



State of Indiana  
Indiana Department of Correction  
Division of Youth Services

Effective Date	Page 1 of	Number
6/1/2016	12	03-02-102

**POLICY AND ADMINISTRATIVE  
PROCEDURE**  
**Manual of Policies and Procedures**

Title  
**THE USE OF SEPARATION IN DIVISION OF YOUTH SERVICES  
FACILITIES**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(8) IC 11-10-2-9 IC 11-11-5-6 IC 11-11-6-1	03-02-101 03-02-104 03-02-109	ACA: (4-JCF) JTS: 3B-06, 3B-10, 3C-02, 3C-03, 3C-04,

I. PURPOSE:

This policy and administrative procedure establishes the guidelines for the utilization of separation for youths in a Division of Youth Services (DYS) Facility. The purpose of separation is to allow a “cool off” period for youths and return them to general population and programming as soon as they are no longer a threat to life, public safety, property, self, staff, other youths, or to the orderly operation and security of the facility.

II. POLICY STATEMENT:

The Department shall utilize separation in a manner that ensures:

- A. A clean, healthful, safe, and secure environment for youths and staff;
- B. The participation in all Health Services and necessary human service programs available to the confined youth population at the specific facility;
- C. The availability of other activities, programs, personal items, and privileges consistent with facility operations and the classification status of a youth; and,
- D. Department guidelines for the admittance, review, and release from separation.

Separating a youth shall be based upon:

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- A. The youth's continued presence in the general population poses a threat to life, public safety, property, self, staff, or other youths;
- B. The youth's placement in the general population poses a threat to the orderly operation and security of the facility; and/or,
- C. The youth requires a structured and safe therapeutic environment to assist the youth in developing appropriate social skills.

A system of monitoring and review shall be established to ensure compliance with this policy and administrative procedure.

### III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **MAKING A CHANGE (MAC) PROGRAM:** The MAC program is a structured and safe therapeutic environment that assists youths in developing appropriate social skills while continuing to participate in education and treatment programs within a controlled setting. Youths are placed in the MAC program as a Classification decision with the ultimate goal of returning youths back to the general population housing and programming as quickly as possible for completion of their treatment programs.
- B. **PERFORMANCE BASED STANDARDS (PbS):** Standards developed to improve conditions of confinement for youth in facilities around the country. Pbs asks the facilities to report data twice a year and report back on 105 outcome measures for correctional facilities that indicate performance toward meeting standards derived from seven (7) goals, one goal for each of the following components of facility operations: safety, security, order, programming (including education), health/mental health, justice and reintegration.
- C. **PROGRAM ACTIVITY:** Any structured activity including, but not limited to, education, treatment programs, passive recreation, volunteer programs, counseling, religious programs, or group activity.
- D. **SEPARATION:** Any instance when a youth is removed from general populations for cause or behavior that is a safety concern for him/her, staff, State property, and/or other youths. The goal of separation is to return a youth to general population and

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programming, as soon as they youth is no longer a threat to him/herself, staff, and/or other youths.

- E. **SEPARATION AREA:** An area of a facility designated for the purpose of temporarily separating youths from the general population. Separation areas may be any approved room, area of a building, or building other than the room or cell in which a youth usually sleeps.
- F. **THERAPEUTIC ISOLATION:** A form of treatment prescribed by an authorized licensed health care professional which consists of placing a youth in a safe and secure room, with the door locked, and monitoring the youth at intervals of five (5) to fifteen (15) minutes, depending on the needs of the youth, while he/she remains in the room.
- G. **TIME OUT:** Any instance when a youth is confined alone, at staff request, in a room other than the room or cell in which the youth usually sleeps. Time out may occur in locked or unlocked rooms, but may not occur in large dormitories. Staff-requested time out may not exceed sixty (60) minutes. Visual checks of the youth must be completed by designated staff at intervals not to exceed fifteen (15) minutes. For the purposes of PbS data collection, this does not include protective separation (for injured youths or youths whose safety is threatened), youth in medical separation, or a time out that is requested by the youth.

#### IV. GENERAL PRINCIPLES:

The following principles are applicable to all DYS separation units:

- A. Youths placed in a separation area shall be provided due process rights through either Policy and Administrative Procedure 03-02-101, "Code of Conduct for Juvenile Offenders," or Policy and Administrative Procedure 03-02-104, "Juvenile Classification and Comprehensive Case Management," if applicable.
- B. Youths placed in a separation area **shall not** be subjected to:
  - 1. Corporal or unusual punishment;
  - 2. A substantial change in heat, light, or ventilation;
  - 3. Restrictions on medical, mental health, and dental care; access to courts, legal counsel, government officials, grievance proceedings; and, access to personal legal papers and legal research materials;

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4. A deviation from the diet, including snacks, provided to other youths in the facility or program;
5. Separation without an opportunity for at least two (2) hours of program activity per day outside the immediate living quarters (excluding meals and personal hygiene). At least one (1) hour should be of vigorous physical exercise a day, including outdoor recreation when weather permits, absent abuse of this privilege while in a separation area. If such abuse of privilege occurs, the reason for denying access shall be documented in writing and in detail. This opportunity may also be withdrawn if a medical or mental health staff member determines that to so allow could potentially be injurious to the youth, to the safety of other youths, or to the safety of staff. In an emergency, the staff on duty may make this determination. The staff person making this determination shall consult with and obtain approval from a medical or mental health staff member on-duty or on-call as quickly as possible under the circumstances and shall be documented in writing and in detail. Operational procedures shall identify the documentation routing process;
6. Restriction on authorized or issued clothing, bedding, mail, visitation, reading and writing materials, or the use of hygienic facilities, except for abuse of these. Clothing at a minimum shall include: shirt, underwear, and short or long pants (appropriate for the weather conditions), unless a medical or mental health staff member determines that to do so could potentially be injurious to the youth's safety, to the safety of other youths, or to the safety of staff. The Facility Head, in consultation with medical or mental health staff at the facility, shall determine the appropriate protective clothing to be issued when it is determined necessary for youth's safety, or the safety and security of the facility. This determination may, in an emergency, be made by the staff on-duty, who shall then consult and obtain approval from a medical or mental health staff member, on-duty or on-call, as quickly as the consultation can be made. This call and approval or denial shall be documented in writing and in detail with notification made to the Facility Head or designee immediately following the incident;
7. Humiliation, mental or personal abuse or harassment, or punitive interference with the daily function of living, such as eating or sleeping; and,
8. Personal injury, disease, or property damage.

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C. Components of separation may include:

1. Staff-requested time out;
2. Temporary placement in separation area;
3. Assignment to MAC program; and/or,
4. Therapeutic Monitoring.

D. A log shall be maintained recording:

1. The name and title of the staff member who authorized the separation;
2. The names and titles of persons visiting the youth;
3. Record of time checks;
4. The name and title of the staff member who authorized the youth's release from separation; and,
5. The date and time of release.

E. When a youth is placed in separation, a qualified health care professional, or health-trained staff member shall be informed immediately and shall complete an assessment, as determined by the Division of Health Services. Unless medical attention is needed more frequently, each youth in separation shall receive a daily visit from a qualified health care professional, or health-trained staff member.

V. CONTINUUM FOR THE USE OF SEPARATION (See Operational Procedure):

The Department shall operate under a continuum for the use of separation. This continuum shall be followed to ensure that separation is used in a progressive manner, if possible. Staff members may enter this continuum of separation at any level that is believed to be necessary to ensure the safety and security of the youth, other youths, and staff members.

### **USE OF SEPARATION CONTINUUM**

#### **Step 1: Verbal De-escalation**

- Use de-escalation techniques (Motivational Interviewing, Calming the Storm, etc.)
- Offer the youth a self time out
- Contact CARE Team
- Contact Supervisor

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### **Step 2: Time Out**

- When staff request a time out for the youth, the youth's demeanor is assessed within fourteen (14) minutes to determine if there is continued need for time out
- Maximum time for a staff-requested time out is sixty (60) minutes
- Visual checks of the youth must be completed by designated staff at intervals not to exceed fifteen (15) minutes
- Designated staff shall be contacted prior to exceeding the maximum time of sixty (60) minutes

### **Step 3: Temporary Placement in Separation Area**

- If designated staff members are contacted because the youth's time out is nearing the maximum time of sixty (60) minutes, the designated staff member may approve the youth for temporary separation.
- Reviews shall be conducted to assess the youth's behavior and continued need for separation.
- Operational procedures shall outline the review process (Section VII.)

### **Step 4: Placement in MAC Program**

- The facility may place a youth in the MAC Program as a classification decision to assist the youth in developing appropriate social skills in a structured and safe therapeutic environment.
- Youth shall complete the MAC Program with the goal being to return to general population housing and programming.

## **VI. DESIGNATION OF SEPARATION AREAS (See Operational Procedure):**

The Superintendent shall determine whether it is applicable to establish a separation area within the facility. The Superintendent shall identify which building or area of a building shall be used for this purpose. Separation areas may be any approved room, area of a building, or building other than the room or cell in which a youth usually sleeps. Operational procedures shall be developed to identify the location(s) within the facility. The Superintendent shall advise the Executive Director of Youth Services as to the need to establish additional separation units within the facility. The Executive Director of Youth Services shall approve or deny the establishment based upon Department and facility needs.

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#### **VII. TIME OUT (See Operational Procedure):**

Youths may be placed in time out at the approval of the Superintendent or designee. Prior to staff requesting a youth to be placed in time out, staff shall utilize de-escalation techniques and inquire if the youth wants a self-requested time out. De-escalation efforts are to redirect behavior and to avoid separation. The separation areas of the facility designated for time out (“cooling off” periods [15-60 minutes]) shall adhere to the following guidelines:

- A. A PbS Incident Report shall be completed on all youth placed in staff-requested time out.
- B. The period of time out shall not exceed sixty (60) minutes. During time out, the length of time and youth’s behavior shall be documented on State Form 56015, “REPORT OF TIME OUT.”
- C. Prior to the time out, the reasons for the time out shall be explained to the youth by the staff member making the assignment and the youth shall be afforded the opportunity to explain the behavior that led to the restriction. Staff members shall consider the youth’s input when determining the length of the timeout.
- D. During time out, staff visual contact with the youth shall be made and documented on State Form 56015 at intervals not to exceed fifteen (15) minutes. Operational procedures shall identify the frequency of visual checks. Visual checks may occur in more frequent intervals as determined by the needs of the youth and/or the orders of medical/mental health staff.
- E. The youth shall be released from time out as soon as it is determined that the “cooling off period” is no longer needed, but shall not exceed sixty (60) minutes. The youth’s emotional state will aid in determining whether the time out shall continue to the previously assigned time:
  1. Youths that have de-escalated shall be released from time out immediately. Staff shall question the youth if he/she has processed the incident and is prepared to return to programming.
  2. If a youth has not de-escalated, designated staff shall be notified if staff is requesting an extension of time out. Staff shall provide the specific behavior which concerns the safety of the youth, other youths, staff, or the facility. Designated staff shall determine if time out shall continue, be terminated, or if the behavior qualifies for approving the youth for Temporary Separation. Operational procedures shall identify the supervisory staff designated to approve the youth for Temporary Separation.

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#### **VII. TEMPORARY PLACEMENT IN SEPARATION AREA (See Operational Procedure):**

- A. Designated staff members may approve a youth for Temporary Separation:
1. If designated staff members are contacted due to a youth's time out nearing its maximum time of sixty (60) minutes, and they determine that the youth still needs time to cool off.
  2. If contacted to place a youth directly into Temporary Separation without time out to ensure the safety and security of the youth, other youths, and staff members. A PbS Incident Report shall be completed on youth placed directly into Temporary Separation instead of using staff-requested time out first.
  3. The Superintendent or designee may also place a youth in Temporary Separation for an investigation.
- B. Prior to using Temporary Separation, the youth shall be assessed to ensure the separation is appropriate and all efforts have been exhausted (e.g., de-escalation techniques, time out, or change in bed assignment):
1. The need for Temporary Separation as well as de-escalation attempts made shall be documented on State Form 56020, "TEMPORARY SEPARATION REPORT." A designated staff member shall meet with the youth, and the reason for the separation further discussed. A copy of State Form 56020 shall be filed in the youth's facility packet.
  2. Operational procedures shall designate the staff member(s) to assess the youth and approve the youth for Temporary Separation.
- C. While in Temporary Separation, youth shall be monitored by staff utilizing State Form 56016 "RECORD OF SEPARATION AREA ACTIVITIES" and State Form 56014, "RECORD OF SEPARATION AREA VISUAL CHECKS".
1. Designated staff shall complete the following areas on both forms:
    - a. The admittance dates and time into the separation area;
    - b. The location of the youth's separation area;
    - c. The reason for separation and/or any other concerns or special instructions that apply to the separation;



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- d. Notes on any unusual behavior or special medical/mental health needs.
2. Youths placed in Temporary Separation shall be visited in the designated separation area once each day by staff from administrative, clinical, counseling, religious, and/or medical areas. Visits shall include entry in the youth's room or removal from the room for the purpose of discussion or counseling. Youth shall also be provided access to various scheduled, structured activities while in a separation area. These visits and activities will be documented on State Form 56016.
3. Youths placed in Temporary Separation shall be visually observed by a staff member at intervals not to exceed fifteen (15) minutes:
  - a. Operational procedures of the facility shall identify the frequency of visual checks. Visual checks may occur in more frequent intervals as determined by the needs of the youth and/or the orders of medical/mental health staff.
  - b. These visual checks shall be documented on State Form 56014.

**Note: Facilities who have a system that allows electronic recording of visual checks are not required to document visual checks on State Form 56014, "RECORD OF SEPARATION AREA VISUAL CHECKS." However, staff members shall document and complete State Form 56016, "RECORD OF SEPARATION AREA ACTIVITIES" daily.**

D. Upon approval of Temporary Separation, youth shall also be assessed by designated staff to determine if separation will continue, using State Form 56017, "TEMPORARY SEPARATION REVIEW:"

1. Reviews must be conducted and documented in the following ways:
  - a. The first reviews shall be conducted and documented on the form by designated staff at one (1), three (3), and six (6) hours after admission to Temporary Separation;
  - b. Youths that remain in Temporary Separation for over twenty-four (24) hours shall be reviewed by the Superintendent or designee and the decision documented in the "1<sup>st</sup> Continuation Review" section of the form;
  - c. Subsequent Continuation Reviews shall occur at intervals not to exceed twenty-four (24) hours and are documented in subsequent Continuation Review sections; and,
  - d. Reviews may occur in more frequent intervals as determined by the needs of the youth and/or the orders of medical/mental health staff.

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2. All reports and logs completed previously shall be reviewed to assist with assessing the youth's behavior and the need for continued Temporary Separation.
  3. Youths who have de-escalated shall be released immediately.
  4. The Superintendent or designee may also refer a youth who is in Temporary Separation to the MAC Program (See Section VIII).
  5. Operational procedure shall identify the staff designated to complete assessments, the frequency of assessments, the procedure for conducting and reviewing the assessments, the qualifying conditions for MAC Program referrals, and the documentation routing process.
- E. All youth who are in separation shall also be assessed by a qualified mental health professional within twenty-four (24) hours. If mental health staff is unavailable, medical staff shall assess the youth.

#### **VIII. ASSIGNMENT TO MAC PROGRAM (See Operational Procedure):**

The MAC Program is a structured and safe therapeutic environment that assists youths in developing appropriate social skills while continuing to participate in education and treatment programs within a controlled setting. Youths are assigned to the MAC Program as a classification decision with the ultimate goal of returning youths to the general population housing and programming as quickly as possible for completion of their treatment programs.

- A. The Classification Committee shall determine if the youth shall be placed in the MAC Program based on referral from treatment staff and/or from the Superintendent or designee for youth who are in Temporary Separation. Operational procedures for the facility shall outline the referral process for the MAC Program.
- B. Per Policy and Administrative Procedure 03-02-104, "Juvenile Classification and Comprehensive Case Management," the Classification Committee shall meet with the youth individually to inform him/her of classification to the MAC Program. During this meeting, the youth shall receive and sign State Form 20838, "CLASSIFICATION HEARING RESULT," and this form shall be filed in Section III of the institutional packet. If the youth refuses to sign State Form 20838, a second staff person shall sign acknowledging the refusal. The youth shall also be informed of the Classification appeal process at that time.
- C. The information on State Form 56016, RECORD OF SEPARATION AREA ACTIVITIES" and State Form 56014, "RECORD OF SEPARATION AREA VISUAL CHECKS" shall continue to be tracked and documented as was done for Temporary Separation. However, in

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addition, “MAC Program” shall be checked. Also, MAC Treatment Team Review Dates and Outcomes shall be tracked as an activity.

**Note: Facilities who have a system that allows electronic recording of visual checks are not required to document visual checks on State Form 56014, “RECORD OF SEPARATION AREA VISUAL CHECKS.” However, staff members shall document and complete State Form 56016, “RECORD OF SEPARATION AREA ACTIVITIES” daily.**

D. Operational Procedures shall:

1. Identify appropriate location for documenting entries;
2. Describe program activity provided to the youth during placement in the MAC Program, including:
  - a. Education;
  - b. Treatment plans and services;
  - c. Mental Health services;
  - d. Family contacts (visits/phone calls);
  - e. Recreation;
  - f. Volunteer programs;
  - g. Group activity; and,
  - h. Religious programs;
3. Describe benchmarks to measure progress through MAC Program including specific benchmarks for graduating from MAC Program; and
4. Designate time frames for MAC Treatment Team Review Dates and guidelines for documenting Outcomes.

E. When designated staff members have determined that a youth has successfully completed MAC Program, the youth shall be referred to the Classification Committee for return to placement in general population. Per Policy and Administrative Procedure 03-02-104, the Classification Committee shall meet with the youth individually to inform him/her of classification out of the MAC Program. During this meeting, the youth shall receive and sign State Form 20838, “CLASSIFICATION HEARING RESULT,” and this form shall be filed in Section III of the institutional packet. If the youth refuses to sign State Form 20838, a second staff person shall sign acknowledging the refusal.

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**IX. THERAPEUTIC ISOLATION (See Operational Procedure):**

A youth whose behavior warrants a more restrictive environment due to posing a threat to his/herself or the safety of other youths and staff members may be placed in therapeutic isolation (Close Observation and Constant Observation) as authorized by a licensed health care professional in accordance with the respective Juvenile Health Care Services Directives.

Privileges may be suspended during the time a youth is on Therapeutic Isolation, upon recommendation by health services or mental health staff and approval of the Superintendent or designee. If the need for therapeutic isolation exceeds seven (7) days, the Superintendent shall forward documentation to the Executive Director of the Division of Youth Services for notification.

Youths placed in Therapeutic Isolation shall be visually observed by a staff member at intervals based upon the orders of medical/mental health staff but that shall not exceed fifteen (15) minutes.

Youths placed in Therapeutic Isolation due to posing a threat to him/her-self shall be under continuous one-to-one observation until evaluated by a mental health professional.

**X. SUSPENSION OF RIGHTS AND PROCEDURE:**

Any rights and/or procedures listed in this policy and administrative procedure may be suspended upon declaration by the Superintendent or designee that an emergency exists, as provided in Policy and Administrative Procedure 02-03-102, "Emergency Response Operations." Upon resolution of the emergency situation, all suspended rights and/or procedures shall be reinstated.

**XI. APPLICABILITY:**

This policy and administrative procedure is applicable to all facilities in the Division of Youth Services and programs operated by, or providing services to, the Department that have separation units. All youths committed or ordered to, and/or in the custody of the Department and housed in a Division of Youth Services facility, are subject to this policy and administrative procedure.

\_\_\_\_\_  
signature on file  
Bruce Lemmon, Commissioner

\_\_\_\_\_  
Date