



**ADOLFO GONZALES**  
Chief Probation Officer

# COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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November 16, 2021

TO: Juvenile Hall Staff  
Detention Services Bureau

FROM: Mark Garcia, Bureau Chief  
Detention Services Bureau M.G.

SUBJECT: **BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC)  
SECTION 1354.5 ROOM CONFINEMENT COMPLIANCE GUIDE**

This memo serves as a reminder that to ensure continued compliance BSCC regulations, staff shall:

- Only place youth in rooms when necessary for required institutional operations ie. Shift Change, transitions, post incident etc. Once the activities are completed, then the youth should be allowed to return to the regular program being offered at that time. Staff shall use good judgement and ensure that youth are not kept in their rooms beyond what is reasonable for the activity. If a youth wants to go to his or her room, he or she shall complete a Self-Separation Form. The youth shall document why they wish to go to their room and sign the form.
- Questions have continued to be raised regarding Shift Change, Showers and Post Incidents regarding timelines.
  - Staff shall only use the amount of time necessary to accomplish shift change activities but no more than 30 minutes at the end of AM shift and beginning of PM shift. Once completed the youth must be returned to program.
  - Showers may begin after 8PM. Staff should be scheduling shower times based on the dynamics of the unit. Population, number of showers, number of keep separates, single showers etc. Staff shall not begin showers early if the result is that the youth stay in their room longer. Staff may shower youth early if this results in youth coming out for additional programming

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but not for the purpose of going to bed earlier. For those youth that take nighttime medications that cause drowsiness, staff have the option to shower these youth as appropriate and as early as necessary after LME has been conducted. Staff are encouraged to determine what process timeline works best for the unit schedule and discuss with your supervisor for approval.

- Post incident: In some cases, involved youth or the group may be placed in their rooms in order to gain control of the situation and make the unit safe. Staff shall ensure that all involved youth are managed and addressed quickly in order to resume programming in a reasonable time specific and relative to the incident. Contact the OD for staffing resources as necessary. Reports must be documented and include times in which youth were secured and brought out to resume programming.

Facility management will be conducting video audits to ensure compliance with BSCC regulations.

If you have questions regarding this memorandum, please contact your immediate Supervisor or Director.

MG:nb

cc: Dalila Alcantara, Deputy Director – Juvenile Institutions Bureau