DEPARTMENT OF CORRECTIONS

Policy Number:	**301.086**
Title:	**Secured Units – Juvenile Facilities**
Effective Date:	**01/24/25**

PURPOSE: To ensure secured units provide safe housing for youth while continuing to provide youth access to basic rights.

APPLICABILITY: MCF-Red Wing juvenile facility

DEFINITIONS:

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.)

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 for youth who are assaultive or whose actions present an immediate threat to staff safety.

Modified living conditions – restrictions placed on access to certain items when youth's misuse of those items presents a safety risk (for example, bedding, mattress, pillow, clothing, meals, water).

Open living unit – therapeutic group living environment in which youth 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.

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 who actively present an immediate safety threat to themselves, other youth, staff, or the safe operation of the facility.
   1. Safety stabilization period (SSP);
   2. Administrative separation; and

3. Medical separation.

C. Staff may place youth 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.

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

E. Staff must:
   1. Ensure that youth 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.

F. Staff assigned to the secured unit 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.

REFERENCES: Minn. Rules 2960.0020, subpart 30; 2960.0050; 2960.0740, subpart 1
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"
Operating Guideline 301.086RW, "Modified Control and Living Conditions"
Policy 302.300, "Spiritual Care"
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 301.086, "Secured Units – Juvenile Facilities," 4/16/19.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Commissioner of Corrections