

STATE OF SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
POLICY AND PROCEDURES

Title:	Juvenile Behavior Management and Level Systems	Policy No.:	G-9.16	Page(s):	1 of 8
Authority:	Division of Rehabilitative Services				
Juvenile Justice Code:	n/a				
PbS Related Standard(s):	n/a				
December 31, 2014 Effective Date	<u>SIGNED/ Margaret H. Barber</u> Margaret H. Barber Director				
DATES UPDATED:					

POLICY: The Department of Juvenile Justice (DJJ) will use a formal system of behavior management in juvenile residential facilities that provides for planned therapeutic interventions, rewards responsible juvenile behavior, and imposes appropriate sanctions for negative juvenile behavior. The DJJ philosophy of juvenile behavior management is that adolescents favorably respond to developmentally appropriate rewards and consequences and DJJ will reinforce responses by rewarding appropriate behavior while giving consequences for inappropriate behavior.

PROCEDURAL GUIDELINES:

- A. Each juvenile residential facility will implement juvenile behavior management methods that include components for rewarding positive behavior and imposing consequences for negative behavior. Behavior management methods will be applied fairly and equitably for both rewards and consequences. The focus will be to acknowledge and support positive behavior and to assist the juvenile to change negative behavior. DJJ will not use consequences for the purposes of retribution.

- B. There are five (5) DJJ systems that include authorized behavior management methods used to manage juvenile behavior. They are: juvenile progressive discipline, determinate sentence good behavior credit, placement in segregation, disciplinary hearings, and the behavior management level systems.
 - 1. The DJJ Detention Center will use the progressive discipline and disciplinary hearings systems.
 - 2. The Evaluation Centers will use the progressive discipline, determinate sentence good behavior credit, and 48-hour segregation systems.
 - 3. The Broad River Road Complex facilities will use the progressive discipline, determinate sentence good behavior credit, BARJ Conferences, the CLASP level system, and placement in the Crisis Management Unit.

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4. The Community Alternative facilities will use progressive discipline, determinate sentence good behavior credit, and behavior level systems.

C. Management of negative behavior will be administered quickly, fairly, and consistently. Specific consequences will be individualized considering developmental and emotional difference in adolescents and will target the juvenile's specific behavior. Action will include these Balanced and Restorative Justice principles:

1. The negative behavior is immediately addressed by the witnessing staff member, or otherwise addressed as soon as possible.
2. Clinical staff will counsel with the juvenile to discuss the choices the juvenile made and the alternate appropriate choices the juvenile could have made in the situation. The juvenile's assigned Social Worker will meet with the juvenile as soon as possible, but no later than two (2) business days following a behavioral incident.
3. The juvenile is expected to accept responsibility for his/her actions.
4. The juvenile is expected to show remorse.
5. The juvenile is expected to accept the consequences.
6. The juvenile is expected to make appropriate reparation.
7. A clear plan is developed that will assist the juvenile to prevent repeating the negative behavior.

D. Multidisciplinary Case Management

Behavior management encompasses the juvenile, security staff, health services staff, education staff, clinical staff (social workers, psychologists, psychiatrists and chaplains), activity therapists, parents, volunteers, and any other persons that can affect a juvenile's behavior. It is everyone's responsibility to set the standards and expectations for behavior and take appropriate action to assist a juvenile in managing his/her own behavior.

E. Training

All juveniles will be informed of the facility's behavior management plan during juvenile orientation. DJJ staff will be trained in behavior management as part of the facility's on-the-job training.

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F. Rewards for Positive Behavior

1. Positive Behavior Report: A report of exceptionally appropriate behavior made to document a juvenile's extra effort to comply with institutional rules and good interaction with staff and other juveniles. These will be reported on the Juvenile Positive Behavior Report (Form G-9.16A). Behavior reports will be placed in the juvenile's classification and clinical records.
2. Advancement in the facility's level system and the privileges associated with each level.
3. Certificates of Recognition/Achievement with copies placed in the juvenile's record.
4. Earning of good behavior credits (determinate sentence).
5. Recommendation for early parole (indeterminate sentence).

G. Behavior Management Level System

The behavior level system will be based solely on behavior and will determine the rewards and privileges associated with behavior. Although behavior is a component of the DJJ classification system, the behavior level system does not determine a juvenile's custody level, supervision level, or placement. Each residential facility will have a written behavior level system that will allow a juvenile to earn an increase in level resulting in increased privileges and decrease in level resulting in loss of privileges.

1. The level system will be simple to understand and will be explained to juveniles during orientation. It is expected that juveniles understand that behaving appropriately will result in privileges and behaving inappropriately will result in losing them. It is important that this system be objective and not subjective and that each juvenile understands that they control their privileges by controlling their actions.
2. Privileges will be in writing and applied fairly. Juveniles residing in different units that are on the same level will receive the same rewards and privileges.
3. The Unit Manager/Captain of Security will ensure that rewards and privileges described in the written level system are actually provided. Earned rewards must be provided to the juveniles in a timely manner.

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4. The level system will include:
 - a. The minimum requirements necessary for advancement to the next (higher) level.
 - b. Actions and behavior that will earn advancement in level.
 - c. Actions and behavior that will result in reduction in level.
 - d. The specific privileges associated with each level, including recreation (in addition to the minimum requirement of one (1) hour per weekday and two (2) hours per weekend day large muscle development), personal property, juvenile paid jobs, telephone privileges, and supervised trips.
5. Only documented behavior will be acknowledged in the level system. Event Reports, Behavior Reports, Juvenile Minor Rule Violations, Progressive Discipline Action Reports, CCS Community Forms, and Case Management Notes are examples of documented behavior.
6. Juvenile behavior while participating in recreational, religious, and volunteer activities will be considered in the level system. Behavior and progress during clinical treatment programs and in educational classes will be considered in the level system. Clinical and education staff will report behavior and progress in treatment and education using a method approved by the Treatment Director/Program Manager/School Principal.
7. Other factors that will influence level assignment include:
 - a. Volunteerism and community services project participation.
 - b. Special Services (e.g., Student Council, Peer Mediation, JROTC Command, Leadership Roles).
 - c. Behavior while participating in activities and groups (e.g., Youth Leadership Clubs, organized sports, Royal Rangers, etc.).
 - d. The type and number of positive and negative Behavior Reports received during the level system evaluation period.
 - e. The type and number of documented rules violated.
8. A staff member will be designated at each facility to be responsible to calculate and monitor juveniles' level scores.

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9. The Level System Coordinator will ensure that appropriate staff members are notified of the levels of juveniles to ensure that the privileges are appropriately awarded.

H. Authorized Behavior Management Methods

1. Juvenile Progressive Discipline

DJJ Policy G-9.19, Juvenile Progressive Discipline, may be used independently or in conjunction with the behavioral level system.

2. Redirection

Redirection is a behavior management method in which staff uses verbal instruction and minimal physical contact to relocate a juvenile that is not behaviorally or emotionally out of control.

- a. Purpose: Staff may use redirection to assist, guide, and redirect a juvenile from a negative and/or escalating situation.

- b. If it becomes evident that staff's use of verbal redirection and/or physical contact to assist, guide, or redirect him/her is aversive or the juvenile is physically resisting, staff will refrain from further redirection efforts. If a juvenile appears to be further agitated from verbal redirection and/or physical contact to assist, guide, or redirect him/her, staff will refrain from further redirection efforts. In such instances, staff will employ efforts to de-escalate and calm the juvenile. An alternate behavior management method will be attempted, or the staff member will seek assistance from another staff member to talk with the juvenile and try to get compliance.

- c. Procedures

- 1) The juvenile's freedom of movement is not restricted.
- 2) Methods taught in DJJ Training to properly direct and escort a juvenile's movement will be used.
- 3) The juvenile's freedom of movement or access to his/her own body is not restricted.

3. Separation

Separation is a behavior management method in which staff places a juvenile away from his/her peers in a quiet area/location for no more than 15 minutes to

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provide the juvenile the opportunity to regain self-control. The juvenile must be placed in an area where a staff member can hear or see the juvenile, e.g., in a staff member's office, in a chair in the hallway close to a staff member/staff member's office, in the facility's operations area. Separation is not placing a juvenile in isolation/seclusion in a locked or unlocked room or area without supervision. Younger adolescents and those with diagnosed behavior disorders (attention deficit, hyperactive) may not be able to successfully complete separation. A work detail may be more appropriate for these type juveniles.

- a. Purpose: Staff may use separation if staff deems that a period of time away from others will assist a juvenile in the management of his/her anger. This period of time is intended to provide a short cooling off period to enable the juvenile to regain his/her composure.
- b. Contraindications: Separation will not be used to manage a juvenile's behavior if the juvenile is known to have a physical or mental health condition that must be closely monitored:
- c. Procedures
 - 1) Separation periods may be initiated by staff or upon the juvenile's request for separation.
 - 2) A juvenile that is disrupting will be asked to accompany staff to an area away from his/her peers to allow him/her the opportunity to regain his/her composure and to avoid further incident.
 - 3) A juvenile that feels that he/she is becoming agitated and/or angry may request a separation period to assist him/her in managing problematic behavior. However, juveniles will not be able to utilize separation periods to avoid completing daily tasks or other therapeutic activities. When a juvenile requests a separation, staff will allow the juvenile separation as soon as possible after the request is made.
 - 4) When the juvenile is calm, staff will discuss the circumstances leading up to the use of separation with the juvenile to determine the source of the juvenile's behavior. Appropriate action will be taken to address the juveniles' concerns.
 - 5) In the event the juvenile is unable to calm down after the 15 minutes period of time, the Shift Supervisor will be requested to assist in the matter.

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4. Juvenile Behavior Contract

If a juvenile needs to be placed on a behavior contract the Unit Manager/Captain of Security will meet with the juvenile and the juvenile's assigned social worker to develop a Juvenile Behavior Contract (Form G-9.16B) to assist the juvenile with the following:

- a. Increase his/her strength and frequency of appropriate behavior while decreasing the frequency of inappropriate behavior.
- b. Specifically identify the inappropriate behavior.
- c. Establish a specific goal with objectives to correct the behavior, and determine an allotted amount of time the juvenile has to reach the goal.

5. Request Assistance from Juvenile's Parent/Guardian

The juvenile's Social Worker will communicate with the juvenile's parent/guardian when the juvenile repeatedly misbehaves and/or commits serious rules violations. The Social Worker may request the support of the parent/guardian by asking them to talk with the juvenile, visit the juvenile, or participate in a family therapy session.

6. Placement in Crisis Management Unit (CMU)/Wet Cell

When a juvenile commits a serious major rules violation and the Shift Supervisor does not believe the matter can be appropriately handled administratively, the juvenile may be placed in isolation. Broad River Road Complex will adhere to Policy G-9.20 and the Evaluation Centers and Juvenile Detention Center will adhere to Policy G-3.4 concerning use of isolation

7. Use of Force

When a juvenile is out of control and is a threat to him/herself and/or others, physical force may be used consistent with DJJ Policy G-3.12, Use of Physical Force.

I. Treatment Components

1. Clinical staff will work closely with the juvenile and attempt to identify/assist the juvenile to identify underlying causes of inappropriate behavior. Appropriate referrals will be made as needed.

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2. If specialized training is needed for direct service staff to properly manage a juvenile diagnosed with a mental health disorder or disability, the Director of Social Work, Psychology or Program Manager will ensure that it is provided.

RELATED FORMS AND ATTACHMENTS:

Form E-OG, Updated Supervision and Service Plan
Form G-9.16A, Juvenile Positive Behavior Report
Form G-9.16B, Juvenile Behavior Contract

REFERENCED POLICIES:

G-9.19, Juvenile Progressive Discipline
G-9.20, Juvenile Behavior Management and Modification
G-3.4, Isolation of Youth
G-3.12, Use of Physical Force

SCOPE:

This policy applies to all employees in juvenile residential facilities.

LOCAL PROCEDURAL GUIDE:

Each facility is required to maintain a written behavior management plan. Facilities that use a behavioral level system are required to have detailed procedures defining the levels and the privileges associated with such.

TRAINING REQUIREMENT:

Employees in juvenile residential facilities are required to review this policy within 30 days of its publication.