This SOP defines the procedures for addressing rules violations at SYSC.

**Procedure**

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

I. Any staff (including medical, clinical, administrative, or others) who provided assistance during any intervention as a result of a rules violation will provide ancillary documentation that includes detailed information specific to their actions, as required by the appropriate report.

II. The youth’s Unit Manager (or designee) is responsible for providing oversight to the Unit staff to determine the most appropriate plan/consequence.

   A. The Unit Manager (or designee), in consultation with the youth’s Clinical Coordinator, will review the appropriateness of all behavioral intervention consequences assigned for rules violations.

   B. The Unit Manager shall consult with the assigning staff if they determine that a change will be made to a consequence.

   C. The Unit Manager will address any consequence determined to be inappropriate or ineffective as soon as possible.

III. Behavioral intervention consequences may include, but are not limited to:

   A. Loss of level (e.g. Level One or Level Two) for one day by a Youth Counselor (YC) in consultation with the Unit Manager or Treatment Coordinator, pending resolution of the allegation; or

   B. Denial of participation in residential programming, except for therapeutic programming which should continue on the Unit unless the youth continues to be in crisis.

IV. The Supervisor On-Duty (or designee) will review and approve the accuracy and appropriateness of all reports.
V. If a youth completes a consequence for any rules violation, their privilege level may be reinstated, as determined by the youth's YC and Unit Manager, or Treatment Coordinator, without the requirement to wait for the next formal level determination meeting.

**Frequently Asked Questions**

**Q1. Where can I find more information on what constitutes a rules violation?**

**A.** All rules violations are defined in the SYSC Guide to Behavioral Learning, Expectations, and Related Practices.

**Glossary and Document Specific Definitions**

A - B  C - D  E - F  G - I  J - L  M - N  O - Q  R - S  T - V  W - Z

**Document Change Log**

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