



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

**ARTICLE 5
Classification and Separation
§1359**

**Procedure
Safety Rooms**

PURPOSE AND SCOPE

This policy provides general guidelines regarding the use of the Safety Rooms.

Safety room - An enhanced protective/secure housing designed to minimize the risk of injury or destruction of property used for youths who display problematic behavior that may cause immediate physical harm to themselves or others or destroy facility property (24 CCR 1230.1.13). The room provides continuous camera monitoring of a youth who may be in danger of self-harm.

There are three safety rooms located within the Juvenile Hall.

- One is in the Admissions area.
- One is in Forest 1.
- One is in Pine 4.
- There are no safety rooms at Camp Kemp.

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 ISM-OD shall be notified immediately and staff shall complete a Restraint/Safety Room Log.

The OD will then notify the Superintendent. Prior to granting approval, the Juvenile Hall Superintendent determines if less restrictive means of control have been explored.

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. The OD in consultation with BHRS staff counsels and informs the youth that they may be removed from the Housing Unit and placed into a safety room for their protection and/or the protection of others.
5. After receiving approval from the Superintendent, the OD contacts the available staff using the most direct means to deploy additional staff to the location where the youth is located and to aid in the room removal of the youth and/or the transfer of the youth.
6. Within one hour of a youth being placed into a safety room the Housing Staff notifies the BHRS staff and the Medical staff using the most direct means to inform them of the incident and the youth's current housing location. The time of notification is logged into the Safety Room Log. The housing staff completes a Mental Health Memorandum and takes it to the location where the youth is currently being housed. The BHRS staff evaluation and opinion is obtained as soon as possible but no later than within the 12 hours of being placed into a safety room.
7. The Medical Staff assesses the youth in person within one hour, when on duty, and at a minimum every 4 hours thereafter to evaluate that the youth is medically appropriate for continued retention in a safety room. Each time Medical arrives on scene they will log and initial Medical Evaluation portion and the Observation
8. A Safety Room and Observation log shall be initiated every time a youth is placed in a e 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.
9. Continuous direct visual monitoring/supervision shall be conducted, and the youth's behavior and any staff interventions documented at least every 15 minutes, with the actual time recorded. Supervisors shall inspect the logs for completeness every two hours and document this action on the safety room log.
10. Youth should be permitted to remain normally clothed or provided a safety suit or other suitable clothing to provide privacy.
11. 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. Group supervisors shall provide the fluids in paper cups. The youths 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.

12. 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.

The Superintendent or the authorized designee shall review the appropriateness of continued retention in the safety room at least every four hours. The reason for continued retention or removal from the safety room shall be documented on the safety room log.

13. If the need for confinement extends beyond four hours, staff shall consult with medical and mental health staff and develop an individualized plan to reintegrate the youth to general population (15 CCR 1359).

14. A medical assessment of the youth in the safety room shall occur immediately when appropriate, or an assessment at the next daily nurse call appropriate, but no later than within 12 hours of placement or or at the next nurse sick call. Continued assessment of the youth in the safety room shall be conducted by a qualified health care professional and shall occur at least every 24 hours thereafter. Medical assessments shall be documented. The Medical Unit hours of operation are 7:00 am until 11:00 pm daily.

A mental health assessment shall be conducted at intervals consistent with the medical assessment above upon the youth's placement in the safety room. The mental health professional's recommendations shall be documented. The Behavioral Health and Recovery Services (BHRS) On-Call after hours schedule is active between 5:00 pm and 8:00 am weekdays and 24 hours per day on weekends and holidays.

15. 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).

16. 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.

17. The OD collects the Incident Reports, submits into their OD report, including reasons for placement, attempts to use less restrictive means of control, and the decision to continue or end placement in a Safety Room. OD ensures all areas in the Restraint/Safety Room log are filled out. And the Observation Log is attached to the log. Restraint/Safety Room will be sanitized after any use.

See Policy manual on Safety Rooms for further information.

