**Section 703.150 Discipline**

a) Introduction

1) Discipline should be administered in such a way as to help the individual child develop his own self-controls and to assume responsibility for his own acts.

2) The institution should establish simple and understandable house rules, for both children and staff, that set the limits of behavior required for the protection of the group and individuals within the group.

b) Minimum Standards

1) Written Rules

As part of the admission procedure, every child shall be provided with:

A) Rules and regulations governing behavior.

B) Description of conduct constituting a penalty offense or award.

C) Types of penalties, including duration, which may be imposed and system of awards.

D) Authority authorized to impose penalties or approve awards.

E) Authorized methods of seeking information and making complaints.

F) All other matters necessary to enable children to understand both their rights and obligations.

2) Written Rules, Illiterate Children

If a child is illiterate, information shall be conveyed orally. Special assistance shall be given to non-English speaking youth in their own language.

3) Complaints

Each child shall be permitted to make requests or complaints to the shelter care administration, the judge or other court employees without censorship as to substance.

4) Reporting of Violations

Shelter care staff members, who observe disciplinary violations, shall submit a written report of the incident.

A) A copy of the incident report and investigation report will be filed in the individual case folder.

B) Written reports of serious violations of rules, e.g., assaults on staff or other children, assault by staff on youth, and incidents involving use of force by staff members on children, shall be forwarded to the court.

5) Restricted Diets

Non-medical restricted diets are prohibited. Food shall never be withheld as a disciplinary measure.

6) Group Discipline

Group discipline for the misbehavior of one or more children is prohibited. Discipline must be meted out on an individual basis. Confinement of a child in a locked room is prohibited.

7) Corporal Punishment

Corporal punishment is defined as any deliberate action, planned or spontaneous, designed to purposely humiliate, demean, defile, harm, embarrass, psychologically intimidate, or results in physical pain or discomfort to a youth. Corporal punishment is prohibited.

8) Use of Force by a Staff Member

Use of force is prohibited. This prohibition in no way prohibits self defense or prevention of injury to another staff member or a child. When the use of force is warranted, it shall not exceed the physical holding of the minor.

A) When a staff member uses force against a child, a complete written report of the incident must be made by the staff member and a copy of the report shall be forwarded to the court.

B) The report shall be placed in the minor's file and the minor's attorney and parents/guardian shall be notified within 24 hours.

9) Use of Restraint Devices

Restraint devices shall not be applied as a penalty.

A) Restraint devices shall not be used except on order of the superintendent to prevent youth from inflicting injury to themselves or others. In these instances, restraints shall be used only on a temporary basis, not to exceed two hours, until the youth can be examined by a medical doctor or transported to a licensed medical facility or to professional clinical services.

B) When restraint devices are used, a full written report of the incident shall be made, a copy of the report shall be forwarded to the court, and one copy shall be placed in the child's file.

C) Chains or irons shall not be used as restraints.

D) Psychotropic medicines shall not be used as a disciplinary device or control measure.

10) Major Law Violations

Acts covered by statutory law committed by children in custody shall be reported to law enforcement authorities.

(Source: Amended at 12 Ill. Reg. 12405, effective October 1, 1988)