
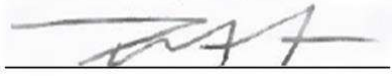


<b>POLICY TITLE: TIME OUT FOR BEHAVIOR CONTROL</b>  <b>POLICY NUMBER: 15.5 (JF)</b>  <b>CHAPTER 15: BEHAVIOR MANAGEMENT SYSTEM</b>		<b>PAGE 1 OF 3</b>
 <b>STATE of MAINE</b> <b>DEPARTMENT of CORRECTIONS</b>  <b>Approved by Commissioner:</b> 		<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VIII</b>
<b>EFFECTIVE DATE:</b> <b>February 1, 2002</b>	<b>LATEST REVISION:</b> <b>May 2, 2025</b>	<b>CHECK ONLY IF</b> <b>APA [    ]</b>

## I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

## II. APPLICABILITY

All Departmental Juvenile Facilities

## III. POLICY

An appropriate and critical component of behavior management and a de-escalation technique is a time out. Time out is not to be used as punishment. **4-JCF-3B-06**

## IV. DEFINITIONS

1. Time out - the temporary separation of a resident from any program or activity to aid the resident regaining behavioral control or composure.
2. Security staff - for purposes of this policy, Juvenile Program Worker, Juvenile Program Specialist, Juvenile Facility Operations Supervisor, or correctional investigative officer (detective) or other facility law enforcement officer.

## V. CONTENTS

Procedure A: Time Out, General  
 Procedure B: Time Out, Resident's Room or Alternate Location

## VI. ATTACHMENTS

Attachment A: Staff Directed Time Out ([paper/online](#))

## VII. PROCEDURES

### Procedure A: Time Out, General

1. Any security staff may temporarily place a resident on time out when, in the staff's opinion, it is necessary to separate the resident from any program or activity because the

resident is agitated and is in danger of escalating behavior that may cause harm to self or others or damage to property or may disrupt the program or activity in which the resident is engaged. A time out is a tool to aid the resident in controlling or calming their own behavior.

2. When a resident is removed from a program or activity and is placed on time out, the staff placing the resident on time out shall:
  - a. explain the reason for time out to the resident; and
  - b. offer the resident the opportunity to explain the reasons for their behavior and to participate in determining the end of their time out.
3. The staff shall describe to the resident expected behavioral changes which must occur in order for the time out to be ended.
4. The staff making the decision to place a resident on time out shall specify the location of the time out based on the nature of the problem, the resident's acceptance of the expectations, and other factors leading up to the decision to impose the time out.
5. The staff who placed the resident on time out shall document the time out on the Staff Directed Time Out form (Attachment A) and notify a Juvenile Program Specialist (JPS) or higher supervisory staff.
6. During the time out, the security staff who placed the resident on time out shall make continual attempts to de-escalate the resident. This contact shall be made at least every fifteen (15) minutes, and the staff shall document the contact on the form.
7. If the staff who placed the resident on time out is unable to resolve the problem, another staff not associated with the incident or time out decision may be used to assist the resident in regaining control.
8. If the time out exceeds forty-five (45) minutes, the security staff supervising the time out shall notify the Juvenile Program Worker (JPM) or the Juvenile Facility Operations Supervisor (JFOS).
9. The security staff supervising the time out shall base the length of the time out on the resident's ability to regain control of their behavior and meet the established expectations, but a time out shall not exceed one (1) hour.
10. If the resident does not regain control of their behavior, the JPM or the JFOS may consider other options, to include, but not be limited to, placement of the resident on IBMS in accordance with Department Policy (JF) 10.3, Intensive Behavior Management Status or asking for approval for placement of the resident on observation status in accordance with Department Policy (JF) 10.1, Observation Status or may determine to end the time out without further action.

**Procedure B: Time Out, Resident's Room or Alternate Location**

1. A time out shall take place in the resident's room, if possible.
2. Another designated area may be used only when in the opinion of security staff other less restrictive means have been or would be ineffective.

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3. A time out shall be only for the period of time necessary for the resident to regain behavioral control and return to normal programs and/or activities.
4. Security staff may temporarily remove items from a resident's room or other designated area where the time out is taking place to ensure the resident's safety or the safety of others or to prevent the destruction of property.
5. When a resident's room or other room in a housing setting is used, the door may be closed during the time out.
6. When a designated area in a non-housing setting is used, the resident shall be under constant monitoring by security staff.
7. When a time out in the resident's room is ended, the resident is allowed to leave the resident's room, unless all the residents in the housing unit are required to be in their rooms (e.g., during sleeping hours).
8. When a time out in another designated area is ended, the resident is allowed to leave the designated area.
9. When the time out is ended, the security staff supervising the time out shall:
  - a. document the end of the time out on the Staff Directed Time Out form (Attachment A); and
  - b. notify a Juvenile Program Specialist or higher supervisory staff, who shall review the completed form.
10. The Juvenile Program Worker or the Juvenile Facility Operations Supervisor shall review and sign the completed form.

## **VIII. PROFESSIONAL STANDARDS**

### **ACA**

- 4-JCF-3B-06** Timeout or room restriction is used for minor violations or a "cooling off" and is of short duration, so as to not restrict or deny program participation. The juvenile is returned to the group when the negative behavior is under control. While in timeout:
1. The juvenile has the reason for the timeout explained and is given the opportunity to explain his/her reasons for the behavior.
  2. Staff contact is made and documented every 15 minutes.
  3. The juvenile participates in determining the end of the timeout.
  4. Timeout or room restriction cannot exceed 60 minutes specified at the time of assignment.

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