



<p>COLORADO DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH CORRECTIONS</p> 	<p>POLICY S 9.4</p>	<p>PAGE NUMBER 1 OF 10</p>
<p>THIS POLICY RELATES TO:</p> <p>State-Operated Treatment Facilities State-Operated Detention Facilities</p>	<p>CHAPTER: Security and Control</p>	
	<p>SUBJECT: Physical Management and Security Equipment</p>	
	<p>EFFECTIVE DATE: April 15, 2011</p>	
 <p>John Gomez, Director</p>		

I. POLICY:

To ensure safety and security and to prevent injury to EMPLOYEES OF THE DIVISION OF YOUTH CORRECTIONS, AND juvenile(s) under the supervision of the Division of Youth Corrections, physical force may be used in instances SUCH AS self-protection, protection for others, or prevention of escapes. The use of chemical restraints, WEAPONS, OR ANIMALS shall never be authorized for use on any juvenile by a DIVISION OF YOUTH CORRECTIONS' STAFF. Mechanical restraints shall never be applied as punishment and may be applied only under prescribed conditions by a staff certified in the approved physical management program. The use of mechanical restraints within the facility shall be approved by the Facility Director or designee. **THE USE OF PRONE POINTED RESTRAINTS IS PROHIBITED IN ALL DIVISION OF YOUTH CORRECTIONS' FACILITIES.** ALL INVOLVED STAFF IN A PHYSICAL MANAGEMENT SHALL SUBMIT A PHYSICAL MANAGEMENT report INTO THE TRAILS DATABASE, OR OTHER APPROVED TRACKING DATABASE IF TRAILS IS NOT AVAILABLE, no later than 24 HOURS whenever force has been used to control a juvenile or whenever a juvenile remains in mechanical restraints at the end of THE STAFF(S) shift.

II. KEY TERMS:

- A. CHEMICAL AND MEDICAL RESTRAINTS
- B. Emergency
- C. Episode of Mechanical Restraint
- D. Mechanical Restraints
- E. PHYSICAL MANAGEMENT/RESTRAINT
- F. Pointed Restraint
- G. PRONE RESTRAINTS
- H. SMOKE COMPARTMENT

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- I. SOFT CUFF HOLD
- J. Spit Sock Hood
- K. Supportive or Protective Device
- L. Verbal De-Escalation Skills
- M. Waist-To- Wrist Restraint

III. PROCEDURES:

A. Physical Restraint:

1. To ensure safety and security and to prevent injury to juvenile(s) under the supervision of the Division of Youth Corrections and DIVISION OF YOUTH CORRECTIONS' staff, limited physical force may be used in instances SUCH AS self-protection, protection for others, or prevention of escapes. Physical restraint shall only be applied for the period necessary to accomplish its purpose AND WHEN ALL LESS RESTRICTIVE TECHNIQUES AND/OR VERBAL DE-ESCALATION HAVE FAILED.
 - a. When a staff member feels greater staff presence or physical force is necessary and are able to, they should call for staff assistance through the use of a two-way radio or any other appropriate communication medium PRIOR TO ENGAGING JUVENILE IN PHYSICAL MANAGEMENT OR RESTRAINT. The announced call for staff assistance SHALL alert other certified staff members of a potential PHYSICAL MANAGEMENT event that may require them to respond.
 - b. Trained staff responsible for the safety, control, and supervision of juveniles is authorized to use physical restraint when necessary after all attempts AT LEAST RESTRICTIVE TECHNIQUES AND/OR verbal de-escalation have failed. The least amount of force necessary shall be applied for the purpose of preventing the continuation or renewal of an emergency. Physical restraint shall be used for the period of time necessary to accomplish its purpose and by using no more force than is necessary to limit the juvenile's freedom of movement.
 - c. Only staff that have successfully completed and maintained certification in the staff safety program are authorized to use physical restraints.
 - d. The DIVISION OF YOUTH

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CORRECTIONS' OFFICE OF Staff
Development Department shall develop an annual re-certification program for all staff certified in the Staff Safety Program. In order to maintain the skills of trained staff, each facility shall ensure that all certified staff practice the approved techniques with other certified staff at a minimum of 10 hours per year and also complete an annual re-certification test.

2. Whenever force is used, an Incident/PHYSICAL MANAGEMENT report shall be entered into the Colorado Trails database WITHIN 24 HOURS. If the Colorado Trails database is unavailable, the Incident/PHYSICAL MANAGEMENT REPORT shall be completed and the data shall be entered into the Colorado Trails database when it becomes available. Each facility shall generate a monthly FACILITY report, which includes but is not limited to, the number of physical MANagements, mechanical restraints, and any significant injuries to juvenile or staff as a result of a PHYSICAL MANAGEMENT AND/OR restraint.
3. In an emergency, a staff member not certified in the approved physical management protocol is authorized to use the minimum amount of force necessary to control a juvenile(s) to assure safety. The staff member shall clearly document the justification for the unauthorized PHYSICAL MANAGEMENT that was employed in the Incident/PHYSICAL MANAGEMENT report in the Colorado Trails database. If the Colorado Trails database is unavailable, the Incident/PHYSICAL MANAGEMENT Report shall be completed and the data shall be entered into the Colorado Trails database when it becomes available
4. After any PHYSICAL MANAGEMENT episode, a debriefing meeting with the staff member(s) involved, a supervisor, and a certified physical management instructor shall take place and be documented within three working days of the incident.
5. Any PHYSICAL MANAGEMENT episode IN WHICH EXTERNAL MEDICAL CARE IS REQUIRED DUE TO a significant injury to a staff person or juvenile, a debriefing shall occur with the staff member(s) involved, Facility Director and/or designee, and a physical management instructor. There shall also be an investigation of the incident conducted by the Facility Director and/or designee and the results submitted to the DIRECTOR OF FACILITY OPERATIONS.

B. Use of Mechanical Restraint Equipment:

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Mechanical restraints may be used in cases of emergency and after the failure of less restrictive alternatives. Mechanical restraints shall be used for the period of time necessary to accomplish its purpose and by using no more force than is necessary to limit the juvenile's freedom of movement. Mechanical restraints may be used under the following conditions:

1. A juvenile PRESENTS a threat of bodily harm to self or others and there is the present ability to effect such bodily harm, or
2. After the failure of less restrictive alternatives, or
3. An escape attempt is imminent or is in progress, or
4. For specific, previously identified medical or psychiatric reasons which may require the immediate implementation of external controls. These external controls, such as the waist to wrist restraint, must be prescribed as one aspect of a special management/treatment program previously authorized by a Physician /Psychiatrist, or
5. During movement inside and outside of a secure perimeter.

C. Authorization for the Use of Mechanical Restraints AND OTHER SAFETY DEVICES:

1. Staff TRAINED IN THE use OF mechanical restraint equipment AND OTHER SAFETY DEVICES shall use the equipment only in the APPROVED MANNER. The circumstances determined to justify the use of mechanical equipment AND/OR OTHER SAFETY DEVICES, and the type of equipment selected for use shall be clearly identified in the Incident/PHYSICAL MANAGEMENT report AND ENTERED INTO THE TRAILS DATABASE. If the Colorado Trails database is unavailable, the Incident/PHYSICAL MANAGEMENT report shall be completed and the data shall be entered into the Colorado Trails database when it becomes available.
2. Prior to appointing a designee who has the authority to approve the use of mechanical restraints OR OTHER SAFETY DEVICES by other staff members, the Facility Director shall verify that the designee has completed specialized training by a qualified person in the proper PHYSICAL MANAGEMENT techniques and mechanical restraint equipment AND OTHER SAFETY DEVICES.
3. Any staff person may authorize and employ the use of protective devices TO INCLUDE MECHANICAL RESTRAINTS OR OTHER SAFETY DEVICES, as he or she determines appropriate, and shall document the action in the Incident/PHYSICAL MANAGEMENT report in the Colorado Trails database. If the Colorado Trails database is unavailable, the Incident/PHYSICAL

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MANAGEMENT report shall be completed and the data shall be entered into the Colorado Trails database when it becomes available.

4. At no time shall PROTECTIVE DEVICES be handled or applied by a juvenile, an agency volunteer, OR A STAFF THAT HAS NOT BEEN AUTHORIZED TO EMPLOY THE USE OF PROTECTIVE DEVICES.
5. ONLY PROTECTIVE DEVICES ISSUED BY THE FACILITY SHALL BE USED.

D. Application of Restraint Equipment:

1. Mechanical restraints shall be applied within established guidelines only. Each facility shall establish written guidelines and shall train all direct care staff in the established guidelines. The guidelines shall include the following elements, at the minimum:
 - a. Handcuffs shall be applied wrist-to-wrist in the front or back, or may be attached to a waist belt in the front only. Soft elbow restraints may also be utilized when necessary and shall be applied in the back only.
 - b. Shackles shall be applied on a single person's ankles only and shall not be used to connect two or more persons' ankles together.
 - c. Handcuffs and shackles shall never be intertwined directly together in such a manner as to interfere with a person's ability to maintain his or her spinal column in an erect or straight position.
 - d. Juveniles shall never be handcuffed or otherwise attached to a vehicle.
 - e. Juveniles shall not be undressed or purposefully made uncomfortable during a physical or mechanical restraint.
 - f. Juveniles shall be immediately removed from restraints and evacuated into a safe area/separate smoke compartment whenever an actual fire alarm results in the evacuation of other juveniles from the building or smoke compartment where the restrained juvenile is located. In the event that a fire alarm sounds which does not result in evacuation, juveniles who remain in restraints shall stay in constant visual observation during the emergency drill.
 - g. Appropriate allowances shall be made to assure the safety, comfort and dignity of the juvenile. Normal bodily functions shall be attended to, including

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elimination and respiration. The room shall be maintained at a normal room temperature and shall meet all state and local safety, sanitation and health standards.

- h. Because of the vulnerability of the juvenile during a restraint episode, the restrained juvenile **SHALL BE** protected from mistreatment, antagonism or harm from another person.
2. Metal mechanical restraints may be used for transporting juveniles from one location to another and may be used for juveniles who **POSE** a threat of bodily harm to self or others **OR WHERE THERE IS A THREAT OF ATTEMPTED ESCAPE**. When the only equipment immediately available to a staff member is metal mechanical restraint equipment and the equipment must be used to restrain a physically acting out juvenile in order to assure safety to staff and juveniles, the equipment shall be exchanged for soft restraint equipment as soon as it is safely possible.
 3. A juvenile shall not be in mechanical restraints any longer than for the period it is necessary to accomplish its purpose or to arrive at a final destination.
 4. When mechanical restraints **ARE IN** use, the juvenile shall remain under direct supervision and constant visual contact. Staff shall monitor the juvenile to assure that they are properly positioned, their blood circulation is not restricted, their airway is not obstructed, and that the juvenile's other physical needs are being met. Juveniles shall not be kept in mechanical restraints for more than thirty (30) minutes, with the exception of juveniles who remain in mechanical restraints for transport purposes, without a supervisory review and **AUTHORIZATION**. A record shall be kept of which documents the supervisor reviewed and the authorization. The record shall include:
 - a. The staff member's signature and initials, and
 - b. The exact time of the review including am and pm, and
 - c. Action/condition of the juvenile and initials of the staff doing the check, and
 - d. The time and documentation of the supervisory authorization.
 5. Staff shall provide relief periods, except when the juvenile is sleeping, of at least 10 minutes every two hours, so long as relief from the mechanical restraint is determined to be safe.
 6. There shall be an administrative review by the Facility Director or their designee for mechanical restraints that last for **ONE** hour or more.

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7. Mechanical restraint equipment shall always be utilized in accordance with the methods and techniques taught in Division of Youth Corrections' Staff Safety, Mechanical Restraint training program.
8. Either metal or soft leather, rubber, plastic or cloth restraints may be used for restraining juveniles, as appropriate. Thin, hard, portable plastic wrist restraints shall not be used on juveniles, except under emergency conditions and with the prior approval of the Facility Director and/or designee.
9. The application and removal of mechanical restraint equipment followed by the re-application(s) of the equipment within an hour of the removal shall be considered a single episode of restraint and thus does not require additional authorization from the Facility Director or designee. The application, removal and subsequent re-application of the mechanical equipment shall be clearly documented in the Incident/PHYSICAL MANAGEMENT report AND ENTERED INTO THE TRAILS DATABASE, OR OTHER APPROVED TRACKING DATABASE IF TRAILS IS NOT AVAILABLE.

E. PROCESS of Restraint:

1. When it is determined that the safest and most humane way to control and de-escalate a violent or suicidal juvenile is to place the juvenile into a SOFT CUFF HOLD, then, using the minimum force necessary, staff who have been trained in the implementation of the SOFT CUFF HOLD PROTOCOL shall SIT the juvenile on a FIXED BED and shall MAINTAIN CONTROL OF THE JUVENILE IN THE SEATED POSITION.
2. When metal restraint equipment has been used to quickly subdue a juvenile, the metal restraint equipment shall be replaced with soft restraint equipment, TO INCLUDE HELMET FOR SAFETY, whenever the juvenile is placed into a SOFT CUFF HOLD.
3. Following application, all restraint equipment shall be checked by the supervisor on duty to assure that the equipment has been properly applied, is of the proper type to assure the juvenile's safety, and is not likely to cause injury or undue discomfort.
4. Juveniles in A SOFT CUFF HOLD shall be seen by a licensed medical professional as soon as possible after receiving notification from staff that the juvenile has been placed into A SOFT CUFF HOLD.
5. Whenever a juvenile is placed into A SOFT CUFF HOLD, staff shall check the restraint equipment every ten (10) minutes to assure that it is still properly positioned and that no injuries have occurred. This action shall be documented on a check sheet AT THE TIME THE CHECK IS MADE, which records:

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- a. The exact time of the check including am and pm, and
 - b. The staff member's signature, and
 - c. Action/condition of the juvenile and initial of staff doing the check
6. At the time that the restraints are checked, the juvenile SHALL be asked if THEY ARE ready to control his/her behavior and cease the behavior that led to the use of the restraint equipment. At such time as the juvenile's statements and behavior give reasonable grounds to believe that there is no longer an imminent danger of bodily harm, the juvenile shall be gradually released from the restraints, REMOVING THE SOFT LEG RESTRAINTS FIRST AND THE SOFT CUFFS LAST.
 7. If a juvenile has remained out of control and in A SOFT CUFF HOLD for ONE hour, authorization from a licensed medical professional, mental health professional and/or administration shall be obtained and documented on the check form in order to continue the use of the restraints. The reasons for the continued use of the restraint equipment and the specific authorization shall be documented in the Incident/PHYSICAL MANAGEMENT report in the Colorado Trails database (where available) and a copy shall be placed in the juvenile's case file. AT THE DISCRETION OF THE FACILITY DIRECTOR, SUCH ADMINISTRATIVE AUTHORIZATION CAN BE DELEGATED.
 8. AT NO TIME SHALL PHYSICAL MANAGEMENT/ RESTRAINTS BE USED ON A PREGNANT FEMALE IN CUSTODY.

F. Spit Sock Hood:

Juveniles who pose an imminent risk to others by spitting saliva, blood, and/or mucus may be placed in a spit sock hood. Risk is to be determined by an active attempt or a documented history of such behaviors.

1. The use of the spit sock hood shall occur for the shortest duration possible.
2. When the spit sock hood is in place, the juvenile shall be kept under constant observation to ensure that the spit sock hood is properly positioned.
3. The use of the spit sock hood shall be documented on the DIVISION OF YOUTH CORRECTIONS' PHYSICAL MANAGEMENT report AND shall be entered into the Colorado Trails database form.
4. The DIVISION OF YOUTH CORRECTIONS' approved spit sock hood shall be purchased through the DIVISION OF YOUTH CORRECTIONS' Medical Services Office.

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G. Incident/PHYSICAL MANAGEMENT Reports:

1. The Facility Director AND/OR DESIGNEE shall be notified when any type of PHYSICAL MANAGEMENT is used. A Colorado Trails database report, prepared by each staff member who employed force, shall be completed no later than 24 HOURS FOLLOWING THE INCIDENT and shall include the following:
 - a. The date and time that force was used, and
 - b. An accounting of the events leading to the PHYSICAL MANAGEMENT, including the less restrictive intervention techniques previously employed, and
 - c. An accurate and precise description of the incident and the reasons for employing force, and
 - d. A description of the restraining devices, if any, the manner in which they were used, and how long the juvenile was restrained, and
 - e. A description of the injuries suffered, if any, and the treatment given/received, and
 - f. A list of all participants and witnesses to the incident, and
 - g. The staff members' signature.
2. ANY STAFF person subsequently assuming responsibility for the juvenile shall be noted in the report. The staff member assuming responsibility for the juvenile shall CONTINUE DOCUMENTATION ON THE Incident/PHYSICAL MANAGEMENT report in the Colorado Trails database (where available).
3. A copy of the report and any subsequent addendum's shall be placed in the juvenile's file, a copy sent to the facility licensed medical professional to be reviewed and placed in the medical file and a copy sent to the Facility Director OR DESIGNEE.
4. The use of mechanical restraints during movement outside of a secure perimeter does not require an Incident/PHYSICAL MANAGEMENT Report.
5. The use of mechanical restraints during movement inside the perimeter that was performed without the use of any other physical technique does not require an Incident/PHYSICAL MANAGEMENT Report.

H. Medical Treatment:

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Immediate medical attention shall be given to all persons who incur injuries as a result of the use of physical force.

I. THE USE OF FIRE ARMS, STUN GUNS, ANIMALS, DISABLING CHEMICAL AGENTS, PRONE POINTED RESTRAINTS:

FIRE ARMS, DISABLING CHEMICAL AGENTS, PRONE POINTED RESTRAINTS, ANIMALS, OR ELECTRICAL DEVICES SHALL NEVER BE USED BY ANY STAFF MEMBERS OF THE DIVISION OF YOUTH CORRECTIONS AS A METHOD OF RESTRAINING OR RESTORING CONTROL OF A JUVENILE.

J. Storage and Distribution of Restraint Equipment:

1. Restraint equipment shall be kept in a secure area, yet readily available to staff, as designated by the Facility Director.
2. Each facility shall maintain a permanent written record of the routine and emergency distribution of mechanical restraint equipment to establish responsibility and accountability for its use. A checkout system shall be employed which records:
 - a. The number and type of restraint equipment checked out, and
 - b. The staff member's name, and
 - c. The date and time the equipment was checked out, and date and time equipment was returned.
3. THE FACILITY SHALL DEVELOP A PROCESS TO INVENTORY RESTRAINT EQUIPMENT ON A WEEKLY BASIS TO ENSURE THAT ALL RESTRAINT EQUIPMENT IS ACCOUNTED FOR AND THAT ALL RESTRAINT EQUIPMENT FUNCTIONS ACCORDING TO DESIGN.