



State of Indiana
 Indiana Department of Correction
 Division of Youth Services

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**POLICY AND ADMINISTRATIVE
 PROCEDURE**
Manual of Policies and Procedures

Title
**THE USE OF SEPARATION IN THE DIVISION OF YOUTH SERVICES
 FACILITIES**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Replaces:
IC 11-8-2-5(a)(8) IC 11-10-2-9 IC 11-11-5-6 IC 11-11-6-1	01-04-104 03-02-101 02-01-115 03-02-104 02-03-102 03-02-109 03-02-115	03-02-102 (Eff. Date 6-1-16 / ED # 16-28)

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish the guidelines for the use of separation for youth committed to the Division of Youth Services (DYS) in the Indiana Department of Correction.

II. POLICY STATEMENT:

The Department shall use separation based upon the following guidelines:

- A. When a youth requires a “cooling off” period away from general population;
- B. When a youth requires a longer period of temporary separation from general population in order to de-escalate and regroup;
- C. When a youth requires an extended period of separation to make a change before being returned to general population;
- D. When a youth requires an extended period of separation from general population because the facility is investigating or has cause to demonstrate that a youth’s continued presence poses a safety concern to self, other youth, staff, the public, property, and/or the orderly operation and security of the facility;
- E. When a youth requests or requires protection from others;

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- F. When a youth requires close observation or constant visuals, as prescribed by an authorized licensed health care professional, due to self-harm or being a threat to the safety of other youth or staff; and/or,
- G. When deemed necessary based upon the specific incident involving the youth, the youth’s level of escalation, the needs of the youth, and/or the needs of the facility.

The Department shall use separation in a manner that ensures:

- A. A clean, healthful, safe, and secure environment for youth and staff;
- B. The participation in all Health Services and necessary human service programs available to the confined youth population at the specific facility;
- C. The availability of other activities, programs, personal items, and privileges consistent with facility operations and the classification status of a youth;
- D. The continuation of informal and formal treatment reviews in accordance with Policy and Administrative Procedure 03-02-115, “Youth Case Management”;
- E. Specific Department guidelines are followed – including admission to, monitoring of, review of, and gradual or immediate release from separation; and,
- F. The ultimate goal of separation is returning youth to the facility’s general population as soon as they are able and approved.

A system of monitoring and review shall be established to ensure compliance with this policy and administrative procedure.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **ACTIVITY:** Daily living requirements and/or other structured ways of occupying a youth’s time during separation, including but not limited to meals, grooming and hygiene, education, treatment, counseling, recreation, volunteer and/or religious services, etc.

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- B. **CLOSE OBSERVATION:** When youth must be visually checked at intervals of five (5) to fifteen (15) minutes because a youth is considered a moderate risk for suicide due to expressing suicidal ideation but denying any intent or plan to act, actively engaging in any self-injurious behavior but do not indicate that they are trying to kill themselves, or having a history of suicidal behavior and/or recently experiencing a stressor that creates a moderate risk of suicidal behavior.
- C. **CONSTANT VISUALS:** When youth are under constant surveillance by a staff member of the same gender because the youth has recently attempted suicide or is actively suicidal, either by threatening and/or engaging in self-injurious behavior and having suicidal thoughts, a suicide plan, and intention to act on the plan.
- D. **CONTINUUM:** A collection, sequence, or progression of values or elements varying by established degrees.
- E. **EXECUTIVE DIRECTOR, DIVISION OF YOUTH SERVICES (ED/DYS):** The Central Office employee member responsible for the oversight, coordination, and direction of the Division of Youth Services facilities and programs.
- F. **IDOC RECORDS IMAGING SYSTEM (IRIS):** The Web-based program used by the Department to facilitate the digital capture of youth records and for the storage of document images along with associated indexing data.
- G. **MAKING A CHANGE (MAC) SEPARATION:** Any instance when a youth requires extended separation to make a change, especially when they are unable to de-escalate and regroup during Temporary Separation or when the facility is investigating or has cause to demonstrate that a youth's continued presence in general population poses a safety concern. MAC Separation allows a youth to participate in programs, services, and activities within a controlled setting; to receive individual interventions for making a change, if applicable; and/or to make a gradual stepdown to general population, programs, services, or activities while returning to MAC Separation at other times. In all cases, youth placed in MAC Separation shall return fully to the facility's general population as soon as they are able and approved.
- H. **PROTECTIVE CUSTODY:** A form of separation for youth requesting or requiring protection from others.

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- I. **SEPARATION:** When a youth is removed from the facility’s general population based upon Department guidelines with the ultimate goal of returning them to the facility’s general population as soon as they are able and approved.
 - J. **SEPARATION AREA:** An area of a facility designated for the purpose of separating youth from the general population. Separation areas may be any approved room, area of a building, or building other than the bed, room, or cell in which a youth usually sleeps.
 - K. **TEMPORARY SEPARATION:** Any instance when a youth requires a longer period of separation from the facility’s general population in order to de-escalate and regroup. Temporary Separation is reviewed for continuance at designated intervals, up to twenty-four (24) hours, which must end in either the youth’s return to general population or placement into MAC Separation.
 - L. **THERAPEUTIC ISOLATION:** Any instance when a youth requires Close Observation or Constant Visuals, as prescribed by an authorized licensed health care professional, due to self-harm or posing a threat to themselves or the safety of other youth or staff.
 - M. **TIME OUT:** Any instance when a youth is confined alone for a “cooling off” period in a designated separation area of the facility at the request of the youth or at the request of facility staff. Youth or staff-requested Time Out may not exceed sixty (60) minutes and must end in either the youth’s return to general population or placement into Temporary Separation.
 - N. **YOUTH:** A juvenile person committed to the Department of Correction and housed or supervised in a facility either operated by the Department of Correction or with which the Department of Correction has a contract.
- IV. **ESTABLISHMENT OF SEPARATION AREAS (See Operational Procedure):**
- The Department shall ensure that each DYS facility designates one (1) or more separation areas:
- A. The number of separation areas shall be enough to accommodate all forms of separation, including: Time Out, Temporary Separation, Making a Change (MAC) Separation, Protective Custody, and Therapeutic Isolation:

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1. The Warden or designee shall determine whether it is applicable to establish more than one (1) separation area within the facility.
 2. The Warden or designee shall identify which room(s), cell(s), living unit(s), complex(es), other area(s) of a building, or whole building(s) shall be used for separation – as long as the separation area is not the room, cell, or dormitory/unit in which a youth usually sleeps.
 3. The Warden or designee may identify the specific component(s) of separation that may be used in each area or may designate all identified areas as usable for all components.
 4. The Warden or designee shall advise the Executive Director, Division of Youth Services (ED/DYS), as to the need to establish additional separation units within the facility. The ED/DYS shall approve or deny the establishment based upon Department and facility needs.
 5. Operational procedures shall be developed to identify the location(s) and name(s) of separation areas, including any unit(s), within the facility.
- B. Youth placed in a separation area shall not be subjected to:
1. Corporal or unusual punishment.
 2. A substantial change in heat, light, or ventilation.
 3. Humiliation, mental or personal abuse or harassment, or punitive interference with the daily function of living, such as eating or sleeping.
 4. Personal injury, disease, or property damage.
 5. Restrictions on medical, behavioral health, and dental care; access to courts, legal counsel, government officials, grievance proceedings; and access to personal legal papers and legal research materials.
 6. A deviation from the diet, including snacks, provided to other youth in the facility or program.

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7. Separation without an opportunity for at least two (2) hours of activities per day outside the immediate living quarters (excluding meals and personal hygiene):
 - a. At least one (1) of the two (2) hours a day should be of vigorous physical exercise, including outdoor recreation when the weather permits, absent abuse of this privilege while in a separation area.
 - b. If such abuse of privilege occurs, the reason for denying access shall be documented in writing and in detail. This opportunity may also be withdrawn if a medical or behavioral health staff determines that it could potentially be injurious to the youth, to the safety of other youth, or to the safety of staff.
8. Restriction on authorized or issued clothing, bedding, mail, visitation, reading and writing materials, or the use of hygienic facilities, except for abuse of these:
 - a. Clothing at a minimum shall include Shirt, undergarments, as well as one (1) of the following: Shorts, sweatpants, or other long pants (appropriate for the weather conditions). However, medical or behavioral health staff members may restrict access after determining that such clothing could potentially be injurious to the youth's safety, to the safety of other youth, or to the safety of staff.
 - b. The Warden or designee, in consultation with medical or behavioral health staff at the facility, shall determine the appropriate protective clothing to be issued when it is determined necessary for youth's safety, or the safety and security of the facility.
 - c. Operational procedures shall be developed to identify the facility-specific approved list of protective clothing.
9. In an emergency, the staff on duty may determine restrictions on activities, clothing, bedding, mail, visitation, reading and writing materials, and/or the use of hygienic facilities in separation areas. However, the employee making this determination shall consult with and obtain approval from a medical or behavioral health staff member – on-duty, or on-call – as quickly as possible under the circumstances. This call and approval or denial shall

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be documented in writing and in detail with a notification made to the Warden or designee immediately following the incident.

- C. A log shall be maintained in each separation area, or in a designated central location:
1. This log shall record:
 - a. The youth's name and DOC number;
 - b. The date and time admitted to separation;
 - c. The reason(s) for admission;
 - d. The name and title of the employee who authorized the separation;
 - e. Special instructions for separation, if applicable, including medical and behavioral health needs/accommodations, etc.;
 - f. The names and titles of persons visiting the youth;
 - g. Record of time checks;
 - h. The name and title of the employee who authorized the youth's release from separation; and,
 - i. The date and time of release.
 2. Operational procedures shall be developed to identify the location of the separation log within the facility.
- D. Staff assigned to a separation area shall ensure the specific Department guidelines for separation are followed, as outlined in Sections VI through X.

V. CONTINUUM FOR THE USE OF SEPARATION:

The Department shall operate under a continuum for the use of separation. This continuum shall be followed to ensure that separation is used in a progressive manner, if possible. Staff may enter this continuum of separation at any level believed to be necessary to ensure the safety and security of the youth, other youth, staff, the public, property, or the facility.

- A. Use Verbal De-escalation:
1. In accordance with Policy and Administrative Procedure 03-02-109, "The Use of Physical Force in Youth Services Facilities," use verbal de-escalation techniques (Motivational Interviewing, Calming the Storm, etc.).
 2. Offer the youth a self-requested Time Out.
 3. Contact CARE Team.

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4. Contact the designated supervisor in the area to assist with de-escalation.
5. De-escalation efforts are to redirect behavior and to avoid separation.

B. Use Time Out:

1. Time Out allows youth a “cooling off” period for youth away from general population.
2. The maximum time for a youth or staff-requested Time Out is sixty (60) minutes. Neither youth nor staff may extend a time out past this time. Instead, the Warden or designee shall be contacted prior to exceeding the maximum time of sixty (60) minutes in order to determine if the youth will be returned to general population or will be progressed up the continuum and placed into Temporary Separation.

C. Use Temporary Separation:

1. Once Temporary Separation is approved, reviews shall be conducted to assess the youth’s behavior and continued need for Temporary Separation at one (1), three (3), and six (6) hours after admission.
2. The final review is at twenty-four (24) hours, as the maximum time for Temporary Separation is twenty-four (24) hours. For this review, the Warden or designee shall be contacted in order to determine if the youth will be returned to the facility’s general population or will be placed into Making a Change (MAC) Separation.

D. Use Making a Change (MAC) Separation:

1. Making a Change (MAC) Separation allows youth extended separation to:
 - a. Participate in programs, services, and activities within a controlled setting;
 - b. Receive, complete, and process individual interventions for making a change, if applicable; and/or,
 - c. Make a gradual stepdown to general population, programs, services, or activities while returning to MAC Separation at other times.
2. Once MAC Separation is approved, reviews shall be conducted to assess the youth’s behavior and continued need for MAC Separation with the goal

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being to return youth to general population by gradual step-down or immediate release, as soon as they are able and approved by the facility.

E. Use Protective Custody:

1. Protective Custody is a form of separation for youth requesting or requiring protection from others. Protective Custody may only be used if there is documentation that such separation is warranted, and no other reasonable placement alternative is available.
2. The ultimate goal of Protective Custody is to resolve the reasons for Protective Custody as quickly as possible and to end the use of Protective Custody as soon as possible.
3. Protective Custody may be used in two ways: Voluntary (youth-requested) and involuntary (staff-requested).

F. Use Therapeutic Isolation:

1. Therapeutic Isolation is any instance when a youth requires Close Observation or Constant Visuals due to self-harm or posing a threat to themselves or the safety of other youth or staff.
2. Youth may be placed in Therapeutic Isolation by the facility shift supervisor who then must receive authorization from a licensed health care professional for it to continue, in accordance with Health Care Services Directives 2.21Y, "Health Evaluation of Youth in Separation," and 4.02Y, "Therapeutic Seclusion and Restraint in Mental Health Care."
3. The licensed health care professional also determines the level of threat, the need/orders for Close Observation or Constant Visuals, the instructions for treatment of youth in Therapeutic Monitoring, and the changing or discontinuing of observation/visuals.

G. However, for all separation types, the Warden or designee shall be contacted to:

1. Determine if all efforts have been exhausted (e.g., de-escalation techniques and/or change in bed assignment); and,

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2. Confirm that using separation is the best solution for addressing the situation and ensure the safety and security of the youth, other youth, staff members, the public, property, or the facility.

VI. USE OF TIME OUT (See Operational Procedure):

Time Out allows a “cooling off” period for youth away from general population. The separation areas of the facility designated for time out shall adhere to the following guidelines:

A. Requesting the Use of Time Out:

Youth may request a Time Out, or staff may request Time Out for a youth:

1. However, prior to placing a youth in Time Out, staff shall utilize de-escalation techniques, as outlined in Step 1 of Section V.
2. If de-escalation efforts have failed, and the youth continues to request Time Out, or staff decide that youth cannot return to general population at that moment, then designated staff shall request the use of Time Out via:
 - a. Completion of State Form 56248, “DYS Incident Report”; and,
 - b. Contact with, review by, and approval of the Warden or designee.

B. Approving the Use of Time Out:

Once the Warden or designee reviews and then approves the use of Time Out, the youth may be admitted. Upon the youth’s admission to Time Out, then the top half of State Form 56015, “Report of Time Out,” is completed by designated staff:

1. The reason(s) for the Time Out shall be documented, including whether or not the Time Out was youth or staff-requested.
2. Then, the reason(s) for the Time Out shall be explained to the youth, and the youth shall be afforded the opportunity to explain the behavior that led to the Time Out. Staff members shall consider the youth’s input when determining the length of the timeout.
3. Then, the youth’s comments and signature shall be recorded on SF 56015, and youth shall be placed in Time Out.

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C. Monitoring Youth in Time Out:

Youth are monitored while in Time Out in the following ways:

1. The youth's demeanor is assessed within fourteen (14) minutes to determine if there is continued need for Time Out or if youth may be released back to general population.
2. Staff visual contact with the youth shall be made and these visual checks shall be documented at intervals not to exceed fifteen (15) minutes, using the "Log of Visual Checks" located in the bottom half of State Form 56015, "Report of Time Out."
3. Operational procedures may be developed to provide facility-specific guidelines for regularly monitoring Time Out in intervals less than the maximum of fifteen (15) minutes. However, monitoring of Time Out may occur in more frequent intervals at any time as determined by the needs of the youth, needs of the facility, and/or the determination of the Warden or designee.

D. Releasing Youth from Time Out:

1. Youth that have de-escalated shall be released from Time Out. Staff shall assess if the youth has processed the incident and is prepared to return to the facility's general population. Once approved for release, staff shall complete the time that Time Out ended and calculate the total time served on State Form 56015, "Report of Time Out."
2. Youth who have de-escalated – e.g., their behavior and demeanor shows that they have cooled off and calmed down by sitting down, talking rather than yelling, processing the incident, etc. – shall be released from Time Out.
3. Staff shall assess whether the youth has processed the incident and is prepared to return to the facility's general population. Once approved for release, staff shall complete the time that Time Out ended and calculate the total time served on State Form 56015, "Report of Time Out."
4. If a youth has not de-escalated, the Warden or designee shall be contacted prior to exceeding the maximum time of sixty (60) minutes in order to

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determine if the youth will be returned to general population or will be progressed up the continuum and placed into Temporary Separation.

5. Youth cannot be continued in Time Out or started over in Time Out after sixty (60) minutes, as Time Out must end in either the youth's return to general population or placement in Temporary Separation.
6. Operational procedures may be developed to provide facility-specific guidelines for returning a youth to the general population following Time Out and for placing youth in Temporary Separation following Time Out if needed.

VII. REQUESTING THE USE OF SEPARATION:

When requesting the use of separation, the following guidelines shall be followed:

- A. For Temporary Separation or MAC Separation, designated staff shall:
 1. Complete State Form 56248, "DYS Incident Report."
 2. Contact the Warden or designee for review of SF 56248.
- B. For Protective Custody:
 1. Youth may request voluntary Protective Custody from any employee:
 - a. The employee shall:
 - 1) Assist the youth in obtaining and completing the "DYS Request for Protection" form (Attachment 1); and,
 - 2) Forward this form to designated staff.
 - b. The designated staff shall then:
 - 1) Use Attachment 1 to complete State Form 56248, "DYS Incident Report"; and,
 - 2) Contact the Warden or designee for a review of both Attachment 1 and SF 56248.
 2. Staff may request that involuntary Protective Custody be used for the youth's safety; for the facility's safety, security, and order; or in emergency situations:

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- a. Designated staff shall complete State Form 56248, “DYS Incident Report,” and,
- b. Contact the Warden or designee for review of SF 56248.

C. For Therapeutic Isolation:

1. Facility shift supervisors may start a youth in Therapeutic Isolation (Close Observation or Constant Visuals):
 - a. Youth placed on Constant Visuals must be constantly supervised by staff of the same gender in accordance with Policy and Administrative Procedure 02-01-115, “Sexual Abuse Prevention-Summary.”
 - b. Once this process is initiated, designated staff shall be directed to complete State Form 56248, “DYS Incident Report.”
2. After Therapeutic Isolation is initiated, the facility shift supervisor must then obtain authorization from a licensed health care professional to continue it:
 - a. The Warden or designee shall notify the on-call or on-duty Health Care Services (Medical/Behavioral Health) Staff requesting the use of Therapeutic Isolation; or,
 - b. The licensed health care professional shall contact the Warden or designee when they determine that a youth may continue in Therapeutic Isolation.

VIII. APPROVING THE USE OF SEPARATION:

The approval process for using separation shall be conducted as follows:

- A. Prior to granting approval, the Warden or designee shall:
 1. Review all documentation submitted.
 2. Determine if all efforts have been exhausted (e.g., de-escalation techniques, change in bed assignment, use of CARE Team, use of a different type of separation, etc.).

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3. Meet or communicate with youth to discuss any other possible solutions for them to remain in the facility's general population.
 4. Confirm that using separation is warranted and is the best solution to address the situation and ensure the safety and security of the youth, other youth, employees, the public, property, or the facility; and,
 5. Notify the facility's Health Services (Medical/Behavioral Health) Staff.
- B. Upon notification, the facility's Health Services (Medical/Behavioral Health) Staff shall:
1. Arrange for a qualified health care professional shall complete an assessment, as determined by the Division of Health Services in accordance with applicable Health Care Services Directives:
 - a. This assessment shall include a review of the youth's health record to determine whether there are any known contra-indications to separation for the youth.
 - b. For Therapeutic Isolation, the licensed health care professional shall also:
 - 1) Assess and determine if admission by the facility is approved in accordance with the respective Health Care Services Directives;
 - 2) Indicate the level of threat for self-harm and provide further instructions for treatment, including if the youth is ordered on Close Observation or Constant Visuals and any details regarding this closer supervision of the youth; and,
 - 3) List any privileges that will be suspended, items that will not be allowed, visit or activity restrictions, and/or any other restrictions during the time a youth is on Therapeutic Isolation.
 - c. The youth may also be interviewed to determine if any special health issues might be impacted by admission to separation.
 2. Contact the Warden or designee to inform them of the decision, as well as any medical/behavioral health orders and/or special instructions for separation.

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- C. If Temporary or MAC Separation is not deemed appropriate for the youth, the Warden or designee may not approve the requested use of separation:
 - 1. Instead, the Warden or designee shall meet with the youth or communicate with the youth via designated staff in order to discuss:
 - a. Alternative solutions, including but not limited to further de-escalation techniques, providing individual counseling with Health Services or treatment staff, facilitating a conflict resolution meeting with the other youth, etc. and/or, other reasonable placement alternatives – such as offering an immediate bed/unit change.
 - b. The decision not to approve separation and the alternative solution(s) used instead shall be documented in the “Actions Taken by Staff Supervisor” section of State Form 56248, “DYS Incident Report.”

IX. ADMITTING YOUTH INTO SEPARATION:

When a youth is approved for separation, designated staff shall admit them by completing State Form 56020, “Report of Separation:”

- A. The type of separation used shall be checked.
- B. Special instructions shall be listed, which may include:
 - 1. Any known medical, behavioral health, and/or education needs; and,
 - 2. Any restrictions, suspended privileges, or orders regarding Close Observation or Constant Visuals shall be listed in the Special Instructions of the report.
- C. The reason(s) for the separation shall be listed and explained to the youth.
- D. The youth shall be afforded the opportunity to explain the behavior that led to the separation. These comments shall be recorded on SF 56020. Employees may consider the youth’s comments when determining what type of treatment interventions that the youth receives while in separation (if applicable).

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E. Then, the youth's signature shall be recorded on SF 56020, and the youth shall be placed into separation.

X. MONITORING YOUTH IN SEPARATION (See Operational Procedures):

After admission to separation, youth shall be monitored via visual and activity checks, conducted by designated staff in the separation area, as follows:

A. Monitoring Youth in Temporary Separation, MAC Separation, or Protective Custody:

1. Youth in Temporary Separation, MAC Separation, or Protective Custody shall be visually observed by staff assigned to each separation area at intervals not to exceed fifteen (15) minutes, using State Form 56014, "Record of Visual Checks for Separation Areas." However, in those facilities who have an electronic system to record checks or rounds, such as the Guard 1 or Guard 1 Plus system, designated staff shall ensure that all locations are checked and logged into the system. Entries on State Form 56014 are not necessary as long as the staff person visually observes each offender, and the system records the checks.
2. Youth in Temporary Separation, MAC Separation, or Protective Custody shall receive at least one (1) visit daily from a qualified health care professional, or health-trained staff member (Behavioral Health or Medical) – unless medical/behavioral health attention is needed more frequently. Documentation of this visit shall be made on State Form 46026, "Restrictive Status Housing Units/Detention Rounds Flow Sheet."
3. Visits and activities held while a youth is in Temporary Separation, MAC Separation, or Protective Custody shall be documented on State Form 56016, "Record of Activity Checks for Separation Areas":
 - a. Staff assigned to the separation area shall document on SF 56016 the regular activities that youth engage in during separation, such as eating, grooming, hygiene, recreation, etc. This documentation occurs even if the facility has an electronic system to record checks or rounds, such as the Guard 1 or Guard 1 Plus system, and in addition to entries made in the separation area log.

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- b. However, staff members who visit the youth in the separation area are responsible for documenting their own visit on SF 56016. Medical staff shall document their own visits on both SF 46026 and SF 56016.
 - c. At least one (1) visit daily by administrative staff, qualified health care professionals, or health-trained staff (Behavioral Health or Medical), education, casework management, and religious/volunteer staff, when available during normal business hours. However, as Temporary Separation may last as little as one (1) hour, such visits may not be possible.
 - d. Access to various required, scheduled, and structured activities, which may include but are not limited to education/vocation, treatment, recreation, and religious, and/or volunteer programming.
 - e. Individual interventions for making a change, if applicable, and designated staff shall process these with the youth once youth completes them.
 - f. Informal and formal treatment reviews in accordance with Policy and Administrative Procedure 03-02-115, "Youth Case Management."
4. In consultation with Custody, treatment, medical, behavioral health, education, recreation, and/or other facility staff, as needed, the Warden or designee shall determine:
 - a. The individual interventions that youth shall complete while in separation, if applicable; and,
 - b. The type, number, schedule, and location of visits and activities that youth will receive in and outside of the separation area.
 - c. These interventions, visits, and activities are individualized to the needs of each youth and the needs of the facility. The number, type, schedule, and location of visits and activities may change at any time based upon a youth's behavior and progress in separation.
 5. Operational procedures may be developed to designate facility-specific guidelines for regularly making visual checks in intervals less than the maximum of fifteen (15) minutes. However, visual checks may occur in

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more frequent intervals at any time as determined by the needs of the youth, needs of the facility, the orders of Health Care Services Staff/licensed health care professional, and/or the determination of the Warden or designee.

B. Monitoring Youth in Therapeutic Isolation:

Youth placed in Therapeutic Isolation shall be visually observed by an employee at intervals based upon the orders for Close Observation made by the licensed health care professional. However, visual observations shall be made by staff every fifteen (15) minutes on an irregular basis. Youth ordered on Constant Visuals, due to posing a safety concern to themselves, shall be under continuous one-to-one observation by staff of the same gender until evaluated by a behavioral health professional.

1. Visual Checks during Close Observation:

Close observation pertains to youth who are considered a moderate risk for suicide. They may have expressed suicidal ideation but have denied any intent or plan to act upon their suicidal thoughts. They may be actively engaging in any self-injurious behavior, but they do not indicate that they are trying to kill themselves. They may have a history of suicidal behavior and/or have recently experienced a stressor that creates a moderate risk of suicidal behavior.

a. Visual checks of the youth shall be recorded at intervals of five (5) to fifteen (15) minutes, per behavioral health's orders, using State Form 56014, "Record of Visual Checks for Separation Areas." However, facilities who have an electronic system to record checks or rounds, such as the Guard 1 or Guard 1 Plus system, are not required to document visual checks on State Form 56014, unless youth is under continuous one-to-one observation.

b. Close Observation orders shall be updated by the licensed health care professional at least every twenty-four (24) hours.

2. Constant Visuals:

In most circumstances, Constant Visuals pertain to youth who have actually recently attempted suicide or are actively suicidal, either by threatening

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and/or engaging in self-injurious behavior. They tend to have suicidal thoughts, a suicide plan, and intention to act on the plan.

- a. When constant visuals occur, the youth shall be under constant surveillance by a staff member of the same gender in accordance with Policy and Administrative Procedure 02-01-115, “Sexual Abuse Prevention-Summary.”
- b. The employee shall be stationed in such a way to allow for constant visual contact with the youth. Staff maintaining constant visual contact with the youth shall document the youth’s behavior every five (5) minutes, using State Form 56014, “Record of Visual Checks for Separation Areas.” This documentation occurs even if the facility has an electronic system to record checks or rounds, such as the Guard 1 or Guard 1 Plus system.
- c. Behavioral health orders will denote the allowable items for a youth on constant visuals. Designated staff will remove all items from the youth’s room per the behavioral health order. Potentially harmful objects – such as razors, sporks, and/or pens/pencils, etc. – shall be removed from any room in which a youth is placed and from the youth’s personal property.
- d. Youth on Constant Visuals may be issued a kimono/suicide gown to wear. Again, the level or risk and which clothing allowed will only be decided by the behavioral health clinical staff. The order will be written and distributed to staff on the MAC Unit.
- e. Behavioral health orders shall also determine the allowable bedding items and time frames. For example, the licensed health care professional may order that the youth have a suicide blanket and it be given to the youth only during sleeping hours.
- f. Behavioral health orders may also indicate that the youth be served finger foods for meals.
- g. No sporks or other utensils shall be given to the youth, only paper utensils.
- h. Consultation with a psychiatrist for psychotropic medication evaluation shall be initiated by medical staff as needed.

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- i. Constant Visuals orders shall be updated by the licensed health care professional at least every twenty-four (24) hours.
3. Visits and Activities during Therapeutic Isolation:

No matter if the youth is on Close Observation or Constant Visuals, the licensed health care professional shall determine, in consultation with the Warden or designee, what visits and/or activities will be allowed during a youth’s Therapeutic Isolation:

- a. Each youth shall receive a daily visit from a qualified health care professional, or health-trained staff member, unless medical/behavioral health attention is needed more frequently. Vital signs shall be taken by qualified medical staff at least once per shift. Documentation of these visits shall be recorded on State Form 46026, “Restrictive Status Housing Units/Detention Rounds Flow Sheet.”
- b. Visits and activities shall be documented on State Form 56016, “Record of Activity Checks for Separation Areas.” This documentation occurs even if the facility has a system that allows electronic recording of visual checks and in addition to medical staff documenting their own visits on SF 46026.
- c. However, staff will limit conversation with youth on observation to that which is necessary to complete daily duties, visits, and/or activities. Staff shall also report incidents directly to designated staff.

Operational procedures shall be developed to identify whether the facility has an electronic system to record checks or rounds, such as the Guard 1 or Guard 1 Plus systems.

XI. RELEASING YOUTH FROM SEPARATION (See Operational Procedure):

Youth shall be reviewed while in separation to assess if separation shall be continued or if youth shall be released. All reports, logs, and interventions completed previously shall be reviewed. The Warden or designee may consult with treatment, behavioral health, education, and other facility staff singly or in a group meeting as needed. Youth shall be released from separation when they are able and approved – based upon the type of separation used:

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A. Temporary Separation review and release procedures include:

When a youth is placed into Temporary Separation, youth shall be reviewed by designated staff to determine if the youth shall be released or if Temporary Separation will continue, using State Form 56017, “Review of Temporary Separation”:

1. The first reviews shall be conducted and documented on the form by designated staff at one (1), three (3), six (6), and twenty-four (24) hours after admission to Temporary Separation.
2. When reviewed, if the youth has de-escalated and regrouped, they shall be released. In reviewing and releasing youth, staff should be able to record the youth’s behavior and demeanor as de-escalated – youth has cooled off and calmed down by sitting down, talking rather than yelling, processing the incident, etc. – and that youth has regrouped – willing and able to return to general population with a plan to cope and remain in general population.
3. If the youth has not de-escalated and regrouped, then Temporary Separation may be continued. In either case, the reason(s) for the decision shall be documented on SF 56017.
4. Youth may not be continued in Temporary Separation after twenty-four (24) hours. Instead, the Warden or designee shall be contacted in order to determine if the youth will be returned to the facility’s general population or will be progressed up the continuum and placed into Making a Change (MAC) Separation: MAC 1 (Refer to Section VIII).

B. MAC Separation review and release procedures include:

When a youth is placed into MAC Separation, youth shall be reviewed by designated staff to determine if youth shall be released or if MAC Separation shall continue:

1. Youth are admitted into MAC Separation generally on MAC 1. While on MAC 1, youth shall have all movements cuffed unless otherwise directed by the Warden. Youth shall receive and are then expected to complete intervention(s) to help them evaluate the situation(s) that led to placement in MAC Separation.

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2. After the first twenty-four (24) hours in MAC Separation, youth shall be reviewed by the Warden or designee, using State Form 57208 “Review of Separation”:
 - a. Youth may remain on MAC 1 if youth’s level of escalation is still leading to aggressive non-complaint behavior;
 - b. Youth may be placed on MAC 2 if youth has ceased being aggressively non-compliant but still needs extended separation to fully de-escalate, regroup, and make a change; and/or
 - c. Youth may be released back to the facility’s general population if youth has fully de-escalated, regrouped, and has completed the intervention(s) assigned to them for making a change.
3. In reviewing and releasing youth, staff should be able to record the youth’s behavior and demeanor as de-escalated – youth has cooled off and calmed down by sitting down, talking rather than yelling, processing the incident, etc. – and that youth has regrouped – willing and able to return to general population with a plan to cope and remain in general population. Interventions assigned to the youth shall assist them in being willing and able to return and remain in the facility’s general population.
4. Youth who remain on MAC 1 after the first twenty-four (24) hours in MAC Separation shall be reviewed in cycles not to exceed one (1) time every twenty-four (24) hours by the Warden or designee on SF 57208.
5. Youth placed on MAC 2 are deemed appropriate for staff, and youth interaction no longer require cuffed movement. They also shall:
 - a. Receive, complete, and process individual interventions for making a change, if applicable;
 - b. Participate in programs, services, and activities within the controlled setting of the MAC Separation area;
 - c. Make a gradual stepdown to general population, programs, services, or activities while returning to MAC Separation at other times; and/or,
 - d. Be released fully to the facility’s general population when approved.
6. In consultation with treatment, behavioral health, education, and/or other facility staff, as needed, the Warden or designee shall determine:

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- a. Additional individual interventions for making a change that youth shall complete on MAC 2, if applicable;
 - b. The schedule of visits and activities that youth will receive in and outside of the MAC Separation area during MAC 2;
 - c. The plan for gradual stepdown and the benchmarks needed to be met by the youth during MAC 2; and/or,
 - d. The plan and benchmarks needed to be met by the youth during MAC 2 for full release to general population.
7. Youth on MAC 2 shall continue to be reviewed every twenty-four (24) hours by the Warden or designee on SF57208. Youth may be:
- a. Returned to MAC 1 if they escalate again to a level of aggressive non-complaint behavior or if they fail to meet MAC 2 benchmarks;
 - b. Continued on MAC 2 if they still need extended separation to fully de-escalate, regroup, and make a change with increased or decreased stepdown to general population; and/or
 - c. Released back to the facility's general population if they have de-escalated, regrouped, and completed assigned intervention(s) and benchmarks for making a change.
- C. Protective Custody review and release procedures include:
1. A youth who requested and voluntarily entered Protective Custody may request, at any time, to be released. Designated staff in the separation area shall assist the youth in obtaining and completing State Form 8063R, "Request to Leave Self-Lockup." Staff shall forward the request to the Warden or designee for their approval. If youth chooses to remain, they shall be reviewed as noted below.
 2. After the first twenty-four (24) hours in Protective Custody, youth shall be reviewed by the Warden or designee, using State Form 57208, "Review of Separation":
 - a. A youth shall be released from protective custody whenever the Warden or designee determines that the reason for protection is no longer valid or applicable.
 - b. The goal is to resolve the reasons for Protective Custody as quickly as possible and to end the use of Protective Custody as soon as possible.

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- 3. Youth who remain in Protective Custody after the first twenty-four (24) hours shall be reviewed again every twenty-four (24) hours by the Warden or designee on SF 57208 until released.

D. Therapeutic Isolation review and release procedures include:

The licensed health care professional is the only individual allowed to change the youth’s observation level during Therapeutic Isolation. Also, youth may only be released from Therapeutic Isolation with the approval of the licensed health care professional (medical/behavioral health staff) in accordance with applicable Health Care Services Directives and the approval of the Warden or designee. If the need for therapeutic isolation exceeds seven (7) days, the Warden or designee shall forward documentation to the Executive Director of the Division of Youth Services for notification. Recording of these reviews shall be conducted using State Form 57208, “Review of Separation.”

- E. Operational procedures may be developed to provide facility-specific guidelines for releasing a youth from separation and returning them to the general population if needed.

XI. MAINTAINING RECORDS OF YOUTH SEPARATION:

Any form completed as part of the use of separation process shall be signed, dated, and distributed to staff designated on the form, and a copy shall be scanned into the IRIS system and filed in Section II of the youth’s facility packet in accordance with Policy and Administrative Procedure 01-04-104, “The Establishment, Maintenance and Disposition of Offender Records.”

XII. SUSPENSION OF RIGHTS AND PROCEDURE:

Any rights and/or procedures listed in this policy and administrative procedure may be suspended upon declaration by the Warden or designee that an emergency exists, as provided in Policy and Administrative Procedure 02-03-102, “Emergency Response Operations.” Upon resolution of the emergency situation, all suspended rights and/or procedures shall be reinstated.

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XIII. APPLICABILITY:

This policy and administrative procedure is applicable to all facilities in the Division of Youth Services and programs operated by, or providing services to, the Department that have separation units. All youth committed or ordered to, and/or in the custody of the Department and housed in a Division of Youth Services facility, are subject to this policy and administrative procedure.

 (Signature on file)
 Christina Reagle
 Commissioner

 9/15/24
 Date