



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 5
Classification and Separation
§1359**

Topic Safety Rooms

Policy This policy establishes the requirement for placing and maintaining youth in safety rooms (15 CCR 1359). The department shall only use safety rooms to protect youth from injury or to prevent the destruction of property by youth in accordance with applicable law.

The Superintendent or the authorized designee, and the Charge Nurse (where applicable), shall develop procedures for the implementation of this policy in accordance with 15 CCR 1359.

SAFETY ROOM GUIDELINES

The following guidelines apply when placing any youth in a safety room (15 CCR 1359):

A safety room shall not be used for the purposes of punishment, coercion, convenience, discipline, retaliation by staff, substitute for treatment and to the extent that it diminishes the mental and physical health of the youth.

1. When a Housing staff discovers a youth, who presents an immediate danger to themselves or others, who exhibits extreme or out of control behavior which results in the destruction of property or the intent to cause self-inflicted physical harm. The Institution Services Manager/Officer of the Day (ISM/OD) shall be notified immediately, and staff shall complete a Restraint/Safety Room Log.
2. Safety room shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.
3. Placement of a youth into a safety room requires the prior approval of the Superintendent, or their authorized designee. The Superintendent shall determine if less restrictive means of control have been explored.
4. A Safety Room Observation log shall be initiated every time a youth is placed in a safety room and the log shall be maintained for the entire time the youth is housed in the room. Room logs will be retained in accordance with established facility retention schedules.
5. Continuous direct visual monitoring/supervision shall be conducted, and the youth's

behavior and any staff intervention documented at least every 15 minutes, with the actual time recorded. ISM/OD shall inspect the logs for completeness every two hours and document this action on the safety room log.

6. Youth should be permitted to remain normally clothed or provided a safety suit or other suitable clothing to provide privacy.
7. Youth in a safety room shall be given the opportunity to obtain nutrition, access to a toilet and have fluids (e.g., water, juice) at a minimum of every 30 minutes. Staff shall provide the fluids in paper cups. The youth shall be given sufficient time to drink the fluids prior to the cup being removed. Each time a youth is provided the opportunity to drink fluids, it shall be documented on the safety room log.
8. Youth shall be provided meals during each meal period. Meals will be served on paper plates or in other safe containers, and the youth will be monitored while eating the meals. Youth shall be given ample time to complete their meals prior to the plate or container being removed. All meals provided to youth in safety rooms will be documented on the safety room log.
9. If the need for confinement extends beyond four hours, ISM/OD shall consult with medical and mental health staff and develop an individualized plan to reintegrate the youth to general population (15 CCR 1359).
10. A medical assessment of the youth in the safety room shall occur immediately when appropriate, or an assessment at the next daily nurse call or at the next nurse sick call.
11. A mental health assessment shall be conducted at intervals consistent with the medical assessment above upon the youth's placement in the safety room.
12. All involved staff shall complete and submit an Incident Report. Documentation shall include the reason for placement and shall include attempts to use less restrictive means of control and decisions to continue and end placement (15 CCR 1359).

See Procedures Manual on Safety Rooms for further information.