

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

Directive No.: **1545**

Issued Date: 06/04/2026

Post Until: 07/04/2026

SUBJECT: 602-ROOM CONFINEMENT POLICY

Staff assigned to or supporting juvenile institutions are instructed to review and acknowledge the enclosed 602-Room Confinement Policy.

The policy and procedures will be located on Prob-Net (Probation Manuals- [POLICIES, PROCEDURES, AND MANUALS-JUVENILE INSTITUTIONS MANUAL \(sharepoint.com\)](#)). If you have any questions or need clarification about this Directive, please contact your supervisor.



Guillermo Viera Rosa
Chief Probation Officer

06/04/2026

Date

Room Confinement (Title 15, § 1354.5/Welf. & Inst. Code § 208.3)

602.1 PURPOSE AND SCOPE

This policy incorporates the mandates of state law and regulations to address the confinement of youth in their room as set forth in Title 15, § 1354.5 and Welfare & Institutions Code § 208.3.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Room confinement - The placement of a youth in a locked sleeping room or cell with minimal or no contact with persons other than juvenile facility staff and attorneys.

Room confinement does not include confinement of a youth in a locked single-person room or cell for a brief period lasting no longer than two (2) hours when it is necessary for required institutional operations (Welfare and Institutions Code § 208.3).

602.2 POLICY

It is the policy of the Department to protect the rights and safety of youth who are removed from the general population for safety and security reasons.

602.3 LEGAL LIMITATIONS ON ROOM CONFINEMENT

Room confinement shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.

Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.

Room confinement shall not be used to the extent that it compromises the mental and physical health of the minor or ward.

602.4 ROOM CONFINEMENT DURATION

- (a) A youth may be held up to four (4) hours in room confinement. After the youth has been held in room confinement for a period of four (4) hours, staff members shall do one or more of the following (Welfare and Institutions Code § 208.3):
1. Return the youth to regular programming.
 2. Consult with behavioral/mental health and medical personnel.
 3. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth into the regular programming.
- (b) If room confinement must be extended beyond four (4) hours, staff members shall do the following:

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1. Document the reason for room confinement, the basis for the extension, the date and time the youth was first placed in room confinement, and when the youth is eventually released from room confinement.
2. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth into the general population.
3. Obtain documented authorization from the Superintendent, Director, or their authorized designee every four (4) hours thereafter.

602.5 EXCEPTIONS

The provisions of this policy do **not** apply under the following circumstances:

- (a) When single-person rooms are used for housing youth during normal sleeping hours or for standard housing operations.
- (b) When youth are in court-holding facilities or adult facilities.
- (c) Where another law or regulation provides greater or additional protections to youth.
- (d) During an extraordinary emergency circumstance that requires a significant departure from normal institutional operations, including a natural disaster or facility-wide threat that poses an imminent and substantial risk of harm to multiple staff or youth. This exception shall apply for the shortest amount of time needed to address this imminent and substantial risk of harm (Refer to the Emergency Procedures - Facilities Policy).
- (e) When a youth is placed in a locked cell or sleeping room to treat and protect against the spread of a communicable disease for the shortest amount of time required to reduce the risk of infection, with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for an illness.
- (f) When a youth is placed in a locked cell or sleeping room for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for illness.

602.6 TOILET ACCESS

Youth in room confinement shall be provided reasonable access to toilets at all hours, including during normal sleeping hours.

602.7 REFERENCES

Refer to the Room Confinement Procedures

Refer to the Youth Safety Check Policy and Procedures

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602.1 PURPOSE AND SCOPE

The procedures outlined in this section offer guidelines for documenting when a youth is placed in room confinement for the safety or security of any youth or staff pursuant to Room Confinement Policy, et. seq. These procedures do not apply when a youth has asked to be separated (self-separation).

602.2 STAFF RESPONSIBILITIES

- Notify the Officer of the Day (OD)/Supervisor immediately after placing a youth in room confinement for the safety and security of a youth or staff.
- Conduct safety checks that are random or varied and are not to exceed 15 minutes between observations (Refer to the Safety Check Policy).
- If it is necessary for safety and security to confine a youth in a room beyond four hours, staff must do the following:
 - Ensure that they receive documented authorization to continue room confinement from the Superintendent, Director, or authorized designee at or before the four (4) hour mark and every four hours thereafter.
 - Submit a mental health referral.
 - Implement the individualized plan developed by the supervisor to reintegrate the youth to general population.
- Notify the OD/Supervisor of the time and date when the youth is released from room confinement.

602.3 SUPERVISOR AND/OR DESIGNEE RESPONSIBILITIES

- Review documentation and video to ensure
 1. The documentation is accurate and complete;
 2. Safety checks were appropriately conducted and documented;
 3. The reason(s) for the room confinement were appropriate; and
 4. Conduct a periodic assessment/review during the confinement period to evaluate the youth's readiness for reintegration into the general population, including at least one assessment within the first four hours; and

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5. Document actions taken, including any corrective action.

- Immediately terminate any room confinement when the reason(s) for the room confinement are inappropriate or a threat no longer exists.
- Notify the Superintendent or Director on Duty of any room confinement which may exceed four hours, and every four hours thereafter to secure authorization.
- Document the reason for any extension beyond four hours and ensure the date and time the youth was first placed in room confinement is accurate. When the youth is released following an extension, ensure the date and time when the youth is released to the general population are documented.
- Develop an individualized plan that includes the goals and objectives to be met to reintegrate the youth into the general population.
- Ensure that documentation relating to room confinement lasting four or more hours is completed prior to the expiration of every four-hour period.

602.4 OFFICER OF THE DAY RESPONSIBILITIES

- Assign a supervisor to be responsible for the room confinement.
- Log and monitor all notifications of room confinements for their shift.
- Immediately notify the Superintendent, Director on Duty, or designee of the start and end time of all room confinements.

602.5 SUPERINTENDENT, DIRECTOR ON DUTY, OR DESIGNEE RESPONSIBILITIES

- Communicate with the assigned room confinement supervisor to ensure that all room confinement procedures are followed.
- Monitor all room confinement times to ensure that the four-hour threshold is not met prior to a supervisor's assessment and an authorized extension.
- Authorize extensions as appropriate.

602.6 ROOM CONFINEMENT AT HOPE CENTERS

Should a youth who is posing an imminent risk to others' safety require room confinement in the HOPE Center, all previously established room confinement procedures shall apply in addition to the following procedures:

- Sending facility staff shall submit an SIR/PIR within two (2) hours articulating in detail the imminent safety/security threat that resulted in the youth's referral to the HOPE Center

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- Room confinement shall be determined by the HOPE Center upon arrival.
- Upon admission to the HOPE Center, the staff who transported the youth to the HOPE Center shall remain with the youth in the HOPE Center until the admitting paperwork and the HOPE Center process are completed.
- The HOPE Center staff shall submit an SIR/PIR by the end of their shift, articulating in detail the imminent safety/security threat that resulted in the youth's room confinement in the HOPE Center.

602.6.1 ROOM CONFINEMENT EXIT PROCEDURES

- Once the youth is deemed ready for release from room confinement, the HOPE Center Supervisor or the authorized designee shall contact the youth's original housing to inform them that the youth is ready to return to their regular living unit/dorm.
- If the youth is being transported from a HOPE center facility to the original housing facility, documentation of contact for release shall be made in the Redbook. The youth's original housing shall facilitate the return of the youth to their regular living unit/dorm immediately upon being notified.
- Youth shall not return to room confinement after their official documented release unless an incident occurs prior to their return to regular programming, requiring a new HOPE Center referral for room confinement.
- The youth may not remain in the HOPE Center for more than one (1) hour after notification unless approved by the HOPE Center Supervisor.
- Upon releasing the youth from room confinement, the security check sheet or electronic safety check documentation will be closed out at the time the youth is released, signed by the HOPE Center shift leader, and copies shall be made and placed in the HOPE Center youth's Room Confinement file.
- The RFR form shall also be placed in the Room Confinement file once completed.
- Youth's information shall be logged out of the red logbook and In/Out Log in the shared drive.
- Upon completion of these steps, the HOPE Center file shall be provided to the HOPE Center Supervisor or the authorized designee.