

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Rules of Conduct
Policy: 3C-01
Page(s): 1 of 2
Standards: ACA 3-JCRF-3C-01
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

A. Policy: It is the written policy, procedure, and practice to provide that there is a written set of disciplinary regulations governing juvenile rule violations. These rules and regulations are reviewed annually and updated, if necessary

B. Definitions:

- A. Rule Infraction Form: Formal document noting all disciplinary regulations.
- B. Self-Control Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
- C. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.
- D. Aggressive Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth's antagonistic and/or hostile violation of program rules.
- E. Risk Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth engaging in dangerous, violent, and/or delinquent behavior.

C. Procedure

A. Self-Control Behavioral Infractions will result in the following process and sanctions:

- 1. Process:
 - i. 1st Step – Verbal Redirection
 - ii. 2nd Attempt- Verbal Redirection
 - iii. 3rd Step – Receive a Rule Infraction and Sanction.
- 2. Mandatory Sanction:
 - i. Scored in "1's" in areas relating to behavior
 - ii. Loss of seventy-five points
- 3. Supervisory Optional Sanctions
 - i. Loss of reward eligibility

B. Oppositional Behavioral Infractions will result in the following process and sanctions::

- 1. Process:
 - i. 1st Step – Verbal Redirection
 - ii. 2nd Attempt Verbal Redirection
 - iii. 3rd Step – Receive a Rule Infraction and Sanction.
- 2. Mandatory Sanction:

- i. Scored in “1’s” in areas relating to behavior
 - ii. Loss of one hundred points
 - 3. Supervisory Optional Sanctions
 - i. Loss of reward eligibility
 - a. Aggressive Behavioral Infractions will result in the following process and sanctions:
 - 1. Process:
 - i. 1st Step – Verbal Redirection, if possible.
 - ii. 2nd Step – Receive a Rule Infraction and Sanction.
 - 2. Mandatory Sanction:
 - i. Scored in “1’s” in areas relating to behavior
 - ii. Loss of two hundred points
 - iii. Loss of fifty percent of home visit, if applicable.
 - iv. Loss of reward eligibility
 - a. Risk Behavioral Infractions will result in the following process and sanctions:
 - 1. Process:
 - i. 1st Step – Verbal Redirection, if possible.
 - ii. 2nd Step – Receive a Rule Infraction and Sanction.
 - 2. Mandatory Sanction:
 - i. Scored in “1’s” in areas relating to behavior
 - ii. Loss of three hundred points
 - iii. Loss of one hundred percent of home visit, if applicable.
 - iv. Loss of reward eligibility

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Rules of Conduct
Policy: 3C-02
Page(s): 1 of 1
Standards: 3-JCRF-3C-02
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that all program rules and regulations pertaining to juveniles and staff are conspicuously posted in the facility or included in a handbook that is accessible to all juveniles and staff. When a literacy or communication problem exists, a staff member assists the juvenile in understanding the materials.

II. Procedure

A. Posting of Rules and Regulations

1. All rules and regulations are posted on each unit.

B. Orientation to Rules and Regulations

1. Upon admission, each resident receives a copy of the Resident and Parent Handbook of which is designed to inform the resident and parent/guardian of the program rules and regulations.
2. Rules of conduct are written in common terminology for the resident and parent/guardian.
3. Family Specialist reviews and discusses Resident and Parent Handbook with all new admissions and parent(s)/guardian(s). All parties sign the following forms acknowledging receipt and understanding of rules and regulations.
 - a. The signed original forms are maintained within the residents permanent case file:
 - i. Receipt and Acceptance of Handbook Regulations
 - ii. Rule Infraction, Grievance & Disciplinary Hearing Process Form

C. Communication/Literacy Barrier

1. When a literacy or communication barriers exist, a staff member will assist the resident in understanding the material and/or translation services are provided.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Disciplinary Hearing
Policy: Disciplinary Report
Page(s): 1 of 1
Standards: ACA 3-JCRF-3C-03
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy:

It is the written policy, procedure and practice of the Center for Adolescent Services to require that staff prepare a disciplinary report when they have a reasonable belief that a resident has committed a major behavior violation of facility rules.

II. Definitions:

- A. Rule Infraction Form: Formal document noting all disciplinary regulations.
- B. Self-Control Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
- C. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.
- D. Aggressive Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth's antagonistic and/or hostile violation of program rules.
- E. Risk Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth engaging in dangerous, violent, and/or delinquent behavior.

III. Procedure

- A. When a staff member has a reasonable belief that a youth has committed a behavior that warrants a Self-Control, Oppositional, Aggressive and/or Risk Rule Infraction(s) the staff person will complete a Rule Infraction Form and submit it to the On-Duty Supervisor for review and approval.

**Montgomery County Juvenile Court
Center for Adolescent Services**

Chapter: Rules and Discipline
Subject: **Disciplinary Hearing: Disciplinary Report**
Policy: 3C-04
Page(s): 1 of 2
Standards: **ACA 3-JCRF-3C-04**
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy:

Written policy, procedure, and practice provide that a juvenile charged with a major rule violation of facility rules is given a written copy of the alleged rules violation(s) within twenty-four (24) hours of the infraction(s). The hearing may be held within twenty-four (24) hours of the juvenile's written consent.

II. Definitions:

- A. Rule Infraction Form: Formal document noting all disciplinary regulations.
- B. Self-Control Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
- C. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.
- D. Aggressive Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth's antagonistic and/or hostile violation of program rules.
- E. Risk Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth engaging in dangerous, violent, and/or delinquent behavior.
- F. Disciplinary Hearing: The formal process of reviewing the youth's concerns regarding the validity of the issued behavior infraction.
- G. Disciplinary Hearing Notification Form: Document used to notify youth of time and place of scheduled disciplinary hearing.
- H. Disciplinary Hearing Log: Document notating the details involved in the disciplinary hearing process (i.e., names, dates, timelines, and decision).
- I. Hearing Officer: Designee responsible for conducting Disciplinary Hearings with residents after confirming or denying evidence pertaining to the Rule Infraction Forms.

III. Procedure

- A. The staff member must process the approved infraction with the youth within three hours of the Self-Control, Oppositional, Aggressive or Risk Behavior or by the end of the staff member's scheduled shift, whichever comes first.

- B. Staff will inform the youth of his/her right to request and/or waive a disciplinary hearing when processing a Self-Control, Oppositional, Aggressive or Risk Rule Infraction.
- C. Youth must either waive or request a disciplinary hearing.
- D. Disciplinary Hearing Timeframe
 - 1. All disciplinary hearing(s) may be held within twenty-four (24) hours but not to exceed seven (7) days, excluding weekends and holidays after the alleged infraction.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: **Informal Resolutions for Minor Infractions**
Policy: 3C-05
Page(s): 1 of 1
Standards: **ACA 3-JCRF-3C-05**
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: It is the written policy; procedure and practice of the Center for Adolescent Services to provide that there are informal resolutions for minor infractions of facility rules made by residents.

II. Definitions:

- A. Self-Control Behavioral Infractions: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
- B. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.

III. Procedure

1. Informal resolutions include but are not limited to the following:
 1. Verbal redirection
 2. Apology letter
 3. Mediation
 4. Adherence Reviews
 5. Community Service
 6. Behavior Contract

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Conduct of Hearing
Policy: Disciplinary Hearing
Page(s): 1 of 2
Standards: ACA 3-JCRF-3C-06
Revised: January 2008
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that juveniles are scheduled for a hearing as soon as practicable but no later than seven (7) days, excluding weekends and holidays, after being charged with a violation. Juveniles are notified of the time and place of the hearing at least twenty-four (24) hours in advance of the hearing.

II. Definitions:

- A. Rule Infraction Form: Formal document noting all disciplinary regulations.
- B. Self-Control Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
- C. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.
- D. Aggressive Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth's antagonistic and/or hostile violation of program rules.
- E. Risk Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth engaging in dangerous, violent, and/or delinquent behavior.
- F. Disciplinary Hearing: The formal process of reviewing the youth's concerns regarding the validity of the issued behavior infraction.
- G. Disciplinary Hearing Notification Form: Document used to notify youth of time and place of scheduled disciplinary hearing.
- H. Disciplinary Hearing Log: Document notating the details involved in the disciplinary hearing process (i.e., names, dates, timelines, and decision).
- I. Hearing Officer: Designee responsible for conducting Disciplinary Hearings with residents after confirming or denying evidence pertaining to the Rule Infraction Forms.

III. Procedure

- A. Delivery of Rule Infraction(s)
 - 1. Staff completing Rule Infraction(s) will address the following with youth in delivering rule infraction:
 - a. Explain the infraction, justification, and how action(s)/behavior(s) qualify as a rule infraction.

- b. Ask the resident for a statement and/or explanation for action(s)/behavior(s).
- c. Request the youth to sign the infraction acknowledging receipt and explain consequences.
- d. Staff will inform the youth of his/her right to request and/or waive a disciplinary hearing.
- e. The youth's request or waiver of disciplinary hearing(s) is documented on the Rule Infraction Form.
- f. Staff needs to sign and indicate the date and time when the rule infraction is processed with the resident.

B. Disciplinary Hearing Timeframe

- 1. Youth that receive a Self-Control, Oppositional, Aggressive and/or Risk Rule Infraction(s) has the right to a disciplinary hearing.
- 2. All disciplinary hearing(s) may be held within twenty-four (24) hours but not to exceed seven (7) days, excluding weekends and holidays after the alleged infraction.
- 3. Hearings not conducted with seven (7) for exceptional circumstances, unavoidable delays, and/or reasonable postponements must be documented in memo form.
- 4. All disciplinary hearing request(s) are logged using the Disciplinary Hearing Log.
- 5. Youth receive notification of the time and place of the discipline hearing, via Disciplinary Hearing Notification form, at least twenty-four (24) hours in advance of the hearing.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Disciplinary Hearing
Policy: 3C-07
Page(s): 1 of 2
Standards: ACA 3-JCRF-3C-07
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure and practice that a juvenile may waive the right to a hearing, provided that the waiver is documented and reviewed by the facility administrator or designee.

II. Definitions:

- A. Rule Infraction Form: Formal document noting all disciplinary regulations.
- B. Self-Control Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
- C. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.
- D. Aggressive Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth's antagonistic and/or hostile violation of program rules.
- E. Risk Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth engaging in dangerous, violent, and/or delinquent behavior.
- F. Disciplinary Hearing: The formal process of reviewing the youth's concerns regarding the validity of the issued behavior infraction.
- G. Disciplinary Hearing Notification Form: Document used to notify youth of time and place of scheduled disciplinary hearing.
- H. Disciplinary Hearing Log: Document notating the details involved in the disciplinary hearing process (i.e., names, dates, timelines, and decision).
- I. Hearing Officer: Designee responsible for conducting Disciplinary Hearings with residents after confirming or denying evidence pertaining to the Rule Infraction Forms.

III. Procedure

- A. Delivery of Rule Infraction(s)
 - 1. Staff completing Rule Infraction(s) will address the following with youth in delivering rule infraction:
 - a. Explain the infraction, justification, and how action(s)/behavior(s) qualify as a rule infraction.

- b. Ask the resident for a statement and/or explanation for action(s)/behavior(s).
- c. Request the youth to sign the infraction acknowledging receipt and explain consequences.
- d. Staff will inform the youth of his/her right to request and/or waive a disciplinary hearing.
- e. The youth's request or waiver of disciplinary hearing(s) is documented on the Rule Infraction Form.
- f. Staff needs to sign and indicate the date and time when the rule infraction is processed with the resident.

B. Administrative Review

- 1. All Self-Control, Oppositional, Aggressive & Risk Rule Infractions and rights to and waiver of disciplinary hearings are reviewed by the Director or designee.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Restriction More Than 48 Hours
Policy: 3C-08
Page(s): 1 of 1
Standards: ACA 3-JCRF-3C-08
Issue Date: 3/1/2003
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. **Policy:** It is the written policy, procedure and practice of the Center for Adolescent Services to ensure that before a resident is placed on facility restriction for more than forty-eight (48) hours, there is an administrative hearing by a person or panel of staff who are not directly involved in the incident leading to the restriction. A written, signed, and dated report is completed and submitted to the facility administrator.
- II. **Definition:**
 - A. Forty-Eight Hour Room Restriction Form: document used to recommend and approve room restrictions exceeding forty-eight hours.
- III. **Procedure**
 - B. Room restrictions will not exceed forty-eight non-sleeping hours, with the exception of the following:
 - a. Medical Isolation;
 - b. Threat or risk to safety and security of staff, youth, and facility.
 - c. Sexual Abuse/Assault
 - C. The Coordinator of Unit Operations completes the Room Restriction for More Than Forty-Eight (48) Hours form and submits to Director or designee for review and consideration of room restrictions exceeding forty-eight hours.
 - D. The Director or designee will review all documentation; conduct a hearing involving independent staff members not directly involved in the incident in determining need for restriction greater than forty-eight hours.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Disciplinary Hearing Postponement
Policy: 3C-09
Page(s): 1 of 2
Standards: ACA 3-JCRF-3C-09
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: It also is the written policy, procedure and practice provide for postponement or continuance of disciplinary hearing for a reasonable period of time.

II. Definitions

- A. Rule Infraction Form: Formal document noting all disciplinary regulations.
- B. Self-Control Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
- C. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.
- D. Aggressive Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth's antagonistic and/or hostile violation of program rules.
- E. Risk Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth engaging in dangerous, violent, and/or delinquent behavior.
- F. Disciplinary Hearing: The formal process of reviewing the youth's concerns regarding the validity of the issued behavior infraction.
- G. Disciplinary Hearing Notification Form: Document used to notify youth of time and place of scheduled disciplinary hearing.
- H. Disciplinary Hearing Log: Document notating the details involved in the disciplinary hearing process (i.e., names, dates, timelines, and decision).
- I. Hearing Officer: Designee responsible for conducting Disciplinary Hearings with residents after confirming or denying evidence pertaining to the Rule Infraction Forms.

III. Procedure

- A. Postponement or Continuance of Disciplinary Hearing(s)
 - 1. The hearing may be postponed or continued for a reasonable period of time. Examples may include but are not limited to the following:
 - i. Preparation of defense
 - ii. Illness
 - iii. Unavailability of juvenile(s) and/or staff member(s)
 - iv. Further investigation of factual matters relevant to the hearing

- v. Pending Juvenile Court prosecution
- 2. All disciplinary hearing(s) may be held within twenty-four (24) hours but not to exceed seven (7) days, excluding weekends and holidays after the alleged infraction.
- 3. Hearings not conducted with seven (7) for exceptional circumstances, unavoidable delays, and/or reasonable postponements must be documented in memo form.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Hearing Decisions
Policy: Disciplinary Hearing
Page(s): 1 of 2
Standards: ACA 3-JCRF-3C-10
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

Policy: It is written, policy, procedure and practice of the Center for Adolescent Services to provide that disciplinary decision(s) are based solely on information obtained in the hearing process, including staff reports, the statements of the juvenile charged, and evidence derived from witnesses and documents.

I. Definitions:

- A. Rule Infraction Form: Formal document noting all disciplinary regulations.
- B. Self-Control Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
- C. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.
- D. Aggressive Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth's antagonistic and/or hostile violation of program rules.
- E. Risk Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth engaging in dangerous, violent, and/or delinquent behavior.
- F. Disciplinary Hearing: The formal process of reviewing the youth's concerns regarding the validity of the issued behavior infraction.
- G. Disciplinary Hearing Notification Form: Document used to notify youth of time and place of scheduled disciplinary hearing.
- H. Disciplinary Hearing Log: Document notating the details involved in the disciplinary hearing process (i.e., names, dates, timelines, and decision).
- I. Hearing Officer: Designee responsible for conducting Disciplinary Hearings with residents after confirming or denying evidence pertaining to the Rule Infraction Forms.

II. Procedure

- A. Disciplinary Hearing Decision Process
 - 1. All disciplinary decision(s) are based solely on information obtained in the rule infraction and hearing process.

2. Information obtained in the rule infraction and hearing process includes but is not limited to the following:
 1. Staff statements and/or reports.
 2. Statement(s) of the youth
 3. Evidence derived from witnesses and documents
 4. Video evidence
3. The Disciplinary Hearing Form is completed by the Hearing Officer noting the findings and decision based upon the following:
 1. Staff statements and/or reports
 2. Statement(s) of the youth
 3. Evidence derived from witnesses and documents
 4. Video evidence

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Room Restriction More Than 8 Hours
Page: 1 of 3
Policy: 3C-11
Standards: ACA-3-JCRF-3C-11
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

Policy: Written policy, procedure and practice ensure that room restriction does not exceed eight (8) hours without review and administrative authorization. It is used only when the resident is dangerous to himself/herself or others.

I. Definitions

- A. Room Restriction: The process of managing a resident by securing the door as a result of one or more of the following behaviors:
1. Resident is a threat to self.
 2. Resident is a threat to others.
 3. Resident requests Self-Isolation.
 4. Resting Periods
 5. Medical Isolation
- B. Room Restriction Form: process of formally documenting youth's behavior justifying the use of room restriction coupled with the process of observing youth while in room.
- C. Thinking Error Report: document used to challenge a youth to analyze, understand, and take ownership of his/her thoughts and behavior.

II. Procedure

1. The use of room restriction for sole use of punishment is strictly prohibited.
2. The Director or designee approves all instances of room restriction(s) exceeding eight hours.
3. A youth may be restricted to his/her room after all attempts at de-escalation have occurred when a youth's behavior is such that he/she is a threat to self and/or is a threat to others.
4. The use of room restriction must be documented on the Room Restriction Form noting the youth's behavior and all subsequent observations until the youth is removed from room restriction.
5. The youth must be assessed at a minimum of every thirty minutes during room restriction by a supervisor/designee, non sleep observation, until the youth is removed from room restriction.
6. All youth will participate in the decision to be removed from room restriction by demonstrating that he/she is no longer a threat to self and/or is a threat to others; this can be determined by either a

therapeutic discussion with staff, completing a Thinking Error Report, and/or Cognitive Behavioral Therapy (CBT) tools available.

7. In no instance may the following youth rights be denied:

1. Regular Scheduled Meals;
2. Clothing;
3. Sleep;
4. Health Care;
5. Religious needs;
6. Restroom breaks;
7. Staff assistance, as needed.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Basis for Decisions
Policy: 3C-12
Page(s): 1 of 2
Standards: ACA 3-JCRF-3C-12
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. Policy:** It is the written policy, procedure and practice of the Center for Adolescent Services to ensure that before facility restriction or privilege suspension, the reasons for the restriction is discussed, and the juvenile has the opportunity to explain the behavior.
- II. Definitions:**
- A. Rule Infraction Form: Formal document noting all disciplinary regulations.
 - B. Self-Control Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
 - C. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.
 - D. Aggressive Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth's antagonistic and/or hostile violation of program rules.
 - E. Risk Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth engaging in dangerous, violent, and/or delinquent behavior.
 - F. Disciplinary Hearing: The formal process of reviewing the youth's concerns regarding the validity of the issued behavior infraction.
 - G. Disciplinary Hearing Notification Form: Document used to notify youth of time and place of scheduled disciplinary hearing.
 - H. Disciplinary Hearing Log: Document notating the details involved in the disciplinary hearing process (i.e., names, dates, timelines, and decision).
 - I. Hearing Officer: Designee responsible for conducting Disciplinary Hearings with residents after confirming or denying evidence pertaining to the Rule Infraction Forms.
- III. Procedure**
- A. Delivery of Rule Infraction(s)
 - 1. Staff completing Rule Infraction(s) will communicate the following with youth in delivering Rule Infraction:
 - a. Explain the infraction, justification, and how action(s)/behavior(s) qualify as a Rule Infraction.

- i. Explanation of the above mentioned criteria will occur both verbally and in writing as documented on the Rule Infraction Form.
- b. Ask the resident for a statement and/or explanation for action(s)/behavior(s).
- c. Request the youth to sign the infraction acknowledging receipt and the explanation of consequences.
- d. Staff will inform youth of his/her right to request a disciplinary hearing.
- e. The youth's has a right to waive his/her request of a disciplinary hearing(s) which are documented on the Rule Infraction Form.
- f. Staff needs to sign and indicate the date and time when the rule infraction is processed with the resident.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: 30 Minute Visual and Verbal Checks
Page: 1 of 4
Policy: 3C-13
Standards: ACA-3-JCRF-3C-13
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

Policy: Written policy, procedure and practice provide that during room restriction, visual and verbal contact by staff is made with the juvenile at least every 30 minutes. This contact is recorded and retained by staff. The juvenile assists in determining the end of the restriction period.

Definitions

Room Restriction: The process of managing a resident by securing the door as a result of one or more of the following behaviors:

Resident is a threat to self.

Resident is a threat to others.

Resident requested Self-Isolation.

Resting Periods

Medical Isolation

Room Restriction Form: process of formally documenting youth's behavior justifying the use of room restriction coupled with the process of observing youth while in room.

Medical Isolation: precautions that are taken to prevent the spread of an infectious agent from an infected resident(s) to susceptible individuals.

Rest Period: Transition between shifts and sleeping hours.

Vacant Room: no youth is currently assigned to the room.

Youth Safety Observation (Suicidal): Residents assessed as being suicidal risks should be monitored in room based upon suicidal risk assessment and required frequency.

Risk Levels:

Low-Risk Observation: Low risk observation checks do not exceed random fifteen (15) minute intervals. Observation checks must also be accompanied by the responsible staff completing a visual and verbal check of the youth each time.

Moderate-Risk Observation: Moderate Risk Observation checks do not exceed random ten (10) minute intervals. Observation checks must also be accompanied by the responsible staff completing visual and verbal check of the youth each time.

High-Risk Observation: The most intensive level of staff observation, active behavior management, and supervision of resident activity. This level of supervision would include one-on-one direct observation, constant/continual, and in immediate physical proximity of the youth at all times.

Watch Tour System: Security system used to monitor youth on room restriction.

Watch Tour: Process of staff members, using the Watch Tour System, to check on the safety of youth that are restricted to room(s).

Watch Tour System: Electronic computer program that captures, records, and documents staffs' visual and/or verbal observations of residents while residents are on room restrictions.

Station: The key lock unit that staff keys to indicate a staff observation has occurred. The station has a certain number that identifies its specific location.

Harbor Unit Stations	Pier Unit Stations	Dock Unit Stations	Bay Unit Stations
Station 51/Harbor Begin Tour	Station 52/Pier Begin Tour	Station 53/Dock Begin Tour	Station 54/Bay Begin Tour
Station 1/Harbor Rm 1	Station 11/Pier Rm 15	Station 26/Dock Rm 1	Station 41/Bay Rm 1
Station 2/Harbor Rm 2	Station 12/Pier Rm 14	Station 27/Dock Rm 2	Station 42/Bay Rm 2
Station 3/Harbor Rm 3	Station 13/Pier Rm 13	Station 28/Dock Rm 3	Station 43/Bay Rm 3
Station 4/Harbor Rm 4	Station 14/Pier Rm 12	Station 29/Dock Rm 4	Station 44/Bay Rm 4
Station 5/Harbor Rm 5	Station 15/Pier Rm 11	Station 30/Dock Rm 5	Station 45/Bay Rm 5
Station 6/Harbor Rm 6	Station 16/Pier Rm 10	Station 31/Dock Rm 6	Station 46/Bay Rm 6
Station 7/Harbor Rm 7	Station 17/Pier Rm 9	Station 32/Dock Rm 7	Station 47/Bay Rm 7
Station 8/Harbor Rm 8	Station 18/Pier Rm 8	Station 33/Dock Rm 8	Station 48/Bay Rm 8
Station 9/Harbor Rm 9	Station 19/Pier Rm 7	Station 34/Dock Rm 9	Station 49/Bay Rm 9
Station 10/Harbor Rm 10	Station 20/Pier Rm 6	Station 35/Dock Rm 10	Station 50/Bay Rm 10
	Station 21/Pier Rm 5	Station 36/Dock Rm 11	
	Station 22/Pier Rm 4	Station 37/Dock Rm 12	
	Station 23/Pier Rm 3	Station 38/Dock Rm 13	
	Station 24/Pier Rm 2	Station 39/Dock Rm 14	
	Station 25/Pier Rm 1	Station 40/Dock Rm 15	

Tour Report: A report generated by the Watch Tour System that gives details of each Watch Tour performed.

Room Restriction Placard: laminated sign posted on the outside of youth's door during the duration of restriction.

- Medical Isolation
- Rest Period
- Youth Safety
- Resident is a threat to self
- Resident is a threat to others
- Resident requested Self-Isolation

Room Restriction Checklist: checklist used by staff to record verbal and visual checks of residents on room restrictions in the event of Watch Tour being inoperable.

III. Procedure

1) Room Restriction

Criteria

- The resident is a threat to self
- The resident is a threat to others
- The resident requested Self-Isolation

Medical isolation
Rest Period

Room Restriction Placard:

Laminated sign posted on the outside of youth's door during the duration of following room restriction(s).

Medical Isolation
Youth Safety
Rest Periods
Threat to self
Threat to others
Self-Isolation

Placard must be filled out to illustrate the following information during the duration of room restriction:

Frequency of Checks in Minutes
Date and Time Restriction Started
Date and Time Restriction Ended
Level of Supervision (i.e., Low/Medium/High), if applicable.

Administrative Approval

In situations requiring a room restriction exceeding eight (8) hours administrative approval must be obtained.

Juvenile Rights

In no instance may the following rights be denied:

Regular Scheduled Meals;
Clothing;
Sleep;
Health Care;
Religious needs;
Restroom breaks;
Staff assistance, as needed.

Room Restriction Form

- a. A youth may be restricted to his/her room after all attempts at de-escalation have occurred when a youth's behavior is such that he/she is a threat to self and/or is a threat to others.
- b. The use of room restriction must be documented on the Room Restriction Form noting the youth's behavior and all subsequent observations until the youth is removed from room restriction.
- c. The youth must be assessed at a minimum of every thirty minutes during room restriction by a supervisor/designee, non sleep observation, until the youth is removed from room restriction.
- d. All youth will participate in the decision to be removed from room restriction by demonstrating that he/she is no longer a threat to self, is a threat to others; this can be determined by either a therapeutic discussion with staff, completing a Thinking Error Report, and/or Cognitive Behavioral Therapy (CBT) tools available.

Recording Checks

- a. Staff member will communicate to the Control Desk Clerk the unit and room number where the Watch Tour needs to be activated.
- b. Staff member will complete checks every 15 minutes or less utilizing the Key Lock Unit.
 - i. Visual and/or verbal checks are completed to ensure youth safety while on room restriction.
 - ii. Failed/completed Watch Tour checks will be documented and alerted by the Watch Tour System.
 - iii. Control Desk Clerk will alert all staff, via radio, if Watch Tour checks have failed.
- c. Staff member will alert Control Desk Clerk, via radio, when room restriction has ended by stating the unit and room number.

Room Restriction Checklist: checklist used by staff to record verbal and visual checks of residents on room restrictions in the event of the Watch Tour System being inoperable.

Staff maintains the Room Restriction Checklist on the Unit's Control Desk. Staff will document the date/time the room restriction begins and ends. Staff will indicate the type of room restriction on the Room Restriction Checklist.

Staff initiates verbal and/or visual contacts at a minimum of thirty (15) minutes and records their detailed observations of the youth.

Staff provides all Room Restriction Checklists to the On-Duty Supervisor prior to the end of shift.

At the end of seclusion, the on-duty supervisor must review and approve all Room Restriction Checklists for their scheduled shift.

All Room Restriction Checklists are submitted to Administration at the conclusion of third shift.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Basis for Decisions
Recording of Room Restriction
Page: 1 of 1
Policy: 3C-14
Standards: ACA-3-JCRF-3C-14
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure and practice provide that all instances of room restriction, privilege suspension, and facility restriction are recorded, dated, and signed by staff. The record is reviewed and signed by a supervisory staff member daily.

II. Definitions

- A. Room Restriction Form: process of formally documenting youth's behavior justifying the use of room restriction coupled with the process of observing youth while in room.
- B. Room Restriction: The process of managing a resident by securing the door as a result of one or more of the following behaviors:
 - 1. Resident is a threat to self.
 - 2. Resident is a threat to others.
 - 3. Resident requested Self-Isolation
 - 4. Rest Periods
 - 5. Medical Isolation
- C. Privilege Suspension – Temporarily suspend special benefits or advantages.

III. Procedure

- A. Room Restriction
 - 1. When a staff member has a reasonable belief that a youth has engaged in behavior justifying a threat to self and/or others, the staff person completes a Room Restriction form by noting the date of the alleged behavior, noting the behavior justifying the Room Restriction, and signs the document.
 - 2. The Rule Infraction Form is submitted to the On-Duty Supervisor for review and approval.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: **Hearing Record**
Policy: 3C-15
Page(s): 1 of 3
Standards: **ACA 3-JCRF-3C-15**
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: It is the written policy, procedure and practice provide that a written record is made of the disciplinary hearing decision and the supporting reasons, and a copy is provided to the juvenile. The hearing record and the supporting documents are maintained in the juvenile's file.

II. Definitions

- A. Rule Infraction Form: Formal document noting all disciplinary regulations.
- B. Self-Control Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
- C. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.
- D. Aggressive Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth's antagonistic and/or hostile violation of program rules.
- E. Risk Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth engaging in dangerous, violent, and/or delinquent behavior.
- F. Disciplinary Hearing: The formal process of reviewing the youth's concerns regarding the validity of the issued behavior infraction.
- G. Disciplinary Hearing Notification Form: Document used to notify youth of time and place of scheduled disciplinary hearing.
- H. Disciplinary Hearing Log: Document notating the details involved in the disciplinary hearing process (i.e., names, dates, timelines, and decision).
- I. Hearing Officer: Designee responsible for conducting Disciplinary Hearings with residents after confirming or denying evidence pertaining to the Rule Infraction Forms.

III. Procedure

- A. Disciplinary Hearing Decision Process
 - 1. All disciplinary decision(s) are based solely on information obtained in the Rule Infraction and hearing process.
 - 2. Information obtained in the Rule Infraction and hearing process includes but is not limited to the following:

- a. Staff statements and/or reports.
 - b. Statement(s) of the youth.
 - c. Evidence derived from witnesses and documents.
 - d. Video evidence
3. The Disciplinary Hearing Form is completed by the Hearing Officer noting the findings and decision based upon the following:
- a. Staff statements and/or reports.
 - b. Statement(s) of the youth.
 - c. Evidence derived from witnesses and documents.
 - d. Video evidence
4. The Hearing Officer meets with youth to discuss and review information pertaining to Rule Infraction(s).
5. The Hearing Officer determines whether to overturn or uphold the Rule Infraction(s).
- a. Upholding Rule Infraction(s)
 - i. The Hearing Officer completes the Disciplinary Hearing Decision Form and provides a record of the hearing to youth, and forwards the original to Administration to file within the resident's case file.
 - ii. The Disciplinary Hearing Decision Form includes the following: the decision, the disposition, and the reason for the action.
 - b. Overturning Rule Infraction(s)
 - i. The Hearing Officer completes the Disciplinary Hearing Decision Form.
 - ii. The Hearing Decision Form includes the following: the decision, the disposition, and the reason for the action.
 - iii. A copy of the Disciplinary Hearing Decision Form is provided to youth.
 - iv. The original Disciplinary Hearing Decision Form is forwarded to Administration to file within the resident's case file.
6. Appealing Hearing Officer's Decision
- a. The Hearing Decision Form is forwarded to the Director or designee, if a resident wishes to appeal the decision made during the Disciplinary hearing.
 - b. The Director or designee meets with youth to discuss and review information pertaining to rule infraction(s) and the decision of the previous disciplinary hearing.
 - c. The Director or designee determines whether to overturn or uphold the rule infraction(s). This is the final appeal.
 - i. Upholding Rule Infraction(s)
 1. The Director or designee completes the Disciplinary Hearing Decision Form and provides a record of the hearing to youth, and forwards the original to Administration to file within the resident's case file.
 2. The written record includes the following: the decision, the disposition, and the reason for the action.
 - ii. Overturning Rule Infraction(s)
 1. The Director or designee completes the Disciplinary Hearing Decision Form.
 2. The Disciplinary Hearing Decision Form includes the following: the decision, the disposition, and the reason for the action.

3. A copy of the Disciplinary Hearing Decision Form is provided to youth.
 4. The original Disciplinary Hearing Decision Form is forwarded to Administration to file within the resident's case file.
- d. The decision of the Director or designee shall be final.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Rules and Discipline
Subject: Appeal
Policy: 3C-16
Page(s): 1 of 3
Standards: ACA 3-JCRF-3C-16
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: It is the written policy; procedure and practice provide that juveniles are granted the right to appeal disciplinary decisions to the facility administrator or designee. Juveniles have up to 15 days of receipt of the decision to submit an appeal. The appeal is decided within 30 days of its receipt, and the juvenile is promptly notified in writing of the results.

II. Definitions

- A. Rule Infraction Form: Formal document noting all disciplinary regulations.
- B. Self-Control Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth's struggles with self-discipline within the program.
- C. Oppositional Behavioral Infraction: These minor rule violations constitute behaviors that demonstrate a youth resisting or combating rules within the program.
- D. Aggressive Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth's antagonistic and/or hostile violation of program rules.
- E. Risk Behavioral Infractions: These major rule violations constitute behaviors that demonstrate a youth engaging in dangerous, violent, and/or delinquent behavior.
- F. Disciplinary Hearing: The formal process of reviewing the youth's concerns regarding the validity of the issued behavior infraction.
- G. Disciplinary Hearing Notification Form: Document used to notify youth of time and place of scheduled disciplinary hearing.
- H. Disciplinary Hearing Log: Document notating the details involved in the disciplinary hearing process (i.e., names, dates, timelines, and decision).
- I. Hearing Officer: Designee responsible for conducting Disciplinary Hearings with residents after confirming or denying evidence pertaining to the Rule Infraction Forms.

III. Procedure

- A. Delivery of Rule Infraction(s)
 - 1. Staff completing Rule Infraction(s) will address the following with youth in delivering rule infraction:
 - a. Explain the infraction, justification, and how action(s)/behavior(s) qualify as a rule infraction.

- b. Ask the resident for a statement and/or explanation for action(s)/behavior(s).
- c. Request the youth to sign the infraction acknowledging receipt and explain consequences.
- d. Staff informs the youth of his/her right to request and/or waive a disciplinary hearing.
- e. The youth's request or waiver of disciplinary hearing(s) is documented on the Rule Infraction.
- f. Staff needs to sign and indicate the date and time when the rule infraction is processed with the resident.

B. Disciplinary Hearing Timeframe

- 1. Youth whom receive a Self-Control, Oppositional, Aggressive and/or Risk Rule Infraction(s) has the right to a disciplinary hearing.
- 2. All disciplinary hearing(s) may be held within twenty-four (24) hours but not to exceed seven (7) days, excluding weekends and holidays after the alleged infraction.
- 3. Hearings not conducted with seven (7) for exceptional circumstances, unavoidable delays, and/or reasonable postponements must be documented in memo form.
- 4. Youth receive notification of the time and place of the discipline hearing, via the Disciplinary Hearing Notification form at least twenty-four (24) hours in advance of the hearing.

C. Disciplinary Hearing Decision Process

- 1. All disciplinary decision(s) are based solely on information obtained in the rule infraction and hearing process.
- 2. Information obtained in the rule infraction and hearing process includes but is not limited to the following:
 - a. Staff statements and/or reports.
 - b. Statement(s) of the youth charged.
 - c. Evidence derived from witnesses and documents.
- 3. The Disciplinary Hearing Officer meets with youth to discuss and review information pertaining to rule infraction(s).
- 4. The Disciplinary Hearing Officer determines whether to overturn or uphold the rule infraction(s).
 - a. Upholding Rule Infraction(s)
 - i. The Disciplinary Hearing Officer completes the Disciplinary Hearing Decision Form and provides a record of the hearing to youth, and forwards the original to Administration to file within the resident's case file.
 - ii. The Disciplinary Hearing Decision Form includes the following: the decision, the disposition, and the reason for the action.
 - b. Overturning Rule Infraction(s)
 - i. The Disciplinary Hearing Officer completes the Disciplinary Hearing Decision Form.
 - ii. The Disciplinary Hearing Decision Form includes the following: the decision, the disposition, and the reason for the action.
 - iii. A copy of the Disciplinary Hearing Decision Form is provided to youth.
 - iv. The original Disciplinary Hearing Decision Form is forwarded to Administration to file within the resident's case file.

5. Appealing Disciplinary Hearing Officer's Decision

- a. Youth have up to fifteen (15) days to submit an appeal.
- b. The Disciplinary Hearing Decision Form is forwarded to the Director or designee.
- c. The Director or designee meets with youth to discuss and review information pertaining to rule infraction(s) and the decision of the previous disciplinary hearing.
- d. The Director or designee determines whether to overturn or uphold the rule infraction(s).
 - i. The appeal process should consider the following three factors:
 1. Was there substantial compliance with facility standards and procedures in handling juvenile discipline?
 2. Was the decision based on substantial evidence?
 3. Was the proposed solution appropriate?
 - ii. Upholding Rule Infraction(s)
 1. The Director or designee completes the Disciplinary Hearing Decision Form and provides a record of the hearing to youth, and forwards the original to Administration to file within the resident's case file.
 2. The written record includes the following: the decision, the disposition, and the reason for the action.
 - iii. Overturning Rule Infraction(s)
 1. The Director or designee completes the Disciplinary Hearing Decision Form.
 2. The Disciplinary Hearing Decision Form includes the following: the decision, the disposition, and the reason for the action.
 3. A copy of the Disciplinary Hearing Decision Form is provided to youth.
 4. The original Disciplinary Hearing Decision Form is forwarded to Administration to file within the resident's case file.
- e. The appeal is decided upon by the Director or designee within thirty (30) days of its receipt, and the youth is promptly notified in writing of the results.
- f. The decision of the Director or designee shall be final.