I. POLICY:

Department of Juvenile Justice secure facilities shall use cooling off as an alternative to the disciplinary process to temporarily remove youth from programming and provide them an opportunity to correct behaviors of concern.

II. DEFINITIONS:

Behavior of Concern: An “acting out”, “problem”, or “target” behavior that needs to be further assessed in order to identify effective prevention and intervention strategies. A behavior of concern must be defined in terms that are measurable, objective, and observable.

Cooling Off Period: A non-punitive positive behavior strategy that includes separation of the youth from programming for up to 60 minutes, with the goal of providing an opportunity for the youth to correct his/her own behavior of concern.

III. PROCEDURES:

A. Whenever possible, staff will attempt to help youth correct behaviors of concern without filing a formal disciplinary report.

B. Prior to the use of cooling off, the youth will be given the opportunity to explain his/her behavior.

C. The cooling off period will not exceed 60 minutes. If the behavior of concern continues beyond 60 minutes, the disciplinary process will be initiated.

D. The youth participates in determining the end of the cool off period. The cooling off period will end as soon as the youth demonstrates compliance with the rules. Compliant youth will not be held in a cooling off period.

E. The youth will be placed in a sleeping room or holding cell for cooling off only as a last resort. Youth who are placed in a sleeping room or holding cell for a cooling off period will be checked at least every 15 minutes or based on the youth’s observation level (see
DJJ 8.20, Room Checks). The Cooling Off Form (Attachment A) will be used when the youth is placed in a room for cooling off. The Cooling Off Form will be filed in the youth’s case record.

F. During educational programming, the Behavior Redirection and Education Activities Classroom (BREAC) will be used to manage behaviors of concern. Cooling off will only be used when the behavior becomes a threat to the safety and security of the facility or others.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO