

Juvenile Rehabilitation Division Policy

5.50 Managing Confinement and Isolation

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Approved by: Frank Ordway, DCYF Chief of Staff

Purpose

The purpose of this policy is to provide required guidance on confinement and isolation (ISO) as a graduated response to youth and young adult behavior in institution facilities and prohibiting solitary confinement as a disciplinary measure.

Scope

This policy applies to Juvenile Rehabilitation Division institution employees.

Laws

Chapter 13.22 RCW Juvenile Solitary Confinement
Chapter 72.05 RCW Children and Youth Services
RCW 13.40.010 RCW Short title—Intent—Purpose
13.40.460 28 CFR Juvenile rehabilitation programs—Administration
Part 115 PREA Juvenile Facility Standards

Policy

1. Employees must follow the Facility Program Schedules and Confinement Prevention resources to provide engaging, structured, supervised activities and reduce confinement.
2. Employees are only allowed to use confinement in institutions as designated in this policy. Confinement falls into one of the following three categories:
 - a. Solitary confinement – confinement used as a punishment prohibited per RCW 13.22.020.
 - b. Room confinement (RC) – confinement to a person’s normal locked sleeping room used as a short, time-limited response to disruptive behavior.
 - c. Isolation (ISO) – confinement outside of an individual’s normal locked sleeping room used to contain an emergent or elevated risk of harm to self, others, or the facility.
3. Employees will only use RC or ISO:
 - a. When least restrictive alternatives are not effective and there is a safety or security concern.
 - b. For the least amount of time necessary for individuals to commit to safety and show behavioral control or regulation.
 - c. If following Procedures Section 2 or 3 below, and all requirements listed in the Room Confinement & Isolation Grid.
 - d. For medical quarantine if no other options are available and must follow Procedure Section 3 below.

- e. For ISO only:
 - i. Employees may use if there is an emergent risk of harm to self, others, or the facility that cannot be addressed by using RC. This includes following an incident such as an assault on others or an attempted escape.
 - ii. Employees may use ISO in accordance with Assessing and Treating Youth Suicide and Self-Harm Risk to monitor individuals on a suicide precaution level (SPL) with an imminent risk of physical harm to self if:
 - A. There are no other alternatives for safe monitoring, and
 - B. Approved by DSPS for suicide monitoring.
 - iii. Employees must obtain supervisory approval 15 minutes after placing a youth in ISO.
 - iv. Except when an employee uses a non-sleeping room to address an acute mental health need, e.g. acute zone, pod, or wing, this is not considered ISO.
- 4. Employees must follow the Room Confinement & Isolation Grid requirements according to RCW 13.22.020 and:
 - a. Provide access to the list of designated items, unless precluded by suicide precautions level or the items would hinder staff efforts to resolve the problems that cause isolation or room confinement.
 - b. Document on the printed Room Confinement & Isolation Record DCYF 20-199 form including:
 - i. Staggered visual checks every 15 minutes per RCW 13.22.020 and:
 - A. Employees must conduct checks in-person.
 - B. Supervisors or above must approve cameras for monitoring an individual's personal safety.
 - C. Employees are prohibited from monitoring the camera if they are the opposite gender of the individual, per PREA Standard 115.315.
 - ii. Medical referrals or assessments if over 12 hours, excluding overnight, or by request.
 - iii. Referrals to a facility psychology associate for a mental health evaluation if over four hours, excluding overnight, within 72 hours, or upon request.
 - iv. Access to medication, meals, and reading materials.
 - c. Create an Incident Report (IR) in ACT before the shift ends.
 - d. Document formal reviews according to the Room Confinement & Isolation Grid every two hours, except during sleeping hours, by:
 - i. Supervisors at two, six, 10, 14, 18, and 22 hours after start. If a supervisor is not available, an administrative officer of the day (OD or AOD) may conduct the review.
 - ii. Superintendents at four, eight, 12, 16, and 20 hours after start.
 - iii. Notification of the assistant secretary if an individual is still in confinement at 22 hours.
 - iv. Assistant secretary must approve if over 24 hours.
 - e. Create a RC/ISO event and add end date and time in the RC/ISO module in ACT by the end of the shift once the individual is released from confinement and finalize the RC/ISO within 72 hours.
- 5. Medical quarantine must follow Procedure Section 3 below.
- 6. Manager, supervisor, or designee must complete the IR merge within three days of the end of confinement.
- 7. Psychology associates will meet with referred individuals to address issues resulting in frequent use of RC, ISO, or voluntary room time and document in the Psychiatric or Psychological Progress Note (PPN).
- 8. Employees must allow individuals access to the Handling Youth Complaints policy process.
- 9. Employees do not need to track the following exceptions in the RC/ISO module in ACT:
 - a. Medical quarantine or intake when processing from off-campus if the individual is not locked in their room.

- b. Specialized or restrictive programs where an individual needs additional security or restriction from open campus, per Specialized or Restrictive Programs, as long as they are not in RC or ISO. If the restrictive program includes confinement for more than 15 minutes, then confinement rules apply.
 - c. If an employee or individual asks an individual to take a break in their room to cool off, up to 15 minutes, and regulate their behavior, per ACA Standard 4-JCF-3B-06.
10. Designated employees will work with or respond to requests from OIAA and IT for monthly reporting of RC and ISO, and work with local management to reduce RC and ISO.

Procedures

1. Room Confinement

- a. Employees may place individuals on RC for disruptive behavior, and they must:
 - i. Let the individual know they can return to the milieu once they commit to safety and their observed behavior is consistent with their verbal statements.
 - ii. Begin in-person staggered visual checks immediately, and at least every 15 minutes (RCW 13.22.020) to encourage commitment to safety and rejoin the milieu.
 - iii. Begin the following required documentation:
 - A. Create an IR in ACT before the shift ends.
 - B. Print a Blank Tracking Sheet from RCI module in ACT (or pages 2-3 of Room Confinement / Isolation Record DCYF 20-199 form).
 - C. Log on the Documented Contacts page of the RC/ISO tracking sheet:
 - I. Staggered visual checks every 15 minutes.
 - II. Behavioral description and justification for RC.
 - III. Date and time RC begins and ends.
 - IV. Formal reviews every two hours.
 - V. Medical and mental health assessments.
 - VI. Access to medication, meals, and reading materials.
 - VII. Large muscle activity (one hour daily).
 - VIII. Assistant secretary approval, if over 24 hours.
 - iv. Provide access to items listed on the Room Confinement & Isolation Grid unless there is a documented safety concern.
 - v. Follow the Formal Reviews section of the Room Confinement & Isolation Grid.
 - vi. Notify the assistant secretary if an individual is still in confinement at 22 hours.
- b. Supervisors must conduct formal reviews according to the Room Confinement & Isolation Grid and document those reviews on the Daily Record page of the printed RC/ISO tracking sheet. If a supervisor is not available, an OD or AOD may conduct the review.
- c. Superintendents, or designee, must conduct a formal review according to the Room Confinement & Isolation Grid.
- d. The assistant secretary, or designee, must conduct a formal review for RC over 24 hours, and document on the Daily Record page of the printed RC/ISO tracking sheet.
- e. Employees must:
 - i. Document the superintendent or designee's formal review on the Daily Record page of the printed RC/ISO tracking sheet according to the Room Confinement & Isolation Grid.
 - ii. Enter the RC/ISO event into the RCI module in ACT by the end of the shift once the individual is released using the RCI Quick Help Guide.
- f. If an individual is on RC after bedtime, when they appear to fall asleep, employees must pause formal reviews, and:
 - i. Check with them prior to morning programming to determine if they are either:

- A. Ready to commit to safety and rejoin the milieu. If so, enter RC end date and time as when the person fell asleep the evening before.
 - B. Still not ready to join the milieu. If so, continue on with the same event from the day before. Resume RC 15 minute staggered visual checks, documentation, and follow the Room Confinement & Isolation Grid.
 - ii. The superintendent or designee may request an individual remain on RC overnight following a major incident or escape attempt.
 - iii. Notify the assistant secretary if an individual is still in room confinement at 22 hours.
 - g. Designated employees must refer the following within 72 hours if in RC over four hours:
 - i. Medical evaluation.
 - ii. Mental health assessment to the facility psychology associate.
 - h. Psychology associates must meet with the counselor and referred individuals to establish a plan to address the use of confinement and document in case note within seven business days.
2. Isolation
- a. If employees need to contain an emergent risk of harm to self or others that cannot be addressed by using RC, then they may place an individual in ISO in a separate room other than their normal sleeping room, and must:
 - i. Verify the ISO room is searched and cleaned before the individual enters.
 - ii. Inform the individual they can return to the milieu once committed to safety and their observed behavior is consistent with their verbal statements. Begin
 - iii. in-person staggered visual checks immediately, and at least every 15 minutes (RCW 13.22.020).
 - iv. Encourage their commitment to safety and rejoining the milieu.
 - v. Log on the Documented Contacts page of the RC/ISO tracking sheet (ACA Standard 4-JCF-3C-03).
 - vi. Provide access to items listed on the Room Confinement & Isolation Grid unless there is a documented safety concern.
 - vii. Follow the formal reviews section of the Room Confinement & Isolation Grid.
 - b. If an individual is in ISO when bedtime begins, employees must:
 - i. Continue ISO monitoring and documentation until released from ISO, or they appear to fall asleep.
 - ii. Once asleep:
 - A. Continue 15-minute staggered visual checks.
 - B. Pause formal reviews.
 - iii. Check with the, prior to morning programming to determine if they are either:
 - A. Ready to commit to safety and rejoin the milieu. If so, enter the ISO end date and as when the person fell asleep the evening before.
 - B. Still not ready to join the milieu. If so, resume ISO 15 minute staggered visual checks, documentation, and follow the Room Confinement & Isolation Grid.
 - iv. The superintendent or designee may request an individual remain on ISO overnight following a major incident or escape attempt.
 - v. Employees may move individuals who are ready to be released from ISO but not ready for the milieu to RC as a step-down placement.

- c. If an individual is in ISO over four hours, designated employees must refer the following within 72 hours:
 - i. Medical evaluation.
 - ii. Mental health assessment to the facility psychology associate.
 - d. Psychology associates must meet with the counselor and referred individuals to establish a plan to address the use of ISO and document in case note within seven business days.
3. When an individual is in RC or ISO for medical quarantine:
 - a. Follow and document all staggered visual check requirements.
 - b. Consult with local medical employees to determine the need for continued ISO.
 - c. If medical ISO will exceed 24 hours, send a text notification to the deputy assistant secretary and institution programs administrator.
 - d. If the notification is anticipated to exceed 24 hours during the night, send the notification before 10:00 pm.
 4. Any time a youth is in their room, including self-requested room time staff will conduct and document 15-minute staggered wellness checks.

Forms

Room Confinement / Isolation Record DCYF 20-199

Resources

ACA Performance-Based Standards for Juvenile Correctional Facilities
CMIS Quick Guide for IR Perspectives
Confinement Prevention
Facility Program Schedules
Incident Reports Help Guide
JR Policy Definitions
PREA Standard 115.315 Limits to Cross Gender Viewing and Searches
PREA Standard 115.342 Placement of Residents in Housing, Bed, Program, Education, and Work Assignments
RCI Quick Help Guide
Room Confinement & Isolation Grid
Specialized or Restrictive Programs
WAC 110-730-0070 Residential Disciplinary Standards