

DETERRENCE OF UNACCEPTABLE BEHAVIOR

AUTHORITY: Administrative Directive
Welfare and Institutions Code, Sections 202, 209, and 851
California Code of Regulations, Title 15, Sections 1390 and 1391

RESCINDS: Procedure Manual Item 3-1-003, dated 8/12/13

PURPOSE: To establish disciplinary guidelines and a uniform method of approval/review and recording of all disciplinary actions.

I. GENERAL INFORMATION

- A. The primary responsibility of all staff assigned to **detention facilities** is to assure safety, security and control.
- B. Control, or the maintenance of **order in a facility or unit**, is entirely dependent upon proactive supervision of youth by assigned unit staff. Staff are expected to recognize symptoms of disorder and apply preventative supervision techniques to always maintain control.
- C. Safety, or the utilization of emergency procedures and effective establishment of positive and constructive relationships, is entirely dependent upon trained and confident staff. Staff are expected to understand and adhere to all emergency procedures and interact with detained **youth** with empathy, understanding and respect at all times.
- D. Security, or the maintenance of facility containment, fencing, locks, keys and alarms, is entirely dependent upon trained staff who are physically and mentally prepared to intervene when **youth** act out aggressively and/or physically.
- E. It is expected that some detained **youth** will present behavioral and/or psychological problems. Staff are expected to be prepared to react to these problems in a professional manner with the singular objective of avoiding disciplinary problems. Staff must facilitate a unit/**facility** environment that emphasizes mutual respect, integrity and fairness.
- F. Counseling is an essential part of the work staff must practice and complete while on duty.
 - 1. Counseling is defined as actively listening to a **youth** in an attempt to understand the **youth's** concerns or problems, coupled with staff discussion to help the **youth** deal constructively and appropriately with those concerns or problems.
 - 2. Counseling must be employed by staff to ease **youths'** concerns and must be demonstrated and/or attempted before consideration of any disciplinary sanction.

- G. When disciplinary action is required, it must be undertaken pursuant to provisions and requirements of Procedure Manual Items (PMIs) 3-1-027 (Room Confinement), 3-1-043 (Behavior Management and Disciplinary Due Process) and 3-2-002 (Prevention and Control of Inappropriate Behavior).
- H. Under no circumstances shall staff impose corporal punishment, group punishment, physical or psychological degradation or deprivation of basic rights (see PMI 3-1-022 - **Youths'** Rights) as a manner in which to deter unacceptable behavior. Never deny meals, snacks or desserts as a disciplinary sanction. Never use any form of restraint—mechanical, physical or chemical—as a disciplinary sanction.

II. PROCEDURES

A. Supervising Juvenile Correctional Officer Responsibilities

1. Ensure the Institutional Rules of Conduct and Grievance Procedures are posted in view of all detained **youth**.
2. Ensure all **youth** have these rules and procedures explained to them by staff as soon as possible, but no later than 24 hours after admission to the **facility**.
3. Set an example of courtesy, consideration, demeanor and attire in contacts with **youth** and staff, even during conflict situations.
4. Ensure all elements of due process are followed and recorded.

B. Unit/Institution Staff Responsibilities

1. Explain clearly and completely the expectations of the facility, daily routines, activities and provide instructions to **youth** in a calm, clear and orderly manner.
2. Remain calm and courteous in all contacts with **youth**.
3. Staff are to conduct themselves in a professional manner and never employ sarcasm, ridicule, threats or profanity when talking with a **youth**.
4. Criticism of a **youth's** behavior shall not be intended to embarrass him/her and, preferably, should be presented away from the presence of other **youth**.
5. Prior to the imposition of any disciplinary sanction, the elements of due process must be employed (see PMI 3-1-043 - Behavior Management and Disciplinary Due Process) and properly documented.
6. Staff should coach, praise and encourage **youth** whenever the opportunity arises.

REFERENCES:

Procedures:	3-1-006	Handcuffs/Transportation Belts/Shackles
	3-1-012	Residents' Grievance Procedure
	3-1-015	Outer Institutional Use of Force
	3-1-018	Custody/Medical Transportation
	3-1-022	Youths' Rights
	3-1-027	Room Confinement
	3-1-030	Returning Youth to Juvenile Hall, Medical Holds, Courtesy Holds, Administration Removals, Psych Holds, Disciplinary Removals
	3-1-043	Behavior Management and Disciplinary Due Process
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-1-303	Special Incident Reports
	3-1-404	Referral of Youth to Mental Health
	3-2-002	Prevention and Control of Inappropriate Behavior
	3-2-027	Juvenile Hall Personal Hygiene Guidelines
Policies:	C-16	Employee Conduct – On Duty
	D-2	Use of Physical Restraint/Corporal Punishment
	D-4	Handcuffs
	D-6	Transportation of Probationers and Custody Transportation

C. Lopez

APPROVED BY: