

DETERRENCE OF UNACCEPTABLE BEHAVIOR

- AUTHORITY:** Administrative Directive
Welfare and Institutions Code, Sections 851
California Code of Regulations, Title 15, Sections 1390 and 1391
- RESCINDS:** Procedure Manual Item **3-10-003**, dated **08/18/23**
- 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, including officer safety, and the safety of all youth, staff, and collaborative partners/visitors, as well as maintain security and control of the facility.
- B. Safety within facilities is achieved by establishing clear **and consistent** behavior expectations for youth and making them aware of rules, procedures, and consequences for inappropriate behavior.
 - 1. Security is maintained by trained staff who are physically and mentally prepared to intervene when youth act out aggressively and/or physically.
 - 2. Control is entirely dependent upon the staff's **proactive** and direct visual supervision of youth. It is important that staff maintain control through active and direct visual supervision, counseling, situational awareness, mutual consideration, respect, and preparedness to act before the behavior becomes a crisis situation.
- C. Some detained youth will present behavioral and/or psychological problems. Staff **are** expected to **utilize de-escalation techniques to address** situations using conflict resolution, to discourage, decrease or prevent threatening, disruptive or violent behavior. Staff must facilitate an environment that emphasizes mutual respect, integrity, and fairness.
- D. Counseling is a critical and essential skill that staff must practice and engage in while on duty.
 - 1. Counseling is defined as "the provision of assistance and guidance in resolving personal, social, or psychological problems and difficulties." This is accomplished by actively listening to youth and helping them navigate their anxieties and concerns through constructive and appropriate means.
 - 2. Counseling is our strongest and most valuable tool and, barring exigent, and immediate circumstances must be the primary response employed by staff with youth before consideration of any disciplinary sanction.

3. The use of counseling and targeted behavior interventions can promote acceptable and desired behavior.

- E. When disciplinary action is required, it must be undertaken pursuant to provisions and requirements of Procedure Manual Items (PMIs) 3-5-014 (Room Confinement), 3-10-002 (**Behavior Management, Accountability, and Incentives.**)
- F. Under no circumstances shall staff impose corporal punishment, group punishment, physical or psychological degradation, or deprivation of basic rights (see PMI 3-5-004 – Youths' Rights/Orientation) 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 **Probation** Correctional Officer Responsibilities

1. Ensure that the Rules of Conduct and Grievance Procedures are posted in view of all detained youth.
2. Ensure that all youth have these rules and procedures explained to them **prior to placement in a living unit.**
3. Ensure all elements of due process are followed and documented.
4. At all times, model an example of professionalism, respect, and decorum when interacting with staff and youth.

B. Deputy **Probation** Correctional Officer Responsibilities

1. Explain clearly and thoroughly the expectations of the facility, daily routines, and activities, and provide instructions to youth in a calm, clear, and orderly manner.
2. Remain calm and courteous in all contact with youth.
3. Staff are to conduct themselves in a professional manner and never employ sarcasm, ridicule, threats, or profanity when talking with youth or attempt to embarrass them.
4. Whenever possible, counseling a youth should be conducted away from the group.
5. Prior to the imposition of any disciplinary sanction, the elements of due process must be completed (see **PMI 3-10-001 – Disciplinary Due Process**) and properly documented.
6. Staff should coach, praise, and encourage youth whenever the opportunity arises. **Increased frequency of positive reinforcement enhances a youth's intrinsic motivation to continue exhibiting pro-social behaviors.**

REFERENCES:

Procedures:	3-5-004	Youth's Rights/Orientation
	3-5-006	Youth Housing and Classification
	3-5-014	Room Confinement
	3-5-015	Residents' Grievance Procedure
	3-6-001	Use of Force – Facilities
	3-6-002	Handcuffs/Transportation Belts/Shackles
	3-10-001	Disciplinary Due Process
	3-11-002	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
	3-12-003	Referral of Youth to Mental Health
Policies:	3-14-003	Personal Hygiene Guidelines
	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

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APPROVED BY: