


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

Subject: <b>Behavior Management Isolation</b>	Policy Number: <b>10</b>
Number of Pages: <b>4</b>	Section: <b>VII</b>
Attachments	Related Standards & References
<ul style="list-style-type: none"> <li>A. Behavior Management Extension Form</li> <li>B. Behavior Management Isolation Log</li> </ul>	<b>ACA 3-JTS-3E-01 ACA 3-JTS-3C-07 USA v. Mississippi 3:03-cv-1354WSu Memorandum of Agreement</b>
Effective Date: <b>January 13, 2009</b> Revised: April 5, 2010	Approved:  <b>Kathy Pittman, Director</b>

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that Behavior Management Isolation shall only be utilized for the following purposes: To separate youth who are seriously out-of-control from the general population; and to correct undesirable behavior, restore order and achieve compliance with facility rules and expectations. Behavior Management Isolation shall cease as soon as youth regain self control and can safely return to regular activity.

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

- A. **Behavior Management Isolation** – A “cooling off” period for youth; where placement of youth in a room either locked or unlocked for the purposes of controlling out-of-control behavior, restoring order, correcting undesirable behavior and to achieve compliance with behavioral rules and expectations.
- B. **Due Process Hearing Officer** – An impartial staff member or designee, assigned to conduct major disciplinary hearings.
- C. **Qualified Mental Health Professional (QMHP)** - Mental health care provider licensed and sufficiently trained to provide the services he or she undertakes to provide.
- D. **Seriously Out-of-Control Behavior** – Behavior exhibited by youth that poses a serious threat to the safety of others and/or the regular operations of the facility. Behavior that is seriously threatening, assaultive or destructive.

**III. PROCEDURE**

- A. A youth may be placed in Behavior Management Isolation when circumstances warrant removing the youth from the general population; when a youth’s behavior threatens imminent harm to self or others, or a youth is extremely disruptive. Placement in Behavior Management Isolation shall last only until the youth has regained self-control and can be safely returned to the general population.

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1. The use of Behavior Management Isolation serves only as a "cooling off" period and should be based on the individual youth with consideration to the resident's age and the nature of the infraction.
  2. The Shift Supervisor shall be immediately notified when a youth demonstrates seriously out-of-control behavior; and upon arrival shall visually evaluate the need for separation.
  3. The Juvenile Care Worker may place the youth in the room prior to the arrival of the Shift Supervisor.
  4. However, the use of force shall be a last resort and only the minimum force necessary shall be used to place the youth in the room (see policy VII.1: Use of Force).
  5. When youth are placed in Behavior Management Isolation in excess of fifteen (15) minutes an Incident Report shall be completed. (see policy VII.2: Incident Reporting).
  6. When youth are placed in Behavior Management Isolation for more than two (2) hours, the Shift Supervisor must receive approval from the Facility or Duty Administrator and complete a Behavior Management Time Extension form. A copy of which shall be placed in the youth's master file and forwarded to the Deputy Administrator for Operations.
  7. Behavior Management Isolation does not include the loss of regular meals, clothing, sleep, health and mental health care services, school, exercise, correspondence rights, and contact with parents/legal guardians, or legal assistance. All youth shall have reasonable access to drinking water.
- B. Preventive Actions – Every effort shall be made to avoid the placement of youth Behavior Management Isolation. Preventive actions shall be documented. Prior to using Behavior Management Isolation, staff shall first utilize less restrictive techniques:
1. Verbal Intervention – Including talking with youth to de-escalate the situation.
  2. Counseling/Mediation – Bringing in other staff and/or appropriate mental health staff or other youth to talk with the youth in need of de-escalation.
  3. Explanation - Prior to any use of isolation staff shall explain to the youth the reasons for the isolation/confinement and that s/he will be released from isolation upon regaining control.
- C. All youth must place their shoes outside of the room and shall be searched for contraband prior to placement in a room for Behavior Management Isolation.

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D. Placement – Staff shall not routinely subject youth to lockdown room time, including isolation or room confinement for any reason, including administrative convenience. Behavior Management Isolation may take place throughout the facility, including any housing unit or activity area. However, the use of such placement must be appropriate and consistent with the protocol outlined in this policy. All instances of isolation shall be properly documented in the Unit Logbook maintained in each housing unit.

1. Upon review of the situation, the Shift Supervisors must ensure that the youth knows why s/he is being isolated and should be sure to communicate to the youth that the length of time s/he will spend in Behavior Management Isolation is directly related to the youth's behavior.
2. Only one (1) youth may be placed in a particular room at a time. Two (2) youth shall never be isolated in the same room at the same time.
3. If isolation exceeds thirty (30) minutes, the unit log must reflect hourly approval from the Shift Supervisor; as well as justifications for extended isolation.
4. Documentation in the Unit log as well as on the Isolation Monitoring Sheet should include the reason the youth is placed in his/her room, the time the youth is placed in confinement, and the time the youth is released from confinement.
5. As soon as the youth has regained self-control and the youth's behavior no longer poses a serious threat to the safety of the youth, others or serious destruction of property, the youth shall be removed from placement in Behavior Management Isolation.
6. Any youth confined in Behavior Management Isolation for more than 24 hours shall receive an appropriate due process hearing; held by the Due Process Hearing Officer to determine whether cause exists for continued confinement in due process isolation. (see policy VII.9: Due Process Hearings).

E. Room Checks – Room checks are made in an attempt to monitor the youth's behavior, identify point of regained self-control, as well as to make sure that the youth is safe.

1. During the time a youth is on Behavior Management Isolation, staff shall conduct visual checks and speak directly with youth at staggered intervals at least six (6) times an hour and not longer than every ten (10) minutes.
2. These checks shall be logged on the Isolation Monitoring Sheet, which shall be clearly posted on the room door, near the window for the duration of his/her placement on Behavior Management Isolation; this is to ensure a clear view of youth.
3. Staff shall accurately initial and document the actual time of the check on the Isolation Monitoring Sheet.

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4. For confinement exceeding thirty (30) minutes, the Shift Supervisor shall review and initial the Isolation Monitoring Sheet posted on the door, as verification of the validity of all documentation for each hour that a youth is held in Behavior Management Isolation.
  5. For a youth who has been receiving mental health care and is held in Behavior Management Isolation for at least two hours, a youth services counselor shall be notified to make contact with the youth, monitor adjustment to confinement, and contact the on call QMHP as needed.
  6. For any youth in Behavior Management Isolation who is exhibiting unusual behavior or becoming unresponsive to questions or directions, the Shift Supervisor shall notify the on call QMHP for emergency evaluation or suicide prevention as indicated.
  7. Staff shall insure that all rooms are clean, properly ventilated, free from objects that may cause harm, and are at an appropriate temperature.
- F. Documentation - The following information shall be documented and highlighted in the Unit Logbook:
1. Name of the youth on isolation
  2. Date/Time of the initial isolation
  3. Name of the staff isolating the resident
  4. Specific description of the behavior(s) necessitating the isolation
  5. Date/Time the youth was taken off isolation
  6. Name of the Supervisor approving the placement of youth on isolation