
Policy Number: 301.086
Title: Secured Units – Juvenile Facilities
Effective Date: ~~4/16/19~~01/24/25

PURPOSE: To ensure secured units provide safe housing for ~~youth residents who actively present safety and security concerns~~, while continuing to provide ~~ing~~ youth residents access to basic rights.

APPLICABILITY: MCF-Red Wing juvenile facility

DEFINITIONS:

~~Administrative hold~~—placement in a secured unit for non-discipline related reasons such as to prevent victimization and provide for the integrity of an investigation.

~~Administrative separation~~ – youth separation from peers because of the seriousness of their behavior or because their behavior cannot be addressed by placing them in a safety-stabilization period, as prescribed under Minnesota Rules 2960.0740, subpart 1.

~~Basic rights~~ – meals, medication, mail, bedding, clothing, showers, phone calls, etc. (See Minnesota Rule 2960.0050, Subp. 1.)

~~Continuing observation status~~—as defined in Policy 500.300, “Mental Health Observation.”

~~Disciplinary room time~~—a penalty or sanction issued according to the facility’s discipline plan that requires a resident to remain in a room.

~~Medical separation~~ – youth are separated from peers because staff must respond to a medical event that threatens the safety of the youth, peers, or staff.

~~Modified activities status~~ – higher level of physical security ~~used~~ employed for ~~youth residents~~ who are assaultive or whose actions ~~present an immediate threat to staff safety~~ are beyond the control of staff.

~~Modified living conditions~~ – restrictions placed on access to certain items ~~when as a consequence of the youth’s resident’s~~ misuse of ~~those items presents a safety risk~~ a specific item (for example, e.g. bedding, mattress, pillow, clothing, meals, water).

~~Open living unit~~ – therapeutic group living environment in which ~~youth residents~~ have unrestricted access to facility programs and services.

~~Safety-based separation~~ – youth are separated from peers and ongoing programming in a locked or unlocked area from which they are not free to leave for the amount of time necessary to ensure the safety of youth, staff, and facility operations. ~~Includes administrative separation, medical separation, and safety-stabilization period.~~ (See Policy 301.078, “Safety-Based Separation.”)

~~Safety stabilization period (SSP)~~ – youth are separated from peers, in a locked or unlocked room, to ensure the safety of the youth, peers, or facility staff.

~~Temporary housing~~—a room in the secured unit used temporarily to provide bed space for a resident assigned to an open living unit.

PROCEDURE:

A. Juvenile facilities may operate a secured unit separate from the open living units to house:

1. ~~New admissions to the facility; and~~
2. ~~Youth on safety-based separation.~~

B. ~~The following statuses are assigned to youth residents~~ who actively present an immediate safety threat to themselves, other ~~youth residents~~, staff, or the ~~safe~~~~secure~~ operation of the facility.

~~Secured units may be used for:~~

1. ~~Safety stabilization period (SSP)~~~~Disciplinary room time (DRT);~~
2. ~~Administrative separation; and~~
3. ~~Medical separation~~~~Continuing observation status (COS);~~
3. ~~Administrative hold;~~
4. ~~Temporary housing; and~~
5. ~~Secure programming.~~

~~CB.~~ Staff ~~in secured units may place~~modify the living conditions of ~~youth residents on:~~

1. ~~Modified living conditions when they misuse or destroy an item; or~~
2. ~~Modified activities status when they are an active threat to staff's safety~~~~who exhibit threatening or self-harm behaviors or place them on modified status.~~

D. ~~Staff conduct wellbeing checks within each 30-minute period.~~

~~EC.~~ Staff must:

1. ~~Ensure that youth residents placed in a secured unit continue to have access to basic rights when their behavior does not present an active safety threat;:~~
2. ~~Document the provision of basic rights, programs, and services on the safety-stabilization period (SSP) log or room time database, depending on the youth's status; and~~
3. ~~Document the safety reason that any right or service was modified or withheld.~~
1. ~~Case management and counseling services;~~
2. ~~Educational services;~~
3. ~~Reading materials;~~
4. ~~Recreation and leisure activities;~~
5. ~~Spiritual care~~~~Religious services;~~
6. ~~Health care and medications;~~
7. ~~Mental health services;~~
8. ~~Visiting;~~
9. ~~Telephone and mail communication;~~
10. ~~Clothing, hygiene, and laundry;~~
11. ~~Barber services;~~
12. ~~Allowable items;~~
13. ~~Meals; and~~
14. ~~Canteen.~~

D. ~~Facility management must provide operating guidelines for the secure unit that include procedures for:~~

1. ~~Control room operations;~~
2. ~~Movement control;~~

- ~~3. Security rounds;~~
- ~~4. Welfare checks;~~
- ~~5. Room, area, and random searches;~~
- ~~6. DRT intake and releases;~~
- ~~7. Modified living conditions;~~
- ~~8. Modified status; and~~
- ~~9. Bed space management.~~

~~FE.~~ Staff assigned to the secured units are re-assigned for a minimum period of three months after two years of continuous assignment.

INTERNAL CONTROLS:

- A. Juvenile facilities that operate secured units have operating guidelines.
- B. Operating guidelines include procedures for documenting modified living conditions and modified status.
- ~~C. The provision of basic rights, programs, and services are documented and retained on the SSP log or room time database, depending on the youth's status.~~
- ~~D. The safety reason that any right or service was modified or withheld is documents and retained on the SSP log or room time database, depending on the youth's status.~~

ACA STANDARDS: None

- REFERENCES:**
- ~~Minn. Rules [2960.0020](#), subpart 30; [2960.0050](#); [2960.0740](#), subpart 1, and [2960.0020](#), subp. 30~~
 - ~~[Operating Guideline 202.055RW "Resident Rights"](#)~~
 - ~~[Operating Guideline 202.100RW, "Program Placement"](#)~~
 - ~~[Operating Guideline 202.100-1RW, "Security Classifications"](#)~~
 - ~~[Policy 203.011, "Case Management Process – Juveniles"](#)~~
 - ~~[Operating Guideline 203.011-2RW, "Treatment Planning and Reports"](#)~~
 - ~~[Policy 204.041, "Education – Juvenile Facilities"](#)~~
 - ~~[Policy 204.081, "Recreation – Juveniles Facilities"](#)~~
 - ~~[Operating Guideline 301.086RW, "Modified Control and Living Conditions"](#)~~
 - ~~[Policy 302.300, "Spiritual Care Religious Programming"](#)~~
 - ~~[Operating Guideline 302.300RW, "Spiritual Care"](#)~~
 - ~~[Operating Guideline 500.200RW, "Medication Management and Administration"](#)~~
 - ~~[Policy 500.250, "Offender Sick Call"](#)~~
 - ~~[Operating Guideline 500.250RW, "Resident/Offender Sick Call"](#)~~
 - ~~[Policy 500.2011, "Over-the-Counter Medications \(OTC\)"](#)~~
 - ~~[Policy 500.301, "Behavioral Health Organization and Services"](#)~~
 - ~~[Policy 302.100, "Visiting"](#)~~
 - ~~[Operating Guideline 302.100-2RW, "Juvenile Resident Visiting"](#)~~
 - ~~[Policy 302.010, "Canteen"](#)~~
 - ~~[Policy 302.020, "Mail"](#)~~
 - ~~[Operating Guideline 302.020RW, "Resident/Offender Mail"](#)~~
 - ~~[Policy 302.210, "Offender Telephone Use"](#)~~
 - ~~[Operating Guideline 302.210RW, "Resident Telephone Use"](#)~~

[Policy 302.030, "Food Service"](#)

[Policy 302.260, "Juvenile Resident Property"](#)

[Operating Guideline 302.260RW "Juvenile Resident Property"](#)

[Policy 303.020, "Offender/Resident Dress/Linen Exchange/Hygiene/Hair Care"](#)

[Operating Guideline 303.020RW, "Youth Dress/Hygiene/Hair Care/Laundry"](#)

[Policy 303.025, "Offender/Resident Housing Conditions and Expectations"](#)

[Operating Guideline 303.025RW, "Youth/Incarcerated Person Housing Conditions and Expectations"](#)

[Policy 500.300, "Mental Health Observation"](#)

[Policy 301.078, "Safety-Based Separation"](#)

REPLACES:

~~Policy~~~~Division Directive~~ 301.086, "Secured Units – Juvenile Facilities,"
8/5/144/16/19.

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:

~~Commissioner of Corrections~~~~Deputy Commissioner, Community Services~~

~~Deputy Commissioner, Facility Services~~

~~Assistant Commissioner, Operations Support~~

~~Assistant Commissioner, Facility Services~~