

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Due Process Isolation		Policy Number: 11
Number of Pages: 3		Section: VII
Attachments		Related Standards & References
Due Process Information Form VII.11.A Due Process Isolation Log Form VII.11.B Observation Monitoring Form VII.10.C		
Effective Date: 01/13/09		Approved:
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I. POLICY:

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), that Due Process Isolation shall be imposed only after a hearing has been conducted. The purpose of Due Process Isolation is to change youth behavior, and ensure the safety and security of all youth and staff. Due Process Isolation shall never exceed seventy-two (72) hours unless approved by the Facility Administrator.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. Disciplinary Hearing Officer – An impartial supervisory staff member or designee assigned to conduct disciplinary hearings
- B. Qualified Mental Health Professional (QMHP) - Mental health care provider licensed and sufficiently trained to provide the necessary mental health program services
- C. Due Process Isolation - Any instance when a youth is confined alone in a room as a result of a due process hearing

III. PROCEDURE

The Due Process Isolation shall be implemented after the Due Process Hearing is completed.

The DPI process is as follows:

- A. Before the youth begins DPI the Disciplinary Hearing Officer shall explain what DPI is and why they are receiving the sanction.
- B. The youth shall receive regular meals, hygiene activities, health and mental health care services, educational services, recreation activities,
- C. The youth and the room that he/she shall be confined in will be searched for contraband prior to placement in the room and documented in the Unit Log Book.

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- D. Staff shall ensure that the room is properly ventilated, free of objects that may cause harm, and is at an appropriate temperature.
- E. Beginning documentation- The staff escorting the youth to the unit where the DPI will occur shall ensure that the following information is entered into the unit log book. The following list shall be included (this is the information contained on the Due Process Isolation Form):
1. Name of youth
 2. Start date and time of DPI, and date and time DPI is scheduled to end
 3. Length of time imposed by the Disciplinary Hearing Officer
 4. Name of staff escorting the youth to housing unit where DPI will be served
- F. Ending documentation-The following information shall be entered into the unit log book:
1. Name of youth
 2. Date and time of removal from DPI
 3. Name of staff removing youth from DPI
- G. The JCW shall visually observe the youth at least six (6) times an hour and no more than ten (10) minutes apart at staggered intervals. These observations shall be recorded on the Observation Monitoring Form VII.10.C, which shall be posted on the door. Only one (1) youth may be placed in a particular room at a time.
1. While on Due Process Isolation, youth exhibiting additional negative behaviors, can have an additional Incident Report and request for a Due Process Hearing completed. The hearing can be held by the Disciplinary Hearing Officer after completion of the current sanction of Due Process Isolation.
 - a. Due Process Isolation cannot be extended due to continued or additional negative behaviors. A subsequent hearing must be held.
 - b. A youth must complete and be released from the initial Due Process Isolation for at least one (1) hour prior to the start of any subsequent Due Process Isolation.
 2. If a youth in DPI is exhibiting unusual behavior, becomes unresponsive to questions, or directions, the JCW shall inform the Shift Supervisor who shall notify the on-call QMHP for an emergency evaluation or suicide prevention as necessary.
- H. Documentation:
1. The following information shall be documented and highlighted in the Unit Logbook:
 - a. Youth Name
 - b. Start Date/Time of DPI and End Date/Time DPI

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- c. Length of time that Disciplinary Hearing Officer imposed
 - d. Name of staff escorting the youth to the housing unit where the DPI will take place
2. The following information shall be documented in the DPI Log:
- a. Name of the youth
 - b. Duration of DPI imposed by the Disciplinary Hearing Officer
 - c. Actual start Date/Time of DPI
 - d. Actual end Date/Time of DPI
 - e. Initials of admitting staff
 - f. Initials of releasing staff