

 COLORADO Division of Youth Services	POLICY S-9-4	PAGE NUMBER 1 OF 18
	CHAPTER: Security and Control	
	SUBJECT: Physical Response and Protective Devices NCCHC Standards: Y-A-05, Y-G-01	
	EFFECTIVE DATE: November 1, 2023	
THIS POLICY RELATES TO: Detention Youth Centers Treatment Youth Centers	 Anders Jacobson, Director	

I. **POLICY:**

To ensure the safety of all youth in the care and custody of the Colorado Division of Youth Services, and to prevent injury to youth and employees, physical response and protective devices may be used only in emergency situations and after the failure of less restrictive alternatives. Protective devices shall only be used when a youth is determined to be a serious, probable, imminent threat of bodily harm to self or others where there is the present ability to effect such bodily harm (§26-20-102 C.R.S.).

Protective devices shall only be utilized for the minimum period of time necessary to accomplish their purpose, using no more force than is necessary. To ensure the safety of the youth or others, physical response, and protective devices shall never be utilized as a means of punishment, coercion, discipline, convenience, or retaliation by an employee. Physical response and protective devices shall only be applied under prescribed conditions by employees certified in the approved Colorado Division of Youth Services' Protective Supports and Interventions program (PSI).

II. **KEY TERMS:** See the Division of Youth Services website for detailed definitions.

 [DYS Policy Key Terms](#)

- A. Direct Staff Supervision
- B. Division of Youth Services' Protective Supports and Interventions Program (PSI)
- C. Emergency

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- D. Episode of Protective Devices
- E. General Supervision (GS)
- F. Physical Response
- G. Physical Response Debriefing
- I. Physical Response Skills
- J. Prone Position
- K. Prone Restraint
- L. Protective Devices
- M. Qualified Health Care Professionals
- N. Responsible Health Authority (RHA)
- O. Serious Bodily Injury
- P. Side Hold Intervention
- Q. Situational Response Matrix (SRM)
- R. Transitional Measure
- S. Verbal De-Escalation Skills
- T. Youth Record

II. ASSOCIATED FORMS:

- A. Colorado Trails Incident Report
- B. [Extended Protective Devices Check Sheet](#)
- C. [Incident Debrief Record](#)
- D. [Internal Review Form](#)
- E. [Protective Devices Check Sheet](#)
- F. [Situational Response Matrix Handout](#)

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G. [Stages of Behavior Escalation Form](#)

IV. DIVISION OF YOUTH SERVICES PROTECTIVE SUPPORTS AND INTERVENTIONS PROGRAM (PSI):

- A. When assessing the need to respond, employees must take into consideration the behaviors that are being demonstrated by the youth. Employees shall utilize the interventions outlined on the PSI Situational Response Matrix and the Stages of Behavior Escalation form and respond accordingly.
- B. The Division of Youth Services (DYS) primary non-escalation response is the use of motivational interviewing skills. The primary de-escalation response is the use of DYS-approved and trained verbal judo de-escalation skills.
- C. Employees shall describe in detail the use of a physical response skill within a written report, including what behaviors the youth engaged in that led to the use of physical response. The report shall describe in detail how lower response(s) were ineffective or not applicable when using a physical response, see the DYS Protective Supports and Interventions Program (PSI) Situational Response Matrix Handout (SRM).

V. PROCEDURES:

- A. Standardized Division of Youth Services (DYS) Code Descriptions are as follows:
 1. Code Yellow: The primary employee interacting with the youth has exhausted available skills or is unable to de-escalate the youth. The employee shall call a "Code Yellow" and the assigned responders will arrive and utilize available skills to de-escalate the youth. If needed, other employees shall be utilized such as behavioral health specialists, and/or supervisors.
 2. Code Red: Any situation where there is a youth center safety concern or where de-escalation skills and verbal directives have failed, and there is a serious, probable imminent threat of bodily harm to self or others where there is the present ability to effect such harm. Responders to a code red shall include any PSI-certified employees available. RESPONDERS SHOULD BRING SIDE-HOLD PROTECTIVE DEVICES. When arriving at the code, employees shall conduct an evaluation of the scene, take directives from the scene lead/supervisor, and support employees where needed.
 3. Code Blue: A medical emergency situation involving a youth, employee, or visitor.

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B. Physical Response Skills:

1. If a situation requires employees to utilize physical response skills, the skills shall be utilized in accordance with the DYS Situational Response Matrix and only when:
 - a. A youth presents a serious, probable, imminent threat of bodily harm to themselves where there is the present ability to affect such harm.
 - b. A youth presents a serious, probable, imminent threat of bodily harm to others where there is the present ability to affect such bodily harm.
 - c. When an escape attempt is in progress, the youth may be held for less than ONE minute by an employee for the protection of the youth or other persons (§26-20-102(6)(c) C.R.S.); unless at any time they present a serious, probable, imminent threat of bodily harm to self or others and the present ability to effect such bodily harm; then the youth may be physically managed in accordance with the PSI program.
2. Only employees who have successfully completed and maintained certification in the DYS PSI program are authorized to use physical response skills and protective devices.
3. The use of pressure point pain compliance techniques, offensive strikes, and full body restraint equipment is prohibited.
4. Health employees shall respond to code calls and physical response incidents when available. Health staff shall not participate in the physical responses of youth except to monitor their health status.
5. When an employee assesses a situation and identifies that increased employee presence would be beneficial as a safety precaution or that a physical response is imminent, the employee shall:
 - a. Call for additional employees using a two-way radio or any other appropriate communication medium utilizing a standardized DYS code. The supervisor or control center employee shall provide confirmation of the transmission before engaging in a physical response unless employees must engage immediately to prevent severe bodily harm to the employee, youth, or others.

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- b. Evaluate the IMMEDIATE SURROUNDINGS AND ENVIRONMENT to assess that it is safe prior to engaging the youth using physical response skills.
 - c. The DYS PSI program shall train all employees on using ethical interventions for disengaging employees from escalated situations.
 - d. Each youth center shall have a protocol in which employees have a mutual understanding of expectations if there is a need to disengage an employee from an escalated situation and how the situation should be handled.
- 6. PRONE POSITION PROCEDURES.
 - a. IF NECESSARY TO USE DURING A PHYSICAL RESPONSE, ANY USE OF THE PRONE POSITION SHALL BE LIMITED TO THE SHORTEST PERIOD OF TIME NECESSARY TO TRANSITION THE YOUTH OUT OF THE PRONE POSITION. AS SOON AS IT IS SAFE TO DO SO, AN EMPLOYEE SHALL START MOVING THE YOUTH FROM A PRONE POSITION EITHER INTO A SEATED POSITION, OR PLACE THE YOUTH IN THE SIDE-HOLD INTERVENTION.
 - b. YOUTH SHALL NEVER BE IN THE PRONE POSITION LONGER THAN FIVE MINUTES DURING A PHYSICAL RESPONSE. THE LENGTH OF TIME THE YOUTH IS IN THE PRONE POSITION SHALL BE MONITORED AS DESCRIBED IN 7.b. BELOW. IF A YOUTH HAS BEEN TRANSITIONED OUT OF THE PRONE POSITION AND THE YOUTH'S RESISTANCE RETURNS THE YOUTH TO A PRONE POSITION, THE TIMEKEEPER SHALL RESTART THE FIVE-MINUTE LIMIT.
- 7. MONITORING REQUIREMENTS DURING A PHYSICAL RESPONSE:
 - a. SIGNS OF LIFE MONITORING.
 - i. SIGNS OF LIFE MONITORING REQUIRES ENSURING THE YOUTH IS PROPERLY POSITIONED, THE YOUTH'S BLOOD CIRCULATION IS NOT RESTRICTED, THE YOUTH'S AIRWAY IS NOT RESTRICTED, AND THE YOUTH'S OTHER PHYSICAL NEEDS ARE MET.
 - ii. DURING THE USE OF A PHYSICAL RESPONSE SKILL THAT RESULTS IN A YOUTH ENTERING THE SIDE HOLD OR PRONE POSITION, A DESIGNATED SIGNS OF LIFE MONITOR SHALL MONITOR THE YOUTH BY DIRECT SUPERVISION TO ENSURE THE YOUTH'S BREATHING IS NOT COMPROMISED.

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- I. WHEN THE YOUTH ENTERS THE SIDE HOLD OR PRONE POSITION, THE FIRST AVAILABLE DYS EMPLOYEE PRESENT ON THE SCENE AND NOT ENGAGED IN THE PHYSICAL RESPONSE SHALL ACT AS THE DESIGNATED SIGNS OF LIFE MONITOR.
- II. IF ALL DYS EMPLOYEES PRESENT ON THE SCENE ARE ENGAGED IN THE PHYSICAL RESPONSE, A DYS EMPLOYEE ENGAGED IN THE PHYSICAL RESPONSE SHALL TEMPORARILY ACT AS THE DESIGNATED SIGNS OF LIFE MONITOR UNTIL AN EMPLOYEE NOT ENGAGED IN THE PHYSICAL RESPONSE IS AVAILABLE ON THE SCENE.
- iii. ALL PRESENT EMPLOYEES WHO ARE NOT ACTING AS THE DESIGNATED SIGNS OF LIFE MONITOR SHALL ALSO MONITOR THE YOUTH'S SIGNS OF LIFE.
- iv. THE EMPLOYEE SERVING AS THE SIGNS OF LIFE MONITOR DOES NOT NEED TO BE CERTIFIED IN PSI, BUT SHALL BE CURRENT WITH THEIR CPR AND FIRST AID CERTIFICATION.
- b. PRONE POSITION TIMEKEEPING.
 - i. IF A PHYSICAL RESPONSE RESULTS IN A YOUTH TEMPORARILY ENTERING A PRONE POSITION, A DYS EMPLOYEE SHALL ACT AS A TIMEKEEPER TO ENSURE THE YOUTH IS NEVER IN THE PRONE POSITION LONGER THAN FIVE MINUTES.
 - ii. DURING A PHYSICAL RESPONSE, THE SAME EMPLOYEE (IF CERTIFIED IN CPR AND FIRST AID) MAY ACT AS BOTH THE SIGNS OF LIFE MONITOR AND AS THE PRONE POSITION TIMEKEEPER.
 - iii. AN EMPLOYEE IN THE CONTROL CENTER WITH A VISUAL VIEW OF THE YOUTH ON CAMERA MAY ACT AS THE PRONE POSITION TIMEKEEPER, BUT MAY NOT ACT AS THE SIGNS OF LIFE MONITOR.
- c. THE IDENTITIES OF THE DESIGNATED SIGNS OF LIFE MONITOR AND THE PRONE POSITION TIMEKEEPER SHALL BE DOCUMENTED IN THE COLORADO TRAILS DATABASE.

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8. Employees shall not place excessive pressure on the youth's chest, abdomen, or back, or inhibit or impede the youth's ability to breathe. If the youth's breathing is compromised in any way, AND/OR THE SIGNS OF LIFE MONITOR DIRECTS THE EMPLOYEE TO DISENGAGE, the physical response skill shall be discontinued immediately, and employees shall immediately notify health staff that a health assessment of the youth is needed. When health staff is not on-site, a supervisor shall be notified and respond to assess the youth and contact the on-call physician or on-call health staff.
9. Because of the vulnerability of the youth during a physical response, the youth shall be treated with dignity and respect at all times and shall be protected from mistreatment, antagonism, or harm from another person.
10. Employees shall not undress youth during a physical response.
11. Only responses and skills trained in the PSI program are authorized to be used in accordance with the Situational Response Matrix.
 - a. In rare and emergent situations in which the employee has no other option than to use an unauthorized technique, there shall be a review by the youth center administration. The youth center administrator may utilize a PSI instructor and/or an Office of Staff Development trainer in their review.
 - b. The employee utilizing the unauthorized technique must clearly explain in writing their assessment why it was the safest and most efficient option in that particular situation and why the approved technique(s) trained in the PSI program were not used.
12. The youth center's health staff shall be notified TO ASSESS THE NEED FOR FOLLOW-UP as soon as possible of all physical response incidents. In non-emergency or after-hours situations, notification made via the Colorado Trails Database injury tab (which notifies medical employees through their inbox) is acceptable.
13. In all situations where a physical response is utilized and a youth complains of injury or pain, the youth shall receive medical attention as soon as possible by a qualified health care professional. If a qualified healthcare professional is not available, the injury shall be reported to the on-call physician as soon as possible but not longer than one hour after the complaint.

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14. HEALTH CARE STAFF SHALL DOCUMENT BRUISING OR OTHER VISIBLE INJURIES ON A BODY DIAGRAM. HEALTH CARE STAFF SHALL ALSO TAKE PHOTOGRAPHS OF ANY VISIBLE INJURIES WHEN POSSIBLE, AND UPLOAD ANY PHOTOS TAKEN TO THE YOUTH'S ELECTRONIC HEALTH RECORD.

C. Reporting the Use of Physical Response(s):

1. Any time an employee utilizes a GUIDED TOUCH response or higher, a Physical Response Report shall be completed in the Colorado Trails Database by the end of their shift, to include the level of intervention, the rationale for the intervention, alternative methods attempted, and the type and duration of the response.
2. Any time an employee utilizes an untrained technique, a Physical Response Report shall be completed in the Colorado Trails Database by the end of their shift, to include the level of intervention most similar to the untrained technique utilized, the rationale for the intervention, alternative methods attempted and the type and duration of the response.
3. Any addendum to the report shall be added to the existing report in the Colorado Trails Database, including the date and time the addendum was added.
4. The report shall include:
 - a. An accurate and precise description of the incident and the reasons for utilizing a physical response.
 - b. A description of the emergency outlining the facts demonstrating that the youth's actions reflected a serious, probable, imminent threat of bodily harm to self or others. If necessary, provide documentation explaining the continuation of the emergency.
 - c. The less restrictive alternatives attempted, or under the circumstances, such alternatives would be inappropriate or ineffective. This should include the youth's behavior that contributed to the emergency, including verbal responses, body language, and physical responses.
 - d. Documentation of all non-escalation responses used.
 - e. Documentation of all de-escalation responses used.
 - f. Any verbal directives used prior to the use of a physical response skill.

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- g. The names of all employees responding to the situation and the number of employees involved in the situation.
 - h. A list of witnesses to the incident.
 - i. Types of physical responses used.
5. If the physical response involves a transitional measure, documentation shall include the start and end times of the transitional measure and shall be documented in the Colorado Trails Database (pathway-incidents/major incidents/restraints/type of restraints used).
 6. If as a last resort an emergent need to carry a youth to an alternate location arises, documentation shall include an explanation of the emergent need (e.g. inclement weather, environmental hazards, etc.), the youth's actions, location, and the estimated distance the youth was carried.
 7. A description of the protective devices used if any, the manner in which they were used, and how long the devices were utilized.
 8. A description of the youth's injuries suffered if any, and the treatment given.
 9. All serious injury reports and all injuries to youth that ARE THE result of a physical response skill shall be immediately reported to the Department of Human Services, and local law enforcement in accordance with DYS Policy S-9-17 Reporting Alleged Abuse.
 10. Within 72 hours of the incident, a supervisor shall complete a final review of the incident report and all Physical Response Reports associated with the use of physical response skills in the Colorado Trails Database.
 11. The youth center administrator or designee shall have an internal process to review all reports at a minimum of once per week to assure all the above criteria have been met and incident reports are locked in the Colorado Trails Database within 30 days.
 12. A copy of the report and any associated documents shall be placed in the youth's record.

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D. Debriefing Physical Responses:

1. After any physical response (escort, support, or self-defense), a debriefing process involving all employees that utilized a physical response shall occur within five days with all employees involved, a supervisor, and a certified PSI instructor. Documentation shall be completed on the Physical Response Debrief form to include:
 - a. A review of the video footage of the incident, IF APPLICABLE (SEE DYS POLICY S-9-24 VIDEO MONITORING AND SURVEILLANCE AT V.5. FOR A LIST OF INCIDENTS THAT REQUIRE VIDEO REVIEW).
 - i. THE REVIEW SHALL ASSESS the physical response to determine the appropriateness and effectiveness of the preventative de-escalation techniques used utilizing the employee's accounts of the incident.
 - ii. THE REVIEW SHALL ALSO DETERMINE WHETHER THERE ARE ANY DISCREPANCIES BETWEEN THE DOCUMENTED ACCOUNT AND THE VIDEO FOOTAGE.
 - iii. A copy of the video footage of the incident along with the Colorado Trails Incident Report and Physical Response Reports shall be reviewed by the youth center director or designee.
 - b. How, or if, the physical response was preventable.
2. Documentation of the comprehensive debrief shall be completed on the DYS Incident Debrief Record.
3. In all physical response incidents where medical care is required due to an injury to an employee or youth due to the application of a physical response skill, an internal debrief of the incident shall be conducted by the youth center director or designee and the Physical Response Debrief form shall be submitted to the director of the youth center operations within five working days from the date and time of the incident.

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E. PHYSICAL RESPONSE INTERNAL REVIEW:

1. AN INTERNAL REVIEW SHALL BE CONDUCTED IF A YOUTH SUSTAINS A SERIOUS BODILY INJURY DURING A PHYSICAL RESPONSE. A SERIOUS BODILY INJURY IS DEFINED AS A BODILY INJURY, WHICH EITHER AT THE TIME OF THE ACTUAL INJURY OR AT A LATER TIME, INVOLVES A SUBSTANTIAL RISK OF DEATH, A SUBSTANTIAL RISK OF SERIOUS PERMANENT DISFIGUREMENT; SUBSTANTIAL RISK OF PROTRACTED LOSS OR IMPAIRMENT OF THE FUNCTION OF ANY PART OR ORGAN OF THE BODY; OR BREAKS, FRACTURES, OR BURNS OF THE SECOND OR THIRD DEGREE (I.E. A DYS LEVEL ONE ASSAULT).
2. WHEN THE YOUTH CENTER DIRECTOR IDENTIFIES THAT A YOUTH HAS SUSTAINED A SERIOUS BODILY INJURY, THE YOUTH CENTER DIRECTOR SHALL IMMEDIATELY CONTACT THE OFFICE OF STAFF DEVELOPMENT DIRECTOR OR DESIGNEE AND THE DIRECTOR OF BEHAVIORAL HEALTH AND MEDICAL SERVICES OR DESIGNEE TO INFORM THEM OF THE INCIDENT AND ANY INJURIES INCURRED BY THE YOUTH.
3. THE OFFICE OF STAFF DEVELOPMENT DIRECTOR AND THE DIRECTOR OF BEHAVIORAL HEALTH AND MEDICAL SERVICES OR DESIGNEE SHALL EACH ASSIGN A MEMBER OF THEIR RESPECTIVE TEAMS TO CONDUCT AN INTERNAL REVIEW OF THE PHYSICAL RESPONSE.
4. THE REVIEWERS SHALL ASSESS THE PHYSICAL RESPONSE TO DETERMINE THE APPROPRIATENESS AND EFFECTIVENESS OF THE PREVENTATIVE DE-ESCALATION TECHNIQUES USED. THE REVIEWERS SHALL CONDUCT THEIR OWN INVESTIGATION BUT SHALL WORK COLLABORATIVELY WITH EACH OTHER WHEN NECESSARY. THE REVIEW SHALL INCLUDE REVIEW OF THE FOLLOWING:
 - a. ANY EMPLOYEE ACCOUNTS OF THE INCIDENT.
 - b. THE YOUTH'S ACCOUNT OF THE INCIDENT.
 - c. ANY OTHER WITNESS ACCOUNTS OF THE INCIDENT.
 - d. THE COMPLETED DYS INCIDENT DEBRIEF RECORD.
 - e. THE MEDICAL EVENT FORM, IF APPLICABLE.
 - f. VIDEO FOOTAGE OF THE INCIDENT, IF APPLICABLE.
5. THE INTERNAL REVIEW SHALL BE COMPLETED WITHIN 14 BUSINESS DAYS FROM THE DATE THE YOUTH CENTER DIRECTOR SHARED THE INFORMATION UNLESS AN EXTENSION IS GRANTED BY THE DYS DIRECTOR.

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6. AFTER COMPLETION OF THE INTERNAL REVIEW, THE REVIEWERS SHALL EACH COMPLETE THE INTERNAL REVIEW FORM AND SEND A COPY OF THE FORM TO THE YOUTH CENTER DIRECTOR AND THE DYS DIRECTOR'S OFFICE TEAM. THE DIRECTOR'S OFFICE TEAM SHALL WORK WITH THE YOUTH CENTER DIRECTOR TO IDENTIFY AND IMPLEMENT ANY NECESSARY ACTION STEPS.
7. THIS INTERNAL REVIEW SHALL NOT TAKE THE PLACE OF THE MANDATED YOUTH CENTER REVIEW OR ANY MANDATORY REPORTING REQUIREMENTS (SEE DYS POLICY S-9-17 REPORTING ALLEGED ABUSE).

F. Protective Device Use:

1. Only employees who have successfully completed and maintained certification in the DYS PSI program are authorized to use protective devices and only protective devices issued by the DYS shall be used.
 - a. Protective devices include hand restraints (handcuffs), leg restraints (shackles), transport belts, pillows, ankle straps, and spit sock hoods. Leg restraints (shackles) and transport belts shall only be used for secure transportation of youth to and from the youth center when necessary.
 - b. At no time shall protective devices be handled or applied by a youth.
2. Youth shall not be in protective devices longer than the period of time necessary to accomplish the purpose. Protective devices may be used under the following conditions:
 - a. A youth presents a serious, probable, imminent threat of bodily harm to self or others where there is the present ability to affect such bodily harm, and less restrictive alternatives have failed.
 - b. When required to safely walk a youth inside a secure perimeter and the youth is presenting a serious, probable, imminent threat of bodily injury to self or others where there is the present ability to affect such harm and less restrictive alternatives have failed.
3. The youth shall be asked if they are ready to cease the behavior that led to the use of the protective device. At such time as the youth's statements and/or behavior give reasonable grounds to believe that there is no longer a serious, probable, imminent danger of bodily harm to self or others, the youth shall be released from the devices.

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4. An employee with a key to the protective devices shall be present at all times while the youth is restrained by the devices allowing immediate removal of the devices in the event of an emergency.
5. Youth restrained with a protective device shall be under constant employee supervision for the duration of the restraint.
6. Documentation that proper nutrition, hydration, and toileting are provided when deemed safe to do so.
7. The application and removal of protective devices followed by the re-application(s) of the device(s) within one hour of the removal shall be considered a single episode of restraint and thus does not require additional authorization from the youth center director or designee. The application, removal, and subsequent re-application of the protective devices shall be clearly documented in the Incident/Physical Response Report and entered into the Colorado Trails Database.
8. The use of hand restraints and leg restraints as a safety precaution during routine vehicle transports that do not require a physical response does not require documentation in the Colorado Trails Database or a debrief.
9. Youth in protective devices during a youth center emergency, fire or disaster shall be immediately removed from protective devices and evacuated into a safe area.
10. In the event of a fire or disaster drill, the youth shall remain in protective devices and under direct staff supervision.

G. Checking Protective Devices:

1. Protective devices, other than the side hold intervention, shall be checked at intervals of every 15 minutes or less, and the findings are documented on the Protective Device form until they are removed. When a youth is in the side hold intervention, protective device checks shall be completed every five minutes or less.
2. Documentation of how proper circulation and blood flow are maintained in the youth's arms, hands, legs, and feet while in protective devices shall be placed on the Protective Devices form.
3. PSI-certified employees shall visually observe the youth's breathing to ensure it is not obstructed.

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4. If any health concerns ARE OBSERVED, including the youth's breathing or circulation being compromised, the following shall occur:
 - a. The protective devices shall be removed immediately.
 - b. Health care employees shall be immediately contacted, and a medical assessment of the youth conducted. If ON-SITE ASSESSMENT IS not available, the on-call physician shall be notified and the contact documented on the Medical Provider On-Call form and sent via email.
5. When the employee notes improper use of protective devices that are jeopardizing the health of youth, they shall immediately intervene. The supervisor, youth center administrator, and responsible health authority shall be notified of the employee's concerns as soon as possible after discovery.
6. Immediate medical attention shall be given to all youth who incur serious injuries as a result of the use of protective devices.

H. Extended Use of all Protective Devices:

1. If a youth continues to present a serious, probable, imminent threat to cause harm to self or others where there is the present ability to affect such bodily harm; and is in protective devices for more than 15 minutes; a review of the situation and authorization from the supervisor shall be obtained and documented on the DYS Protective Devices Check Sheet in order to continue the use of protective device equipment.
2. Authorization from a supervisor, notification to the youth center administrator, and when available, a mental health professional shall be consulted every 15 minutes while a youth remains in any form of protective devices.
3. In the event that protective devices have been utilized for 30 minutes, the youth's parent or guardian shall be notified within the following hour.
4. In the event any protective devices have been utilized in excess of one hour, notification shall be made to the DYS Critical Incident Line as a notification. This notification does not require Critical Incident documentation.
5. An action plan shall be developed by the youth center director or designee to address the safety needs of the youth, documented on the Protective Devices Check Sheet.

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I. Application of Protective Devices:

1. A minimum of two employees shall be present during the application of hand restraints on a youth.
2. Hand restraints shall be applied on a youth wrist-to-wrist:
 - a. In the back when escorting a youth inside the perimeter.
 - b. May be attached to a transport belt in the front when a youth is being transported outside the perimeter.
 - c. Hand restraints shall not be used to connect two or more youth together.
3. Leg restraints shall be applied on a youth's ankles only and shall not be used to connect two or more youths together.

J. Application and Use of Protective Devices on a Pregnant Youth:

1. Under no circumstances shall employees use the side hold, ankle strap, leg restraints, or transport belts on a known pregnant youth.
2. The use of hand restraints shall only be applied in front of a pregnant youth.
3. Use of protective devices during recovery in a medical youth center, or a medical overnight stay, shall follow the medical youth center security protocol and may require a physician's order that is consistent with the youth's custody level.
4. Protective devices may be utilized during transport to the youth center after delivery if deemed necessary due to safety concerns.
5. When a pregnant youth is placed in protective devices, medical staff shall examine the youth immediately. If medical staff is not available, the on-call physician shall be notified.

K. Documenting the Use of Protective Devices:

1. Documentation shall be placed in the Incident/Physical Response Report in the Colorado Trails Database and a copy shall be placed in the youth's record. The documentation shall include:

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- a. A description of the incident and the reasons for continued utilization of protective devices including a description of the emergency.
 - b. Selection of an escort physical response in the Colorado Trails Database.
 - c. Facts demonstrating that the youth's actions reflected a serious, probable, imminent threat of bodily harm to self or others, where there is the present ability to affect such bodily harm; a determination that the emergency is continuing.
 - d. The less restrictive alternatives attempted or why, under the circumstances, such alternatives would be inappropriate or ineffective.
 - e. The youth's behavior and an explanation of all non-escalation, de-escalation skills, and verbal directives used prior to the use of protective devices, if applicable.
2. The on and off time of each piece of protective device equipment shall be documented in the Colorado Trails Database in the Incident/Physical Response Report (pathway: support, incidents, major incidents, restraints), and documentation shall also be completed on the DYS Protective Device Check Sheet.

L. Side Hold Intervention Protocol:

1. The application of the side hold intervention shall be utilized for specific cases where the youth presents an imminent threat of bodily harm to self or others, where there is the present ability to affect such bodily harm, less restrictive alternatives have failed, and verbal and physical response skills have not been effective to safely intervene.
2. To safely apply the side hold intervention, a minimum of THREE employees shall be used, in some instances, four employees may be advisable.
 - a. In addition, a pillow, hand restraints, and the ankle strap shall be utilized when applying the side hold intervention as a safety precaution for the youth and employee. Leg restraints shall not be used during the application of the side hold.

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- b. Youth shall not be in the prone position for more than five minutes. During the application of the side hold intervention, the length of time the youth is in the prone position shall be documented on the Physical Response Report in the Colorado Trail Database (Pathway: support, incidents, major incidents, restraints, transitional measures).
 - c. During the time the youth is in the prone position for application of the side hold intervention, employees shall not place excessive pressure on the youth's chest, abdomen, or back, nor inhibit or impede the youth's ability to breathe.
 - d. While the youth is in a prone position, an employee shall monitor the youth's breathing continuously.
3. While in the side hold intervention, all protective devices shall be checked at least every five minutes and adjusted as needed for the youth's safety. The checks shall be documented on the DYS Protective Devices Check Sheet.
4. Employees shall access and process with the youth asking if they are prepared to act safely if released from the side hold intervention. The youth's verbal and/or physical responses shall be documented on the DYS Protective Devices Check Sheet.
5. The use of the side hold intervention shall be terminated immediately when the youth no longer presents a probable, serious, imminent threat of bodily harm to self or others.
6. The Physical Response Section of Colorado Trails shall be completed by selecting a support physical response and the type of restraint shall be documented as "Side Hold".
7. Appropriate allowances shall be made to assure the safety and dignity of the youth. Normal bodily functions shall be attended to.

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M. Storage and Distribution of Protective Devices:

1. Protective device equipment shall be kept in a secure area and readily available to employees.
2. Each youth center shall maintain a permanent written record of the routine and emergency distribution of protective devices to establish responsibility and accountability for use. A checkout system shall be employed that records the number and type of protective devices checked out, the employee's name, the date and time the devices were checked out, and the date and time devices were returned.
3. There shall be a process to inventory protective device equipment on a daily basis to ensure that all equipment is accounted for and that all equipment functions according to design. Documentation of the equipment shall be maintained.