I. PURPOSE:

This policy provides guidelines for staff when placing an offender in time-out, isolation, or a special program.
II. POLICY DEFINITIONS:

**Administrative hold:** Any instance when an offender is separated from the general population for reasons other than behavior intervention, which may include isolation.

**Administrative Review Board (ARB):** The facility committee that reviews and is responsible for all major decisions concerning offenders who currently reside in facilities.

**Intervention:** The means by which an offender’s inappropriate behavior is redirected to a more acceptable level. Staff interventions are designed to alter the environment to allow the individual offender to gain self-control and choose the way in which to change. The type of intervention used will directly correlate to the type of behavior needing change.

**Isolation:** Any instance when an offender is confined alone in a locked room because of the offender’s behavior or conduct.

**Treatment Team:** A team of individuals in a living unit who work collaboratively to develop and maintain comprehensive individualized case plans, special program plans and a behavior management system that is culturally competent and gender-specific. The team is based on a core membership of the offender’s OYA primary case manager and QMHP.

**Special program placement:** Any instance when an offender is placed on a special program for the offender’s safety or the safety of others to regulate the offender’s routine activities (e.g. meals, recreation, school, treatment and other programs) and help the offender regain adequate behavior control.

**Special Management Unit:** A living unit with special rules and procedures different from the general population units where offenders are placed to assure they receive specialized treatment, increased or more intensive levels of supervision, are managed by staff with specialized training, and are protected from harm.

**Time-out:** Any instance when an offender is separated from others for a limited time to another location (chair or table), unlocked room, or sleeping area to help the offender regain adequate behavior control.

III. POLICY:

OYA values the provision of service in a fair, respectful and humane manner, as the agency accomplishes its mission. OYA provides a treatment environment that challenges and supports offenders in developing skills and building on their strengths to change inappropriate behavior patterns.

In some instances, offender behavior may require staff intervene to protect persons or the safety, security, or order of the facility. Staff must assess each individual situation and use the least restrictive means necessary to diffuse a
situation to maintain the safety, security, and order of the facility. This assessment must include considering the offender’s mental and physical health.

When an offender is placed on administrative hold, staff will follow this policy to ensure the offender’s safety and wellbeing. Examples of administrative hold include separating an offender for protective custody, intake processing, investigation, area searches, suicide precautions, medical purposes, or while pending transfer to another facility or pending special program placement.

Use of isolation as a behavior intervention can be intrusive and further restricts an offender’s environment. Staff must carefully deliberate and consider the risk and needs of an offender and situation prior to placing an offender in isolation. Staff may only use isolation to protect persons or maintain the safety, security, or order of the facility when no other intervention is deemed effective.

IV. GENERAL STANDARDS:

A. Situational Assessment

All staff will monitor the living environment within the facility, be alert for possible signs of impending unrest, and use early interventions to prevent behavior problems.

1. The purpose of staff intervention is to:
   a) Provide opportunity for the offender to self-regulate his/her behavior and learn prosocial behavior skills, and
   b) Protect persons or the safety, security and order of the facility.

2. When intervention is necessary, staff will assess the situation to determine the most appropriate type of intervention. This assessment process includes:
   a) A determination of the likelihood for harm to offenders or staff, including violent behavior that puts offenders or staff or facility security at immediate risk;
   b) The risk of physical harm and discomfort to the offender accompanying the method of intervention, including the offender’s mental health status and medical condition;
   c) The offender’s reaction to intervention methods, based upon history of behavior, mental health status, medical condition or developmental disability; and
   d) A team approach that represents offender treatment and facility security components.
B. Interventions

The intervention goal is to give the offender an opportunity to self-regulate his/her behavior and return to the offender’s peer group as soon as possible.

OYA uses different methods of intervention to change offender behavior. These interventions must not be used as punishment, as a convenience or substitute for staff supervision, or a substitute for individualized treatment.

When staff assess which intervention is necessary to control a situation, they must use the least restrictive type of intervention only so long as necessary for the offender to regain self-control and return to a less restrictive setting.

The methods of intervention are as follows:

1. Time-out

A time-out is designed to separate an offender from the general population for a short period of time. Staff may direct offenders to sit at a dayroom table or chair, an open room, or sleeping area within sight of the general population.

   a) Staff must monitor the offender every 15 minutes.

   b) A time-out in an open-door room, either the offender’s own room or a multipurpose room, requires the following additional measures:

      (1) Staff must keep the door unlocked to allow the offender an opportunity for behavior self-control. This intervention must only be used when an offender is not able to participate in a group setting without significant staff intervention; and

      (2) Staff must monitor the offender every 15 minutes and document observations on OYA form YA 4400 (Visual Observation Log).

   c) Staff must interview the offender every two hours to assess the continuation of the time-out or return the offender to normal activities.

   d) Time-outs that extend to or are during sleeping hours must be considered for placement in isolation or administrative hold with authorization from a manager or officer-of-the-day (OD).

   e) The offender will return to regular activities once the offender regains self-control.
2. **Isolation**

Placement in isolation removes an offender from the general population and confines him/her to a locked individual room in a living unit or special management unit to resolve behavior that threatens the safety of persons (including self) or facility operations.

a) Isolation must only be used when an offender is a danger to him/herself or others or is an immediate threat to the safety, security or order of the facility.

b) Staff will consider whether other less restrictive interventions are more appropriate considering the offender’s behavior and its effect on persons in the area where the behavior occurred.

c) A staff member not involved in the incident must interview the offender prior to placement in isolation, or as soon as possible, to get the offender’s version of the incident/behavior.

d) If staff determine an isolation placement is necessary, the following actions are required:

1) A manager or officer-of-the-day (OD) must be notified of and authorize the placement as soon as possible.

2) Staff must request the offender go to isolation voluntarily.

3) Staff must follow suicide precautions described in OYA policy II-D-2.2 (Suicide Prevention in Close Custody).

4) Staff must follow the noncrisis referral process described in OYA policy II-D-2.2 (Suicide Prevention in Close Custody) when an offender with either mental health or developmentally disability issues is placed in isolation.

5) Staff must complete a Youth Incident Report (YIR), including the time, date, reasons for isolation placement and authorizing manager.

6) Staff must monitor the offender every 15 minutes and document findings on a YA 4400 (Visual Observation Log).

7) A manager or OD must conduct an isolation review with the offender when the placement will exceed 24
hours. The manager or OD will review the following with the offender:

(a) the offender’s behavior violation;
(b) the behavior refocus option(s) imposed;
(c) the offender’s behavior expectations during the placement; and
(d) a notification of an isolation hearing option via OYA form YA 4024 (Election on Isolation Hearing).

(8) The isolation review or hearing must result in the offender’s return to general population, continued isolation, or a special program placement.

(a) If an offender requests an isolation hearing, a manager or OD will conduct the hearing within 24 hours of the offender’s initial placement in isolation, according to OAR 416-470-0050 (Offender Notification and Hearing Process).

The isolation hearing must be documented in JJIS.

(b) Isolation placement must only last until the offender regains self-control and no longer poses a threat to self, others or facility operations.

(c) Isolation placement must not exceed five consecutive days.

(9) A manager or OD will check the offender’s status and isolation living conditions for policy compliance each day.

In addition, a staff member from the offender’s originating living unit will visit the offender in isolation at least once each day. These daily visits must include interaction with the offender for the purpose of discussion or counseling.

3. **Special Program Placement**

A special program placement is used to manage offender behavior when other interventions have been exhausted and ineffective in managing the offender’s behavior within the general population.
a) Offenders may be housed in a room on a living unit, or in a special management unit.

b) The special program placement uses a combination of time-outs and isolation to modify routine activities (meals, recreation, school, treatment and other programs) in the living unit or special management unit.

c) The offender’s unit treatment team will develop the special program plan or special management unit transfer referral.

(1) A special program plan must identify the activities (e.g. meals, recreation, school, treatment) to be controlled that will allow the offender to manage his/her behavior. The special program plan must include at least the following:

(a) What activities will be modified;

(b) When the offender will engage in the activities;

(c) Where the offender will perform activities; and

(d) How the offender will engage in activities.

(2) When referring an offender for transfer to a special management unit, a special management unit referral must identify the reasons for transfer including interventions that have been exhausted.

(3) The written special program plan or special management unit referral must be reviewed with the offender.

d) The special management unit referral must be submitted according to OYA policy II-E-4.0 (Interfacility Transfer Request) using OYA form YA 4044 (Request for Youth Transfer).

The special management unit’s treatment team must review the referral within one business day to determine appropriate placement.

e) The offender will remain in the placement until he/she is able to manage his/her behavior and safely interact within the routine activities of the general population.

f) The Administrative Review Board (ARB) must review the special program plan or special management unit placement every 30 days for the duration of a special program placement.
g) The special program placement must not exceed 60 consecutive days, except in extenuating circumstances that must be approved by agency administration through the Agency Case Review process. Refer to OYA policy II-A-1.5 (Agency Case Review and DOC Return Protocol) for specific ACR process guidelines.

C. Administrative Hold Pending Special Program Placement

1. An offender may only be placed on administrative hold pending a special program placement if the offender continually poses an imminent threat to self, others, or facility order.

2. Staff must receive authorization from the Assistant Director of Facilities prior to placing an offender on administrative hold pending a special program placement.
   a) A written plan to maintain the offender on administrative hold pending a special program placement must be submitted and approved by the Assistant Director of Facilities.
   b) The Assistant Director of Facilities, or designee, must conduct a weekly review of the administrative hold. The review must result in maintaining the offender on administrative hold or a special program placement.
   c) The Assistant Director of Facilities' or designee's review must be documented in writing in the offender's JJIS notes.

D. Living Conditions for Time-outs, Isolation, Special Program Placements, and Administrative Holds

Offenders must be afforded the same opportunity to maintain health and dignity as afforded offenders in the general population consistent with requirements for the program. Delivery of services or items may differ according to the offender’s individual program.

1. Basic living conditions include the following items:
   a) Food: Offenders must receive food as the same quality, from the same menu, and as nearly as possible on the same schedule, as that provided to all other offenders, unless the offender is under a special diet. Menu items that do not require use of utensils may be substituted as long as the substitution is a nutritional equivalent. At no time will food be withheld as a punishment or disciplinary action.
   b) Clothing: Offenders must be provided with clean clothing of the appropriate size and in good repair. A safety smock may
be substituted for standard clothing only when standard clothing poses a threat to the offender.

c) Bedding: Offenders who stay in a room must be provided with clean standard bedding including a mattress, pillow, and coverings.

d) Mail: Offenders must be allowed to correspond with persons through the mail subject only to the limitations necessary to maintain facility order and security. This includes offender access to communication and grievance forms.

e) Reading materials: Each offender may be issued reading materials. Reading materials must not be exchanged between offenders.

f) Personal hygiene items: Offenders must be provided the opportunity for personal hygiene and supplies on a routine basis. Offenders must have the opportunity to shower daily. Room sanitation and neatness standards must be the same as those required throughout the facility.

g) Access to the OYA Complaint Hotline described in OYA policy II-F-3.4 (Use of Telephones [Offender]).

2. Basic living conditions include the following services:

a) Medical services: Offenders must be provided with medical care as afforded to other offenders in the facility. Medical services staff will determine the delivery of services depending on the location of the offender and the offender’s amenability to medical treatment.

b) Personal visits: Visiting is permitted subject to the provisions of OAR 416-420-0030, unless the offender poses a danger to him- or herself or others.

c) Recreation: Each offender must be allowed daily opportunity for large muscle exercise outside or in a gym. Offenders will not be restricted from this activity unless they pose a danger to themselves or others.

d) Religious services: Offenders must be allowed to practice religious beliefs according to OYA policy II-F-3.7 (Religious Practices in Facilities [Offender]). This condition may only be restricted following OYA policy II-F-3.7. A religious representative may visit the offender, as time allows, unless visits are declined by the offender.

e) Education: Offenders must be provided educational opportunities. Education staff will determine the delivery of
services depending on the location of the offender and the offender’s amenability to education.

f) Treatment: Offenders must be provided treatment opportunities. The offender’s treatment team will determine the delivery of services depending on the location of the offender and the offender’s amenability to treatment.

3. Exceptions

a) An offender may be placed in isolation without bedding, hygiene supplies, mail, or reading material for up to two hours after occupying the room.

b) When an offender is placed in isolation for more than two hours, the offender may only be denied an item under the following conditions:

   (1) The offender abused or misused the item; or
   
   (2) There exists a substantial threat of imminent misuse of the item; or
   
   (3) The item is considered by staff to pose a threat to the offender.

c) Staff must document a restricted living condition and reason for the restriction on the YA 4400 (Visual Observation Log).

d) A manager or OD must evaluate and review the restricted living condition at least once every 24 hours and document the continued need for restriction on the YA 4400 (Visual Observation Log).

e) Staff must assure basic hygiene, sanitation, and offender dignity is maintained despite the restricted living condition.

E. Searches

The following searches must be conducted in accordance with OYA policy II-A-2.0 (Confiscating Contraband in Close Custody Facilities).

1. Offender frisk search

   At a minimum, an offender must be frisk searched before initially occupying a room because of an intervention or administrative hold.

2. Offender comprehensive search

   Staff may only conduct a comprehensive search of an offender to ensure the personal safety of the offender and others when there is
probable cause to believe that such search will lead to the discovery of contraband that may be used to harm the offender or others or is a threat to the safety and security of the facility.

A designated manager must authorize the comprehensive search in these instances.

3. Every item of material or equipment (books, magazines, etc.) must be inspected.

4. All rooms must be searched when staff believe a search is warranted, and before and after each occupancy. Unauthorized items must be removed.

F. Reviews

1. Isolation
   a) Staff must complete a Youth Incident Report (YIR) for every isolation placement.
   b) Facility administration must review each YIR. If any incident seems excessive or inappropriate, administrative staff must investigate or cause an investigation of the incident.

2. Special Program Placement
   a) An Administrative Review Board (ARB) must review all special program placements prior to initiation and every 30 days for the duration of the placement.
   b) Staff must follow the Agency Case Review (ACR) process to seek approval for any special program placement that will exceed 60 consecutive days.
   c) Staff must also follow the ACR process when referring certain offenders (described in the ACR policy) for transfer to another facility for special program placement.

   Refer to OYA policy II-A-1.5 (Agency Case Review and DOC Return Protocol) for specific guidelines.

3. Administrative Hold Pending Special Program Placement

   The Assistant Director of Facilities, or designee, must conduct a weekly review of offenders on administrative hold pending special program placements (refer to section IV.C. of this policy).

V. LOCAL OPERATING PROTOCOL REQUIRED: NO