

ROOM EXTRACTION AND PROPERTY REMOVALS

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1357
- RESCINDS:** Procedural Manual Item 3-1-048, dated 02/22/13
- FORMS:** None
- PURPOSE:** To establish guidelines for the removal of a youth's property from his or her room at Juvenile Hall or the Youth Leadership Academy.

I. GENERAL INFORMATION

Room extractions involve the involuntary removal of a **youth** from his or her room, using the minimum force necessary to complete the extraction. Property removals involve removing property from a **youth's** room to protect the safety of a **youth**, staff and other person(s) or to prevent damage to property.

II. PROCEDURE

A. Room Extractions and Property Removals

Room extractions and property removals must be authorized and supervised by a Supervising Juvenile Correctional Officer (SJCO), the Duty Officer or an Administrator

B. Room extractions, property removals and the behaviors exhibited by a **youth** prior to entering a room must be video recorded by a staff member.

1. At the beginning of each shift, the Duty Officer shall ensure that the camcorders have a fully charged battery and recording media sufficient to record an incident lasting 1 hour or longer.
2. For each room extraction or property removal incident, the Duty Officer, an SJCO or an Administrator will designate a staff to operate the camera.
3. There must always be a Duty Officer, SJCO or Administrator directly supervising the room extraction or property removal and not operating the camera.
4. Video recording of an incident shall begin prior to the room extraction or property removal and should include staff attempts to gain compliance from the **youth** prior to entering the **youth's** room.
5. Video recording shall continue until the incident concludes, the problem is resolved or at the direction of a Duty Officer, SJCO or Administrator.
6. At the start of the recording, the camera operator shall state their name, the date, time and location of the incident. At the end of the recording, a

Duty, SJCO or Administrator shall state on camera that the incident has been resolved and the recording is ending.

7. Upon completion of the recording, the camera shall be given to the Duty Officer, SJCO or an Administrator and the recording media shall be replaced and the batteries checked ensuring that the camera will be available to record another incident.
 8. The digital video recording shall be considered evidence and forwarded to Administration. A file name shall be given to each video which includes the date, approximate start time and location of the incident.
 9. Any staff who has physical contact with a **youth** in the course of a room extraction or property removal must submit a written Special Incident Report and **use of force** report.
 10. A **Facility** Administrator shall review all incident reports and corresponding video recordings to ensure that the video recording sufficiently documents the incident and identify any training needs.
 11. All video footage or images from a recording are confidential pursuant to the California Welfare and Institutions Code section 827 and shall not be removed, copied, or transmitted outside the department without the written approval from Executive Management.
 12. Pursuant to our video retention policy, all video recordings shall be retained for a minimum of one year. A video recording may be retained for a longer period as needed for an ongoing criminal proceeding.
 13. Directives for Video Recording:
 - a. The camera operator shall record the actions of the **youth** and staff.
 - b. There should be no gaps in the recording of an incident. It shall contain seamless documentation of an entire incident. Any gaps in coverage or technical difficulties encountered that result in missed coverage shall be explained in a Special Incident Report.
 - c. Staff shall hold the camera at all times while recording the incident. The camera shall not be placed on a chair, counter or other surface while recording unless the staff must assist officers engaged in an emergency situation. Video recording shall be done as close to the action of the incident as safely possible.
- C. Prior to a planned room extraction, all **youth** housed in the unit must be placed in their rooms.
- D. If removing a **youth** or property from a multiple occupancy room, staff shall isolate the roommate in another location if compliant and his or her removal from the room can be safely accomplished prior to the room extraction. If non-compliant, dynamics of the room extraction team and equipment used will require careful review by an SJCO, Duty Officer or Administrator.

- E. At Juvenile Hall or the Youth Leadership Academy, assistance from the Juvenile Hall Institutional Security Unit is preferred when conducting a property removal or room extraction.
- F. All staff shall read and understand procedure 3-1-015, Use of Force- Physical, Mechanical and Chemical, and shall apply the appropriate level of force necessary to gain compliance from the **youth** whenever a room extraction/property removal occurs.
- G. Only department issued and authorized equipment shall be used. Use of the Institutional Shield should be considered prior to a room extraction for protective measures in circumstances where the **youth** is highly combative or has fashioned a weapon.
- H. The room extraction team should consist of four members but no less than three depending upon circumstances and shift. The Duty Officer, an SJCO or a DJCO will be assigned as team leader. The team leader shall assign the role of each team member prior to entering the room. The Duty Officer, an SJCO or a designated DJCO should be the only member of the team to give instructions to the non-compliant **youth**.
- I. Prior to entering the room, staff shall make attempts to gain compliance and cooperation from the **youth** using dialogue and counseling.
 - 1. Ask the **youth** to comply with your orders.
 - 2. Explain the consequences for non-compliance.
 - 3. Ask the **youth** if there is anything you can do to get them to comply.
 - 4. Take appropriate action.
- J. Room Extraction Prohibition

The room extraction/property removal procedure shall not be used in the following manner:

 - 1. As a punishment or discipline.
 - 2. With equipment or personnel other than that authorized by procedures.
 - 3. On a passive/cooperative **youth** who poses no threat to self or others.

REFERENCES:

Procedures:	1-4-106	Oleoresin Capsicum (OC) Spray – Field Services
	3-1-003	Deterrence of Unacceptable Behavior
	3-1-006	Handcuffs/Transportation Belts/Shackles
	3-1-015	Use of Force – Physical, Mechanical and Chemical
	3-2-002	Prevention and Control of Inappropriate Behavior
	3-2-012	Use of the Institutional Shield

Policies:	C-16	Employee Conduct - On Duty
	D-2	Use of Physical Restraint/Corporal Punishment
	D-9	Tear Gas

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APPROVED BY: