



<p>COLORADO DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH CORRECTIONS</p> 	<p>POLICY S 17.19</p>	<p>PAGE NUMBER 1 OF 3</p>
<p>THIS POLICY RELATES TO: State-Operated Treatment Facilities State-Operated Detention Facilities</p>	<p>CHAPTER: Programs and Services</p>	
	<p>SUBJECT: Room Time</p>	
	<p>EFFECTIVE DATE: September 1, 2015</p>	
	 <p>Charles Parkins, Director</p>	

I. Policy:

In order to meet the needs of programming and facility operations, juveniles may be placed in their rooms under specific circumstances for a limited period of time.

II. Key Terms:

None

III. Procedures:

A. Requested Room Time:

1. A juvenile may request to spend time in their room during non-programming times.
2. Staff shall not grant room time requests during structured programming activities such as groups, school, recreation, meal times, etc.
3. The room shall be kept secured at all times for the safety of the juvenile.
4. As soon as the juvenile requests egress they shall be given egress from the room as soon as possible.
5. Safety checks shall be completed AT MINIMUM EVERY 15 MINUTES AT VARIABLE INTERVALS OR IN ACCORDANCE WITH THE YOUTH'S DESIGNATED SAFETY LEVEL and documented on the room check sheet.

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B. Placing An Entire Pod/Unit In Their Sleeping Room:

1. Acceptable reasons:

- a. When it is necessary for the facility to debrief after an incident, not to exceed THIRTY (30) MINUTES PER EPISODE.
- b. Daily shift change meetings, not to exceed twice per day 45 minutes each.
- c. Searches/inspections of the pod/unit and sleeping rooms ONE TIME PER WEEK.
- d. WEEKLY TEAM MEETINGS.
- e. Major clean up ONE TIME PER WEEK.
- f. Daily hygiene, showers and/or daily clean-up, not to be combined with any other room time.

2. Room Checks:

ANYTIME YOUTH ARE in their room staff must conduct and document a safety check. STAFF SHALL VISUALLY CHECK ANY JUVENILE IN HIS/HER ROOM FOR ANY REASON AT LEAST EVERY 15 MINUTES. WHEN A VISIBLE CHECK IS NOT POSSIBLE, A VERBAL CHECK SHALL BE DONE AND CONFIRMED. ROOM CHECKS AT VARIABLE INTERVALS SHALL OCCUR SO THAT STAFF DOES NOT DEVELOP A PATTERN.

3. Documentation Of Pod/Unit Placed In Sleeping Rooms:

- a. Documentation OF THE EXACT TIME OF ALL ROOM CHECKS SHALL BE RECORDED ON A ROOM CHECK SHEET FOR EACH INDIVIDUAL YOUTH. IF A ROOM CHECK IS MISSED, THE REASON FOR MISSING THE CHECK SHALL BE DOCUMENTED.
 - b. Documentation shall include the reason(s) for placement in rooms, juvenile's names, clear start and end times and documentation of checks.
- 4. If tasks/activities are completed prior to the allotted time period, juveniles shall be given immediate egress from their rooms and programming shall resume.**

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5. Prior to placing all or the majority of a group of juveniles in their rooms as a response to an emergency situation, authorization must be obtained from the supervisor on duty. The facility director or designee shall be notified as soon as possible. The location of the documentation shall be established in the facility's implementing procedure, and shall include:
 - a. The start and end times, and
 - b. The reason for placing the juveniles in their rooms, and
 - c. The names of all staff and juveniles involved.
6. Any time a group of juveniles have been placed ON LOCKDOWN in their rooms for MORE THAN ONE (1) HOUR due to an incident preventing general programming from occurring, a CATEGORY I critical incident report shall be completed. The calculation of the ONE (1) HOUR shall be based on the start and end times of the event, not including sleeping hours.