

PUBLIC TOURS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-017, dated 01/09/14
- PURPOSE:** To establish uniform guidelines and procedures for conducting institutional tours.

I. GENERAL INFORMATION

- A. Tours are usually limited to groups who are authorized by law to inspect the facility or those with a special interest in the **facility** or the field of corrections in general (officials from another jurisdiction; collaborative partners; special interest groups).
- B. Representatives of the news media must receive authorization from the Chief Probation Officer or his designee to tour a probation facility.
- C. Cameras may not be taken into areas housing youth without prior permission from the Probation Division Director. When permission has been granted, pictures may not include youth in a position that allows them to be identified.
- D. Visitors will not be given the full name or case information regarding any incarcerated youth. Contact between youth and visitors will be controlled by probation staff and kept to a minimum.
- E. Persons under the age of 18 years are not permitted to tour.
- F. Each visitor must pass a record check/clearance prior to each tour. Record checks may be waived by Administration for government employees or officials.

II. PROCEDURE

- A. Individuals or groups requesting **facility** tour will be referred to the Probation Division Director or his/her designee for authorization and to arrange the date, time and content of the tour.
- B. Prior to conducting the tour, probation staff will acquaint the visitors with **facility** operations and what they will be seeing. In addition, visitors will be advised of probation expectations relative to contraband, weapons, contact with incarcerated youth and confidentiality laws. Visitors must present appropriate picture ID prior to entry into the institution.
- C. Visitors are not permitted to bring cell phones, cameras, wallets, and/or purses.
- D. If a visitor is injured on the premises, notify on-duty medical staff, if available. In a medical emergency, dial 911.
- E. A list of tours conducted each quarter will be attached to the Quarterly Report for review by the Chief Deputy Probation Officer, Juvenile Intake and Detention Bureau.

REFERENCES:

Policies:	A-7	Employees as Departmental Representatives
	B-1	Case Confidentiality-Clients' Right to Privacy
	F-9	Tours of Juvenile Institutions

M. Corrales

APPROVED BY: