

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-15	Policy # 8.8
Applicability: { } All DJJ Users { } Administration { } Community Services {x} Secure Facilities (RYDCs and YDCs)	Related Standards & References: O.C.G.A 49-4A-7, 49-4A-8 ACA Standards: 3-JDF-3C- 04, 06, 07, 4-JCF-3B-04, 3-JDF-3E-04,05, 3-JDF-3D-06, 4-JCF-2A-19, 4-JCF-3C-01, 03, 04, 4-JCF-4C-46 DJJ 8.20, 16.1, 16.3, 18.10	
Chapter 8: SAFETY, SECURITY AND CONTROL Subject: USE OF ISOLATION	Effective Date: 11/22/16 Scheduled Review Date: 11/22/17 Replaces: Policy dated 4/1/16	
Attachments: Attachment A – Approval Continuum Attachment B – Isolation Release Structured Interview Attachment C – Authorization for use of Isolation Form	DJJ 16.4 Pre-Hearing Confinement DJJ 16.6 Services in Confinement APPROVED:  <hr/> Avery Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice does not isolate youth as a disciplinary sanction. When isolation of youth is required to maintain safety and security of the facility, it will be time-limited and only for as long as necessary to restore order. This policy shall be construed in conjunction with all other DJJ policies on use of confinement.

II. DEFINITIONS:

Isolation: Placing a youth in a locked room for a period of 15 minutes or more, unless it is a scheduled sleep period or there is a medical or security operational need (i.e. administrative reasons, accord DJJ 18.10, Program Activity Schedule).

Approving Authority: The Approving Authority is the Facility Director, the Assistant Director, or the Administrative Duty Officer designated by the Facility Director to authorize placement, extension, or release of youth in isolation.

III. PROCEDURE FOR USE OF ISOLATION:

A. APPARENT BEHAVIOR

1. If a youth is agitated, every opportunity should be provided to the youth to regain composure and self-control without resorting to isolation. Use of profanity or disrespectful language alone will not be grounds for isolation.
2. Staff must utilize progressive and positive responses in accordance with DJJ 16.1, Progressive Response, to Youth Behavior before resorting to isolation.

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3. For youths exhibiting seriously disruptive, threatening, or dangerous behavior (e.g. physical aggression) and progressive responses are ineffective, staff may place the youth in isolation.
4. Any time a youth has been placed in isolation based on behavior intervention, staff must notify the Approving Authority within 15 minutes of placement. The Approving Authority must then authorize placement of the youth in a locked room within 15 minutes of notification.

B. APPROVAL CONTINUUM

If a youth has been authorized to be placed in isolation, the following approval continuum must be followed (Attachment A, Approval Continuum):

1. For a period of less than one hour, the process is outlined in DJJ 16.3, Cooling Off. If a youth’s isolation period begins as a “Cool Off,” the time the youth spends in cool off will count towards the 240 minutes (4 hours) of continuous isolation.
2. For a period of up to 240 minutes (4 hours) of isolation:
 - a) The Approving Authority must consult with mental health staff (in person or via the on-call process) prior to authorizing the extension of the isolation period. Mental Health staff will document this consultation in an Isolation Consultation progress note in JTS.
 - b) Isolation must be approved by the Approving Authority within 15 minutes of the youth being placed in the room.
 - c) The Regional Administrator (RA) must be notified of the extension of isolation within 15 minutes before the end of the approved isolation period. The RA may instruct the Approving Authority to end the isolation period at that time.
 - d) If the youth has not regained self-control and/or the situation has not stabilized by the end of 240 minutes (4 hours), an extension may be requested within 15 minutes of the end of the approved isolation period. The documentation of the youth’s behavior at the time of the requested extension must support the request.
3. For an extended period of 241 to 480 minutes (4-8 hours) of isolation:
 - a) The Approving Authority must consult with mental health staff (in person or via the on-call process) prior to authorizing the extension.

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Mental Health staff will document this consultation in an Isolation Consultation progress note in JTS.

- b) The Regional Administrator (RA) must be notified of the extension of isolation within 15 minutes before the end of the approved isolation period. The RA may instruct the Approving Authority to end the isolation period at that time.
 - c) If the youth has not regained self-control and/or the situation has not stabilized by the end of 480 minutes (8 hours), an extension may be requested within 15 minutes prior to the end of the approved isolation period. The documentation of the youth's behavior at the time of the requested extension must support the request.
4. For an extended period of 481 to 720 (8-12 hours) minutes of isolation:
- a) The RA must consult with the Regional Behavioral Health Services Administrator. This consultation must occur before isolation of youth on the mental health case load can be extended.
 - b) Isolation must be re-approved by the RA within 15 minutes prior to the end of the approved period.
 - c) If the youth has not regained self-control and/or the situation has not stabilized by the end of 720 minutes (12 hours), an extension may be requested. The documentation of the youth's behavior at the time of the requested extension must support the request.
5. For extensions of more than 720 minutes (12 hours) of isolation:
- a) The RA must seek approval from the appropriate Assistant Deputy or Deputy Commissioner of secure facilities for isolation.
 - b) The appropriate Assistant Deputy or Deputy Commissioner of secure facilities will notify the Assistant Deputy or Deputy Commissioner of Support Services of the isolation extension.
 - c) Approval must be granted within 15 minutes prior to the end of the approved period. The documentation of the youth's behavior at the time of the requested extension must support the request.
6. Isolation will not continue beyond a scheduled sleep period.

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7. If a youth continues to exhibit aggressive behavior after waking from a scheduled sleep period, the approved continuum procedure starts anew.

C. MONITORING OF YOUTH IN ISOLATION

1. ISOLATION ALERT

- a) In all instances when a youth has been placed in confinement for any amount of time, the Approving Authority will assure that the isolation alert is maintained and properly documented in JTS.
- b) The isolation alert must be set within 15 minutes of the youth being confined.
- c) The isolation alert must be closed within 15 minutes of the youth being released from confinement.

2. Youth in isolation will be observed, and behaviors documented, at irregular 15 minute intervals or in accordance with any suicide precautions that are in place for the youth.

- a) If the youth is isolated for 241 to 480 minutes (4-8 hours), mental health staff will evaluate the youth for clinical stability and potential for release. If no mental health staff members are on site, the on call process will be used. Mental health staff members will timely document this interaction in a JTS Room Confinement note per policy.
- b) If a youth is isolated for 241 to 480 minutes (4-8 hours), nursing staff will evaluate the youth for clinical stability and potential for release. Nursing staff will log their contact with youth within 15 minutes and will document this consultation in an Isolation Consultation progress note in accordance with standard procedure.

3. Notification to medical services staff regarding youth's placement in isolation:

- a) When the youth requires isolation, a medical services staff shall be notified immediately. Notification will include a verbal assessment of the youth to medical services staff.
- b) Based on the verbal assessment received, the medical service staff will determine what steps will be needed for further evaluation. If the youth is placed in extended isolation, medical services staff will complete a

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visual assessment. Medical service staff will document this visual assessment in accordance with DJJ 8.5, Special Incident Report.

- c) If the health authority determines that a full medical assessment is required, then the youth must be examined fully in the medical unit in privacy and the examination documented using the Report of Youth Injuries Addendum (DJJ 8.5, Special Incident Report).

D. RELEASE OF YOUTH FROM ISOLATION

1. Any staff member (with exception of JCO cadets, volunteers and interns) may remove a youth from isolation with approval from the Approving Authority within the facility. This decision will be based on the staff member’s evaluation that the youth has regained self-control and no longer displays seriously disruptive, threatening, or dangerous behavior. The staff member who releases the youth will document their interaction with and evaluation of the youth on the Isolation Release Structured Interview Form (Attachment B).
2. A medical professional or QMHP may release a youth from isolation based on clinical concerns. However, prior to the release, the medical professional or QMHP must inform the Approving Authority of the specific clinical concern. If the Approving Authority has concerns regarding the release, he or she will develop alternate plans to address the safety concerns without use of isolation.
3. The completed Isolation Release Structured Interview (Attachment B) will be maintained as part of the Special Incident Report associated with the youth’s isolation period.

E. IMMINENT THREAT AND SECURITY RISK

1. Youth not exhibiting aggressive behavior but who a staff member reasonably believes will pose an imminent threat to others or to the safety and security of the facility, may be placed in isolation provided these conditions are met:
 - a) Every least-restrictive measure has been considered; and
 - b) The respective staff member has provided substantive, articulable, and current information up the chain of command to show why immediate isolation of the respective youth is required. Simply referring to past behaviors of the youth with no current information is not grounds for current isolation.

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2. Prior to placing the suspected youth in isolation, the Facility Director must receive express authorization from the appropriate Deputy Commissioner over the affected secure facility.
3. Staff should monitor the youth in accordance with DJJ 8.20, Room Checks.
4. The isolation should be limited to the time necessary to resolve the imminent threat to others or the facility order.
5. The authorizing Deputy Commissioner must also expressly approve any isolation lasting longer than 12 hours.
6. The Facility Director or designee may release the suspected youth from isolation once the imminent threat has been cleared.
7. The Facility Director must ensure that Attachment C, Authorization for Use of Isolation Form is completed and maintained with the SIR.

IV. LOCAL IMPLEMENTING PROCEDURES REQUIRED: YES

LOP will be signed off by the appropriate secure facility Regional Administrator.