

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

ADMINISTRATIVE SEPARATION

Title 15, Sections 1354, 1354.5, 1390 and NCCHC

Authority:

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Purpose:

To establish a process at the Juvenile Detention and Assessment Centers (JDACs)/Treatment Facility (TFs) for the separation of youth from the general population for reasons that include, but are not limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences and protective custody. When the objective of separation is discipline, Title 15 Section 1390 will apply.

Requirements:

- A. Separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objectives of separation.
- B. The decision to separate youth should include consideration of positive youth development and trauma-informed care.
- C. Administrative Separation may only be authorized and discontinued by a Division Director I/II (DDI/II), via the Administration Separation Request and Program Form (Attachment A) and will not be used unless one of the following conditions exist:
 1. Medical/Mental Health Conditions: As determined by Medical Services, the Forensic Adolescent Services Team (FAST), and the Director I/II, in coordination with the Multi-Disciplinary Team.
 2. Protection:
 - a. The youth's status or behavior has caused them to be at serious risk of physical injury from other youth (e.g. gang affiliation, sex offender).
 - b. The youth is or has been a witness in a case or incident, which places them at risk of intimidation and/or retaliation, which could result in physical injury.
 - c. Extreme Escape Risk: The youth has attempted to or is highly motivated to escape.
 3. Threat to Others/Assaultive Behavior:
 - a. The youth has committed an act of an extremely violent nature against staff or other youth resulting in serious injuries.
 - b. The youth has committed repetitious acts of less violent conduct which places other youth and/or staff at risk of physical injury and/or in the need of protection from the youth (e.g. routinely provokes verbal altercations, sexually aggressive/predatory).

Responsibilities:

- I. Probation Corrections Officer (PCO):
 - A. Document positive and negative information regarding youth's behavior in CE.
 - B. With the exception of third shift, complete an Administrative Separation Request and Program Form (Attachment A), a minimum of twice per shift (every 4 hours).
 - C. Notify FAST/Medical Services in the event of a physical and/or mental health problem. In the event health services staff are not on site, notify the area Supervisor.
 - D. Submit the completed request form to any on duty PCSII.
 - E. Follow the program outlined on the Administrative Separation Request and Program Form (Attachment A) approved by the DDI/II.

- F. Complete the Administrative Separation Request and Program Form (Attachment A) which shall include:
 - 1. A comprehensive summary of the youth's history.
 - 2. The reasons for requesting the separation.
 - 3. The objective for the separation.
 - 4. A daily program to include letter writing, phone usage, dining location, free time, visitation, and school.
 - a. Facilities will provide, as per the Recreation, Programs and Exercise Procedure, for the opportunity for recreation/exercise a minimum of:
 - i. Three (3) hours a day during the week (Monday – Friday)
 - ii. Five (5) hours a day each Saturday, Sunday or other non-school day.
 - iii. The recreation/exercise schedule will include the opportunity for at least one (1) hour of outdoor physical activity each day, weather permitting. In the event weather does not permit outdoor physical activity, at least one (1) hour each day of exercise involving large muscle activities will be provided.
- II. Probation Corrections Supervisor I (PCSI):
- A. If applicable, complete the Administrative Separation Request and Program form. Refer to the PCO responsibilities, section F, for guidelines.
 - B. Submit request to the Watch Commander (WC)/Treatment Facility Supervisor (TFS) and record in CE Events.
 - C. In the event a youth is placed on Administrative Separation:
 - 1. With the exception of third shift, review youth's CE Events and evaluate and document the youth's progress, status, and/or the need for continued separation once per shift, unless more frequent reviews are required.
- III. Watch Commander (WC)/Treatment Facility Supervisor (TFS):
- A. Review and sign Administrative Separation Request and Program Form (Attachment A), and submit to a DDI/II, if Administrative Separation is appropriate.
 - B. Temporary approval for Administrative Separation may be obtained by telephone contact with a DDI/II. In the event of telephone approval, an Administrative Separation Request and Program Form (Attachment A) shall be completed immediately to include documentation of the approval.
 - C. When a youth is placed on Administrative Separation:
 - 1. With the exception of third shift, evaluate the need for continued Administrative Separation every four (4) hours on the Administrative Separation Request and Program Form (Attachment A).
 - 2. Notify medical and FAST staff.
 - 3. Ensure the names of all youth on Administrative Separation are documented on the Third Shift Summary Report.
 - 4. Maintain the original request/approval forms in the special program binder in the WC/TFS office.
 - D. Notify Medical and/or FAST if a health need arises.
 - E. Submit a daily CE Administrative Separation Request and Program Form to the DDI/II, which briefly summarizes the evaluations/inspections regarding those youth on Administrative Separation.
 - F. In the event administrative Separation is approved by a DDI/II, the youth shall be added to the next MDT meeting.
- IV. Supervising Correctional Nurse I:
- A. Review CE to identify youth on Administrative Separation.
 - B. Assign the rounds nurse to provide face-to-face contact daily.

- C. Submit a list to the Health Services Manager monthly of the youth on Administrative Separation, the number of days spent in separation and the health status of the separated youth.
- D. Immediately report to the health Services Manager all adverse health conditions experienced by youth on Administrative Separation.

V. Correctional Nurse I/II:

- A. Review the youth's health record upon notification of Administrative Separation to determine whether existing medical or dental health needs contraindicate the placement or required accommodation, and document the review. Notify the WC/TFS immediately if any contraindications/accommodations exist.
- B. Provide daily face-to-face contact and offer sick call services to every youth on Administrative Separation.
- C. Document the face-to-face contact in the youth's health record. Documentation will include:
 - 1. The date and time of the contact.
 - 2. Significant health findings.
 - 3. Signature of the nurse making rounds.
- D. Immediately notify WC/TFS and Supervising Correctional Nurse of any deterioration in a youth's health status while on separation.

VI. Forensic Adolescent Services Team (FAST):

- A. Review the youth's health record to determine whether any mental health contraindications or accommodations exist.
 - 1. Notify the WC/TFS immediately, if any contraindications/accommodations exist.
 - 2. FAST will collaborate with WC/TFS to develop a plan to remove the youth from Administrative Separation.
 - 3. If the behaviors that led to Administrative Separation are continued for twenty-four (24) hours, develop a plan for continued separation and identify alternatives to separation.
- B. Provide a face-to-face evaluation daily to every youth on Administrative Separation and document the evaluation.
 - 1. Any decline in the youth's mental health status will be brought to the attention of the WC/TFS and appropriate mental health treatment provided, including transfer to a licensed psychiatric facility pursuant to the 5585 Evaluation Procedure.
- C. Complete the health record review and daily documentation in the electronic health record and indicate an Administrative Separation Flag. Include significant health findings, clinician's name and signature, date, and time of evaluation.
- D. Confirm the youth has been added to the MDT agenda for discussion.

VII. Division Director I/II:

- A. Evaluate and approve or deny all requests for Administrative Separation, via the Administrative Separation Request and Program Form.
- B. With the exception of third shift, evaluate the need for continued Administrative Separation every (4) hours on the Administrative Separation Request and Program Form (Attachment A) and document your evaluation.
- C. Indicate the approval or denial for the need to continue Administrative Separation.

Guidelines:

- A. All Administrative Separation information should be kept confidential.
- B. Administrative Separation differs from other measures which may also involve separation from other youth such as:
 - 1. Early Bed.

- 2. Medical Isolation.
- 3. Mental Health "time out" as directed in an Individual Treatment Plan (ITP).
- C. A copy of the completed/signed Administrative Separation Request and Program Form (Attachment A) will be placed in the youth's facility file.
- D. Any rank may submit a request for Administration Separation and shall only be approved or denied by a DDI/II.
- E. When separation results in room confinement, the separation shall occur in accordance with W&I Code 208.3 and Title 15, section 1354.5, of these regulations.

Inspections:

Refer to the Policy and Procedure Inspection Matrix

Foundation:

Minimum Standards for Juvenile Facilities- Title 15, 2014, Section 1354, 1354.5, 1390
Standards for Health Services in Juvenile Detention and Confinement Facilities NCCHC (2011),
Section Y-E-09 Segregated Juveniles
Welfare and Institution Code 208.3

References:

Policy:

Policy and Procedure Manual

Procedure:

Critical Incident Notifications
Housing Classification and Assessment
Room Checks in JDAC's and Treatment Facilities
Recreation, Programs, and Exercise
Special Interest Cases

Issued by:


Michelle Scray Brown, Chief Probation Officer

9/11/19

Date

Original Issue Date: February 1, 2007

Revised: May 11, 2001
Revised: May 26, 2011
Revised: February 2, 2016
Revised: January 24, 2018
Revised: February 13, 2019
Revised: September 11, 2019

Attachments:

A – Administrative Separation Request and Program Form

**ADMINISTRATIVE SEPARATION
REQUEST & PROGRAM FORM**

Administrative Separation (Admin. Sep.)

- A. Administrative Separation may only be authorized/discontinued by a Division Director I/II.
- B. Per procedure, Administrative Separation may only be utilized when one of the following conditions exists:
 - Medical/Mental Health Condition
 - Protection
 - Threat to others/Assaultive Behavior
- C. Unit staff shall document the youth's behavior at least twice per shift.
- D. PCSI/II shall document review of staff's documentation at least once per shift.
- E. All Administrative Separation cases shall be reviewed by a Division Director I/II every 24 hours.
- F. Administrative Separation is NOT a punishment or a punitive program.

REASON & OBJECTIVE:

YOUTH: _____ DOB: _____ PIN: _____ FACILITY: Select...

UNIT: _____ CLC: _____ PCSI: _____ PCSII: _____

Date of Entry: _____ Probation Officer: _____ Check here if none

Date Program Starts: _____ Staff Requesting Program: _____

Reason for request: (Include applicable behavior, incidents and dates)

Medical/Mental Health Condition Protection Threat to Others

Explain: _____

Objective:

Program for Reintegration to Regular Program

EDUCATION YES NO Describe Special Ed. Accommodations Below

School in Room	<input type="checkbox"/>	<input type="checkbox"/>	
Special Ed. Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	

MEALS	IN ROOM	OUT OF ROOM
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	<input type="checkbox"/>	<input type="checkbox"/>
Dinner	<input type="checkbox"/>	<input type="checkbox"/>

PROGRAMMING	YES	NO
Letter Writing	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Calls	<input type="checkbox"/>	<input type="checkbox"/>
Visiting	<input type="checkbox"/>	<input type="checkbox"/>
Free Time	<input type="checkbox"/>	<input type="checkbox"/>
Social Awareness	<input type="checkbox"/>	<input type="checkbox"/>

EXERCISE	AM	PM
Indoors	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>

(If any of the above were not met, document reasons in CE Administrative Separation Evaluations)

SPECIFIC BEHAVIOR GOALS, EXPECTATIONS, AND ACCOUNTABILITY FOR REGULAR PROGRAM REINTEGRATION:

YOUTH'S ADMIN. SEP. PROGRAMMING:

AM Shift

PM Shift

DOCUMENTATION: Documentation will be completed as per the department's Administrative Separation procedure.

Individualized documentation, if applicable, in addition to Administrative Separation procedure:

Program written by:

Print/ Sign

Date

PCSII Approval: YES NO

Print/ Sign

Date

Director I/II Approval: YES NO

Print/ Sign

Date