained in a secured area readily accessible to staff at all times. Staff shall be advised of the location, content and purpose of the binder as it relates to this policy, and shall review the BAB at the beginning of every tour of duty.

***Behavior Intervention Unit (BIU)*** - Temporary assignment of a youth to a self-contained unit when his continued presence in the general population poses a threat to staff or other youth, pending investigation of a potential threat, or when his activities are destabilizing or highly disruptive to programming.

***Debriefing (Staff)*** - A structured counseling session held immediately following the use of physical intervention, but no later than the involved staff's tour of duty, with the Facility Director/Deputy Director/Assistant Director to examine the events that occurred and what actions could be improved upon in the future.

***Debriefing (Youth)*** - A counseling session or circle-up held immediately following the use of physical intervention, with a supervisor not involved in the incident and counseling staff if available, to help the youth develop an awareness of his misbehavior and to find more acceptable ways of coping.

***Flex Cuffs*** - A flexible plastic restraining device designed specifically for restraining individuals, used only in extraordinary situations, and only under the guidelines established in this policy.

***Force*** - A physical or mechanical intervention that causes someone to act in a manner contrary to his intent or causes him to change his behavior to a desired action or to more desirable conduct.

***Individual Deficit Disorder (IDD) – (formally referred to as MR)*** – Refers to significant sub-average intellectual functioning with an Intelligence Quotient (IQ) of 70 or below with concurrent deficits or impairments in present adaptive functioning in at least two (2) of the following areas: communication; self-care; home living; social/interpersonal skills; use of community resources; self-direction; functional academic skills; work; leisure; health and safety; with onset before age 18.

***Investigative Services (IS)*** - The internal investigation section of YS/OJJ.

***Juvenile Electronic Tracking System (JETS)*** - The centralized database utilized to track all youth under OJJ supervision or in OJJ custody and to record all case record activity.

***Juvenile Justice Specialist (JJS)*** - Provides security of youth and assist in application of clinical treatment in accomplishing the overall goal of evaluation and/or treatment of individuals judicially remanded to a YS secure care facility.

***Mechanical Restraints*** - Approved handcuffs, handcuff belts, leg irons, and their keys; that shall only be applied by trained staff.

***One-on-One Supervision*** - Constant observation of a youth by assigned staff, who shall remain within six feet of the youth at all times without interruption, and who shall not be permitted to engage in other activities during this assignment.

***Operations Shift Supervisor (OSS)*** – An employee who is responsible for a range of duties that support management in maintaining a safe, secure facility. Shift Supervisors oversee administrative and operational security activities during specific shifts; manage staff during each assigned shift; ensure adequate security coverage; lead count procedures; oversee the custody, supervision and control of secure care youth; manage frontline security staff; assist in controlling youth movement; assist in directing the use and issuance of keys, locks, and security equipment.

***Physical Intervention*** - A use of force which involves the application of approved techniques or restraints by a staff member to physically restrain a youth whose behavior is out of control, presenting an unsafe situation.

***Precaution Body Fluid (PBF)*** - Known to transmit HIV and hepatitis viruses.

***Safe Crisis Management (SCM)*** - The approved intervention curriculum and techniques employed by the Office of Juvenile Justice (OJJ) for providing a control method that shall accomplish the goal of maintaining a safe environment for youth and staff. The SCM training program was developed by JKM Training, Inc. to provide staff charged with the responsibility of behavior and intervention with the most professional and safest approach to managing acting-out behavior.

***Serious Mental Illness (SMI)*** – Disorders of mood and cognition (with the exception of youth diagnosed with individual deficit disorder/IDD) that significantly interfere with functioning in at least one essential sphere of the youth's life (e.g. psychotic disorders, mood disorders, the aggressively mentally ill, and youth who exhibit self-mutilating or suicidal behavior). Youth with these disorders may be referred to as "SMI" youth.

**Operations Shift Supervisor (OSS)** – An employee who is responsible for a range of duties that support management in maintaining a safe, secure facility. Shift Supervisors oversee administrative and operational security activities during specific shifts; manage staff during each assigned shift; ensure adequate security coverage; lead count procedures; oversee the custody, supervision and control of secure care youth; manage frontline security staff; assist in controlling youth movement; assist in directing the use and issuance of keys, locks, and security equipment.

**Staff Development Training Specialist**- A full time secure care trainer position, at the unit level that has completed a specialized 40-hour training-for-trainers curriculum through the agency or other qualified source, [i.e., “American Correctional Association”, “National Institute of Corrections”, “Federal Bureau of Investigation Instructor Development Course” (FBI-IDC), etc.], responsible for the development, documentation and delivery of the agency's approved training.

**Tap Out** - A technique used to remove a staff member involved in a situation whose continued involvement has the potential for escalating or aggravating an incident by indicating that the staff member has a "phone call" or is needed in another room.

**Tour of Duty** - The time an employee spends on duty at work, from the time he reports for duty until the end of his shift or until he is authorized to leave the facility.

**Unified Behavior Plan (UBP) for Youth with Special Needs** - A document developed by the youth's Case Manager, and maintained on youth designated by the contracted health care provider as IDD. This plan shall include any physical limitations and/or precautions that staff must be aware of in the event a physical intervention is necessary.

**Unusual Occurrence Report (UOR)** - A document that must be completed by any staff involved in a use of physical interventions incident, any staff that witnesses such an incident, any staff that is in the area of such an incident, and any staff who is told by a youth of such an incident. A UOR must also be completed by staff witnessing any occurrence out of the ordinary, regardless of the magnitude of that occurrence. If a UOR form is not available, the employee must use any paper available to report the pertinent information. UORs may also be submitted by email. (Refer to YS Policy No. A.1.14)

## V. POLICY:

It is the Deputy Secretary's policy that all reasonable steps shall be taken to minimize situations requiring the use of a physical intervention by staff against youth, and to minimize the amount of physical intervention required in those situations. It is recognized, however, that physical intervention may be necessary to accomplish the legitimate goals of YS, including public safety, the safety of staff and youth, and the maintenance of stability and safety.

Crisis situations shall be managed by the principle of the **least restrictive alternative**. It is the policy of the Deputy Secretary that physical intervention shall be used as a last resort when all other means of intervention have been unsuccessful or when time and circumstance do not permit alternative options.

In crisis situations mechanical restraints may only be used as described in this policy and with the expressed approval of the Facility Director/Deputy Director/Assistant Director or in their absence, the appropriate Regional Director, when all available less forceful measures fail to accomplish control.

The physical intervention used shall be in proportion to the threat and shall cease when the resistance ceases. Only approved techniques may be used.

Employees are to act in accordance with SCM/Use of Intervention methods approved by YS when confronted with situations requiring the use of physical intervention. All uses of physical intervention shall be managed and monitored by appropriate supervisory personnel whenever possible, time and circumstance permitting, and as specifically described herein.

When it is anticipated that a youth's behavior may require the use of interventions, including de-escalation techniques, staff is prohibited from entering a youth's room in a restrictive housing unit without the use of a hand-held recorder.

## **VI. ESSENTIAL FUNCTIONS:**

Designated Central Office staff as determined by their duties, and all OJJ secure care facility staff must fully participate in both the theory and physical portions of the SCM/ Use of Interventions training, and must pass the theory portion.

In addition, all Juvenile Justice Specialist (JJS') must be tested on and pass both the theory and physical portions of the SCM/Use of Interventions training.

A. Existing JJS staff: Shall fully participate in SCM/Use of Interventions training, unless medical certification dictates otherwise, passing both the theory and physical portions. Medical certification must be provided indicating the employee cannot pass the physical portion.

1. *Temporary inability:* For those persons whose inability to pass the physical portion is temporary, the medical certification document shall stipulate that the inability to pass the physical portion is temporary. If temporary, the staff member shall be required to pass the physical portion when that inability is no longer present. Quarterly medical updates are required for those with temporary disabilities reflected in the medical certification. The original medical certification shall be submitted to the Facility Director, with a copy to the supervisor and the facility Staff Development Training Specialist for continuous monitoring of the employee's training status.

2. *Permanent inability:* If the inability is due to a permanent condition, an update is required at the annual performance evaluation review. Failure to submit the required medical certification shall subject the employee to disciplinary action for failure to follow a direct order (refer to YS Policy No. A.2.1).

Facility Directors are required to establish and implement procedures for obtaining quarterly / annual medical certification for staff that have a medical reason as to why they cannot participate in any part of the SCM/Use of Interventions training. Whether this inability is permanent or temporary, medical certification must be presented to the Facility Director and forwarded to Public Safety Services (PSS) Human Resources (HR) and the facility HR Liaison.

- B. New hires: All JJS staff hired on August 20, 2009 or later are required to pass both the theory and physical portions of SCM/Use of Interventions training in order to retain their position. If a new hire fails either portion of the test, he/she shall be allowed one opportunity to re-take that portion. Retesting must occur within ten (10) working days. Failure to pass shall result in separation from employment.

It is the responsibility of the Facility Director to ensure that newly hired JJS staff not participate in on-the-job training (OJT) or any other activity in which they will be in close proximity of youth until they have successfully completed the theory and physical portion of the SCM/Use of Interventions Training.

## **VII. GENERAL:**

- A. Physical Intervention shall not be used when a youth is under control and shall not normally be used if the youth is in a self-contained unit, unless all other means of control have failed.
- B. Physical intervention shall not be used for the harassment or punishment of youth.
- C. Physical intervention shall only be used to the degree and duration necessary to gain compliance.
- D. Physical intervention using any technique other than that which is taught in the YS approved curriculum is strictly prohibited.
- E. The Unit Management Team shall review the Behavior Accommodations Binder (BAB) on a daily basis. JJS staff shall document their review in the unit logbook; social services staff shall document their review in the Daily Observation Log.

- F. When time and circumstances permit, physical intervention shall not be used against identified seriously mentally-ill (SMI) or youth diagnosed with IDD before appropriate medical, mental health or counseling personnel can be called to the scene to assist in managing the youth.
- G. Any staff member present during an incident is required to implement the “tap out” technique when a particular staff member's involvement has the potential for escalating or aggravating an incident. Use of the “tap out” technique must be reported on the Unusual Occurrence Report (UOR). A staff member who is “tapped out” must immediately leave the room or general area of the incident. This does not prevent the tapped out staff member from returning to provide staff assistance if the need arises.
- H. The following debriefings shall take place as soon as possible after the incident, but no later than the end of the involved staff's tour of duty. The supervisor shall document these findings on the “Use of Physical Intervention/Mechanical Restraint/Flex Cuff Report” form [See attachment C.2.6 (a)].
  - 1. Youth debriefing:

A counseling session or circle-up held immediately following the use of physical intervention with a supervisor not involved in the incident and counseling staff if available, to help the youth develop an awareness of his misbehavior and to find more acceptable ways of coping. (If a youth makes an allegation of abuse, staff shall not discuss the allegation with other persons or youth except in the course of reporting the allegation. Confronting a youth about the allegations in the presence of other youth or “circle ups” is prohibited.)
  - 2. Staff debriefing:

A structured counseling session held immediately following the use of physical intervention, but no later than the involved staff's tour of duty, with the Facility Director/Deputy Director/Assistant Director to examine the events that occurred and what actions could be improved upon in the future.
- I. Any staff person who witnesses a use of physical intervention or to whom an allegation of excessive or inappropriate use of physical intervention is made shall immediately report the incident to his or her supervisor. A UOR shall be submitted to the supervisor fully documenting the circumstances of the incident or allegation prior to the end of the reporting employee's tour of duty. Failure to file this report prior to the end of the staff member's tour of duty or to undertake any action to misrepresent, misidentify, distort, ignore

or falsely state or fail to report all of the circumstances shall result in disciplinary action. Any willful misrepresentation that meets the standard established for criminal prosecution shall be reviewed by the Deputy Secretary and possibly submitted to the appropriate law enforcement authority.

- J. Immediately after a situation has been brought under control through the use of physical intervention, the youth involved shall be examined by qualified medical personnel. Staff may also be referred to facility medical personnel.
- K. Medical staff shall document in the youth's medical record any injuries reported or observed. Medical staff are also required to call the IS Hotline to report any injuries that appear to have resulted from excessive or inappropriate use of physical intervention.
- L. All "Accident & Incident (A&I) Reports" and photographs shall be forwarded to IS for review upon completion. (Refer to YS Policy Nos. A.1.4 and B.6.4)
- M. Precautions for potential contact with PBF or Type I non-PBF shall follow the established guidelines in YS Policy No. B.6.2.

**VIII. AUTHORIZED USE OF PHYSICAL INTERVENTION:**

- A. The use of physical intervention is authorized in order to:
  - 1. Prevent an escape;
  - 2. Prevent an act that could result in death or bodily harm to the youth or to another person;
  - 3. Defend one's self or others against a physical assault;
  - 4. Separate participants in an altercation;
  - 5. Prevent damage to property; and/or security systems or to recover a weapon;
  - 6. Control a high profile incident such as a major group/unit disturbance which threatens the safety/security of the facility; or
  - 7. Enforce direct orders or instructions when all the steps of the continuum have been exhausted.



**IX. PHYSICAL INTERVENTION CONTINUUM:**

- A. Physical intervention shall be used only as a last resort, time and circumstance permitting. Employees shall take all reasonable steps as outlined in C. 1 - 9 below to minimize situations requiring physical interventions. If physical intervention is required, it shall only be used at the level necessary to achieve the lawful purpose.

Staff members are responsible for a working knowledge of the BAB for the youth under their supervision. Staff shall continuously consult the BAB to keep themselves aware of the youth's special handling needs and/or special coding. This will allow staff to determine the appropriate course of action to handle the youth.

- B. When there is no immediate threat to personal safety, factors to consider when determining the need for physical intervention include but are not limited to:

1. The lack of appropriate response to repeated direct orders, de-escalation techniques and other efforts to temper the situation;
2. The severity of the situation and/or behavior;
3. The serious disruption to the unit or program activity and supervision;
4. The prospect that other youth may become involved in disruptive behavior;
5. The prospect of potential for damage to security or safety systems; or
6. The prospect of potential escape.

- C. The steps of the physical intervention continuum are as follows:

1. Request for compliance by giving verbal instructions in a fair and respectful manner.
2. Discussion/counseling with the youth involved in the negative behavior in an attempt to de-escalate the situation.
3. Continued dialogue in a firm non-threatening manner clearly instructing the youth engaged in noncompliant behavior to cease the activity and comply with the request of staff.
4. Calling for additional staff (if available) in the immediate area to provide staff presence where the incident is occurring. Staff shall approach in a non-threatening manner and at the same time assess the situation. If no additional staff is available the control center/supervisor should be contacted immediately.

5. Once additional staff is present, they may assist in isolating the situation by either removing the youth or the remaining youth, from the immediate area and providing back-up for the staff engaging the youth.
6. “Tap out” of the staff member involved in an escalating situation whose continued involvement has the potential for escalating or aggravating an incident. This is done by indicating that the staff member has a “phone call” or is “needed in another room.” The replacement staff shall then attempt to counsel the youth and continue with the de-escalation process. This does not prevent the tapped out staff member from returning to provide staff assistance if the need arises.
7. Removing the youth if the youth does not comply with verbal instructions and additional staff has been called to the area. Removals occur in two forms:
  - a. Voluntary seclusion of the youth in his room if assigned to a specialized unit; or
  - b. Removing the youth without the use of physical intervention to an empty dayroom, empty hallway or other area within camera view that can be secured if permissible.
8. Special consideration youth:
  - a. Staff shall take note of any medical problems the youth has that makes the application of physical intervention inappropriate.
  - b. Staff shall take note of any SMI/IDD problems the youth has that make the application of physical intervention inappropriate. Mental health assistance shall be requested to counsel and assist the youth in regaining self-control, and encourage the youth to comply with the requests of staff.
9. If all previous efforts listed above at gaining compliance have not been successful, the following shall occur:
  - a. Staff involved shall contact the control center or Operations Shift Supervisor (OSS) and advise them of the escalating situation.
  - b. The control center operator shall dispatch the OSS and additional staff to the area to assist with the situation.
  - c. The OSS shall assume control of the situation upon arrival and assign arriving staff to strategic positions within the area to present a non-threatening yet numerically sufficient staffing presence to assist in convincing the youth that it is in their best interest to comply with staff’s verbal directions.

In the event reduced staffing patterns result in a critical staffing shortage, the situation shall be addressed immediately following the guidelines established in YS Policy No. A.2.14. At no time shall a Facility Director determine critical staffing reinforcement patterns without consulting the appropriate Regional Director.)

To avoid escalating the incident, the youth shall not be crowded. Staff shall remain a discreet distance from the youth while counseling is taking place, and shall take direction from the OSS until the situation is resolved. The OSS shall complete the following:

- 1) Consult with the staff on the scene regarding the situation;
- 2) Devise a plan for handling the situation and discuss it with staff present as appropriate;
- 3) Position staff to affect an appropriate physical intervention, if necessary;
- 4) Counsel the youth in an attempt to gain compliance;
- 5) Instruct the youth to comply;
- 6) Explain the consequences of noncompliance to the youth;
- 7) Make one last attempt to gain compliance;
- 8) If the youth fails to comply, the OSS shall instruct staff to use physical intervention and assist the youth out of the area;
- 9) If the youth resists attempts to physically assist him from the area, the OSS shall direct increasing levels of physical intervention; prior to an initial application of mechanical restraints however, the expressed approval of the Facility Director/Deputy Director/Assistant Director or in their absence, the Regional Director/Assistant Secretary must be granted;
- 10) The OSS shall ensure that all post-intervention protocols are followed, including having the youth examined by medical and ensuring that staff and youth debriefings occur; and
- 11) Ensure all staff assigned to the area, called to the area, or present during the incident complete a UOR prior to the end of their tour of duty.

- d. The use of physical/mechanical intervention shall not be employed prior to the expressed approval of the Facility Director/Deputy Director/Assistant Director or in their absence, the Regional Director/Assistant Secretary, and without a supervisor's arrival on the scene unless the situation becomes an uncontrolled escalated situation as described in Section X below.

**X. EXCEPTIONS TO THE CONTINUUM:**

A. Uncontrolled escalated situations are those which may require the immediate employment of physical intervention in order to attempt to physically stop a youth from causing serious injury to themselves or others, and in which the youth physically resists the staff's attempt to stop their uncontrolled behavior are defined as follows:

1. To prevent an escape;
2. To prevent an act that could result in death or bodily harm to the youth or another person;
3. To defend one's self or others against a physical assault;
4. To separate participants in an altercation;
5. To prevent substantial damage to property; and/or security systems or to recover a weapon;
6. A high profile incident such as a major group/unit disturbance which threatens the safety/security of the facility.

Use of physical intervention in circumstances listed in 1 through 6 above shall not require the approval of the supervisor or above prior to use. The intervention utilized and the reason for the intervention must be clearly articulated on the UOR which must be submitted prior to the end of all involved staff's tour of duty.

**XI. AUTHORIZED USES OF MECHANICAL RESTRAINTS:**

Mechanical restraints shall not be utilized for the purpose of punishment. When the need for mechanical restraints arises, restraints shall not be applied without the expressed approval of the Facility Director/Deputy Director/Assistant Director or in their absence, the Regional Director/Assistant Secretary. The use shall be time limited, with restraints used no longer than it takes for a youth to become calm. As soon as the youth is calm and there is no further threat of danger to self, others or government property, the restraints shall be removed immediately.

Throughout the use of mechanical restraints, the OSS on duty shall be present to actively engage, coach and model appropriate and expected de-escalation techniques to JJS staff. The OSS shall remain present with the restrained youth and staff until such time as the mechanical restraints have been removed. If approval is granted by the Regional Director/Assistant Secretary, the Facility Director shall be immediately notified upon authorization and subsequently upon removal.

If there is cause for the prolonged use of the restraints for a duration of 15 minutes or longer due to grave concern for the safety of the restrained youth or others, the Facility Director shall consult with the Regional Director/Assistant Secretary for the continued use of restraints. Subsequently, the Facility Director shall also notify the Regional Director/Assistant Secretary when restraints are removed.

- A. Mechanical restraints that are authorized for use as noted in attachment C.2.6 (b) are:
  - 1) Handcuffs;
  - 2) Handcuff belts; and
  - 3) Leg irons.
  
- B. When a handcuff belt is not used, handcuffs shall be applied behind the back to minimize the risk of injury to the youth and staff.
  
- C. Mechanical restraints may be used under the conditions set forth below. Youth in restraints must be under continuous close visual supervision.
  1. For transportation of youth outside the facility, staff shall utilize handcuffs, leg irons and/or handcuff belts unless the Facility Director orders that they be transported without restraints (i.e. for medical reasons); or
  
  2. For movement of youth within the facility, no mechanical restraints shall be used except under the following conditions:
    - a. Handcuffs and/or handcuff belt may be used if the facility has documented that the youth poses a current escape risk or has engaged in a recent pattern of assaultive behavior toward staff or other youth, as determined and authorized by the Facility Director/Deputy Director/Assistant Director or in their absence, the Regional Director/Assistant Secretary.
  
    - b. Leg irons may only be used for transportation within the facility if the conditions of e. below are met.
  
    - c. Handcuffs and/or a handcuff belt may be used to transport a youth from regular housing to a self-contained unit after an altercation or other serious incident.
  
    - d. Handcuffs and/or a handcuff belt may be used for movement of youth who are in a Behavior Management Unit (BMU) or Time Out rooms for disciplinary reasons.

- e. Handcuffs, a handcuff belt and/or leg irons may be used by trained staff for control of a youth who after less restrictive measures have not been successful continues to engage in aggressive or assaultive behavior or presents a danger to himself, another youth, staff, or the security of the facility.

Prior approval must be granted by the Facility Director/Deputy Director/Assistant Director or in their absence, the Regional Director/Assistant Secretary. ***Continuous one-on-one visual and physical supervision is required in these instances.*** The staff person assigned to provide continuous one-on-one supervision shall ensure that the physical needs of the youth are met promptly.

Once the behavior ceases and the restraints are removed, the youth shall be examined by medical staff and transported to the BMU for further assessment and processing.

- D. A medical examination after the routine use of mechanical restraints (i.e. court, field trips, medical trips, etc.) is not required. However, immediate medical treatment shall be provided if there is a visual indication of an injury or if the youth identifies a specific medical complaint.

A medical examination is required for all other uses of mechanical restraints.

- E. Mechanical restraints shall be applied in a manner that is consistent with the YS approved training curriculum, and shall not be applied in a manner:
  - 1. That causes undue physical discomfort, inflicts unnecessary pain, or restricts the blood circulation or breathing of the youth; or
  - 2. That is continued beyond the period of time needed to enable the youth to gain control of his behavior, or following the termination of transportation or movement.
- F. Reporting and documentation requirements are as described in Section XVIII of this policy.

## **XII. LIMITED USE OF FLEX CUFFS IN EXTRAORDINARY SITUATIONS:**

- A. Flex cuffs shall only be used under the following guidelines established in this policy, and following the guidelines set forth in Section XI above:
  - 1. When the supply of approved mechanical restraints in the facility is exhausted; or
  - 2. When conventional mechanical restraints do not fit the youth due to the youth's size; or

3. During an emergency mass transportation of youth from the facility to a safe location (i.e. hurricane, disaster, etc.). (Refer to YS Policy No. C.2.12)
- B. Reporting and documentation requirements for the use of flex cuffs are as described in Section XVIII of this policy.

**XIII. PERSONNEL AUTHORIZED TO CARRY HAND-CUFFS AND MECHANICAL RESTRAINT KEYS:**

- A. Handcuffs may only be carried by staff approved by the Facility Director and must be worn on the belt in a standard handcuff case.
- B. Only OJJ issued/purchased mechanical restraints shall be used. The carrying or use of personal mechanical restraints shall result in disciplinary action.
- C. Staff shall only possess restraint keys that have been issued with the restraint. Possession of any other restraint keys at any time is strictly prohibited.

**XIV. INVENTORY, STORAGE, MAINTENANCE, AND SANITATION OF MECHANICAL RESTRAINTS:**

- A. All mechanical restraint equipment shall be stored in a secure but readily accessible storage site outside of youth housing and activity areas. A written record shall be maintained at each facility of all routine and emergency distribution of mechanical restraint equipment.
- B. Each facility's procedures on inventory, storage, maintenance and sanitation of mechanical restraints shall include the specific guidelines outlined below:
  1. Each mechanical restraint device shall include a unique identifying number.
  2. An inventory logbook shall be maintained at the restraint storage site indicating each mechanical restraint device's unique identifying number.
  3. Staff responsible for mechanical restraints shall make a log entry at the beginning of each shift indicating the number of restraints present and their condition (are they clean and in good working order).
  4. When a mechanical restraint device is removed/checked out from the storage site, the staff member checking out the device shall record the following information in a separate logbook designated for mechanical restraint device usage:

- a. Date and time of removal;
  - b. Name of person authorizing the removal;
  - c. Name of person removing the device;
  - d. Identifying number;
  - e. Reason for the removal;
  - f. Date and time the device was returned; and
  - g. Indication as to whether or not the mechanical restraint device was used while checked out.
5. Mechanical restraint equipment shall be sanitized on a routine basis and following each use with a disinfectant. Disinfectants maintained for this purpose shall be properly stored in the area and inventoried pursuant to YS Policy No. A.7.1.

**XV. INVENTORY AND STORAGE OF FLEX CUFFS:**

- A. Flex cuffs shall be stored in a secure but readily accessible storage site outside of youth housing and activity areas. A written record shall be maintained at each facility of all routine and emergency distribution of flex cuffs.
- B. Each facility's procedures on inventory and storage of flex-cuffs shall include the specific guidelines outlined below:
1. An inventory of flex cuffs consistent with the youth population shall be maintained at each secure care center for youth and shall be available and accessible in extraordinary situations as outlined in XII. A above.
  2. When a flex cuff device is removed/checked out from the storage site, the staff member checking out the device shall record the following information in a separate logbook designated for flex cuff restraint device usage:
    - a. The number of flex cuffs on hand prior to and following each usage;
    - b. Date and time of removal;
    - c. Name of person authorizing the removal;
    - d. Name of person removing the device;
    - e. Number of flex cuffs removed;
    - f. Reason for the removal;
    - g. Number of flex cuffs returned; and
    - h. Indication as to whether or not the device was used or returned unused.
- C. Flex cuff cutting tools designed to release youth from flex cuffs shall be on hand at all times and stored at the storage site. The facility procedure shall ensure that flex cuff cutting tools are made available to staff when flex cuffs are issued.



**XVI. USE OF PHYSICAL INTERVENTION IN A FACILITY RIOT, SIGNIFICANT DISTURBANCE, OR HOSTAGE SITUATIONS:**

The use of deadly force is not in the YS training curriculum. In the event of a facility riot, significant disturbance, hostage situation, serious or other incident that presents clear and imminent danger to staff, youth or visitors, outside law enforcement agencies such as local police or state authorities may be summoned to intervene at the discretion of the Facility Director. (Refer to YS Policy No. C.2.2)

**XVII. MANDATORY TRAINING:**

- A. YS staff as described in Section VI of this policy shall participate in SCM/Use of Interventions training. This training shall be conducted during new hire orientation and annual in-service training by SCM Certified Instructors (refer to YS Policy No. A.2.24). JKM guidelines shall be followed.
- B. Mandatory training for all secure care staff shall be scheduled and documented following revisions to this policy.

**XVIII. SCM INSTRUCTORS PREMIUM PAY:**

- A. Pursuant to YS Policy No. A.2.2, Premium Pay up to \$100.00 per month shall be authorized for the SCM Instructors at each secure care facility who have successfully completed the following:
  - 1. Safe Crisis Management Instructor Certification Program; and
  - 2. Annual Management Instructor Recertification Program;
- B. SCM Instructors shall train all required pre-service and in-service SCM classes throughout the year.

**XIX. REPORTING, DOCUMENTATION AND REVIEW REQUIREMENTS:**

- A. Situations involving a physical intervention as described in Section VIII, XI.C.2.b. and e., and Section XII shall be reported on a UOR by all staff involved in, witnessing or in the area of the incident, or told by a youth of such an incident involving a physical intervention.

The UOR shall be completed and submitted to the OSS no later than the conclusion of reporting employee's tour of duty. It shall be the responsibility of the OSS to ensure that all staff have submitted their UORs as required by this policy. All prior efforts and steps to de-escalate the situation and avoid the use of physical intervention shall be described in the UOR.

- B. The following reports shall be completed as appropriate to the incident:
  - 1. "Unusual Occurrence Report" (UOR);
  - 2. "Use of Physical Intervention/Mechanical Restraint/Flex Cuff Report" - This report must be completed for each use of restraints as described in A. above.
  - 3. "Accident/Incident Report (A&I)" and accompanying photographs.
- C. The Facility Director/designee shall review all use of physical intervention incidents and refer any improper uses to the IS office located on the facility grounds (refer to YS Policy No. A.1.4).

This does not include the routine use of mechanical restraints for transport or internal escort purposes as outlined in Section XI. C., unless there is cause for review (e.g. reason to believe the restraints were improperly applied, etc.).
- D. IS staff shall independently review all physical intervention incidents.
- E. The establish procedures for the reporting of incidents of a serious nature outlined in YS Policy No. C.5.2 shall be adhered to.

**XX. QUALITY ASSURANCE:**

- A. Monthly reporting pursuant to YS Policy C.5.1 is required.
- B. Quarterly quality assurance file reviews shall be conducted by Central Office IS staff.
- C. Bi-Annual and Annual reporting through Continuous Quality Improvement Services (CQIS) shall occur on the following:
  - 1) Use of Physical Interventions / Mechanical Restraints / Flex Cuffs; and
  - 2) Random Youth Surveys.

**XXI. POLICY VIOLATION:**

- A. Any employee who violates this policy shall be subject to disciplinary action and may be required to attend additional training at the Facility Director/Deputy Director/Assistant Director's discretion.
- B. Additional training may be specifically scheduled for the employee or the employee may be required to attend the next scheduled new-hire 3-day SCM/Use of Interventions training classes at the employee's facility or another facility.

**YS Policy No. C.2.6**

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- C. This training shall be in addition to any regularly-scheduled training the employee is required to attend.

**Previous Regulation/Policy Number:** C.2.6

**Previous Effective Date:** 03/17/2014

**Attachments/References:**



C.2.6 (a) Use of Physical Intervention Mechanical Restraint Flex Cuff Report March 2014.docx



C.2.6 (b) Restraints List March 2014.doc