

VISITING – JUVENILE HALL

- AUTHORITY:** Section 885, Welfare and Institutions Code
California Code of Regulations, Title 15, Section 1358.5 and 1374
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-025, dated 08/01/13
- FORMS:**
- | | |
|--|--------------|
| Visiting Pass (Green) | (F057-6209b) |
| Visiting Pass (White) | (F057-6209) |
| Attorney's Visitation | (F057-6006) |
| Special Incident Report | (F057-7018) |
| Special Visit Authorization | (F057-6225) |
| Visiting Record | (F057-6244) |
| Visiting Rules | (F057-6224) |
| Police Interviews with Youths in Custody | (F057-6223) |
- PURPOSE:** To establish a procedure for visitors and visits to youths at Juvenile Hall.

I. GENERAL INFORMATION

- A. **Youth** will be allowed to receive visits by parents, guardians, persons standing *in loco parentis* or other friends and relatives at times designated in this procedure, subject only to the limitations necessary to maintain order and security. Opportunity for visitation will be provided at least two hours per week and no more than two (2) people may visit at one time. Staff are reminded that visits are a youth's right, not a privilege.

Visits may not be canceled except in emergency situations, or when a **youth's** behavior is such that a visit will compromise facility safety, security and control. In such cases, a SIR will be prepared outlining the reasons for doing so.

- B. General Visiting Hours

<u>DAY OF WEEK</u>	<u>TIME</u>	<u>ALPHABET (LETTER)</u>
Saturday	9:00am - 11:00am	A, B, C, D, E, F
Saturday	2:30pm - 4:30pm	G, H, I, J, K, L, M, N
Saturday	6:30pm - 8:30pm	O, P, Q, R, S, T, U, V, W, X, Y, Z
Sunday	2:30 pm – 4:30 pm	All youth in Unit T
Sunday	6:30pm – 8:30 pm	All youth in Unit A
Monday	6:30pm – 8:30 pm	No Sight/No Sound Youth as needed

All visitors must have a valid picture identification. No purses or packages will be allowed into the facility without authorization by Juvenile Hall Administration.

- C. Types of authorized visitors:
1. Parents, Stepparents and Legal Guardians

- a. Parents are authorized an initial visit immediately (or the earliest possible time) after the **youth's** admission to Juvenile Hall. Thereafter, visiting is limited to regular visiting days and hours. Initial visits are generally limited to 15 minutes, unless special circumstances are present.
- b. Parents may have separate initial visits when necessary (parents separated, working parents, etc.).
- c. The Court may authorize the parents to visit after a court hearing. After court visits are generally limited to 10 minutes, unless special circumstances are present.
- d. **If** parents, stepparents and/or legal guardians cannot visit during normal visiting hours, special visits may be approved by Juvenile Hall Administration or an Supervising Juvenile Correctional Officer (SJCO) in advance.
- e. Special visits are limited to one hour or less and are held at Control, and not during regular visiting hours. These visits can occur at various times during the day for special situations at the direction of Administration. A scheduling log for special visits in connection with SJCO casework objectives is maintained at Control. These special visits must be logged, and are available/scheduled only when there is a time slot available.

2. Criminal Justice Official, Attorney, or Clergy

Visitors of this category may visit at their convenience from 8:00 a.m. to 8:00 p.m. (mealtimes excluded). This category includes:

- a. Legally authorized government officials such as police officers, the District Attorney, or the assigned Deputy Probation Officer. Police officers and DA investigators must complete a "Police Interview" form.
- b. Licensed attorney(s) representing the youth. Manual Item 3-1-025 outlines identification requirements. Attorneys must complete an Attorney's Visitation form.
- c. Attorneys who are not formally the attorney of record representing the youth must complete an Attorney's Visitation form and indicate the visit is not a conflict.

3. Special Visits/Visitors

- a. Clergy from the **youth's**/parents' church. See Manual Item 3-1-009 for limitations as authorized by Juvenile Hall Administration or an SJCO.
- b. Juvenile Hall Administration may authorize visits during regular visiting hours or pre-scheduled visiting hours for any person whose visit could be considered beneficial to the **youth**. Such visits will be

limited in order to avoid overcrowding in the visiting area. Such visits will be authorized in advance of the planned visit.

- c. Visits with grandparents, extended family members, friends, spouses, brothers, sisters, counselors, teachers, etc. OVER THE AGE OF 18 may take place with authorization during regular visiting hours or pre-scheduled visiting hours with SJCO, Assistant Director or Director pre-arranged approval. **Always verify with youths DPO person being added is working with youth on case planning goals. Visitors cannot be denied due to criminal history alone. The staff shall determine in each case, whether the visitor's criminal history represents a risk to the safety of youth or staff in the facility. Any denial of visitation or limitation on visitations shall be communicated to the youth, person denied and facility administrator.**
- d. Persons UNDER THE AGE OF 18 may visit in **Unit R** during the hours of 9:00 a.m. and 8:00 p.m., depending on space availability and Assistant Director/ Director approval received in advance of the visit.
- e. In order to authorize a special visit, **a SJCO or administrator** must complete a "Special Visit Authorization" form. Special visits initiated by a DPO must be reviewed and approved by a SJCO, or Juvenile Hall Administration.
 - (1) The Authorization must be on file at the Juvenile Hall Reception Desk prior to the visit or the visit will not be permitted.
 - (2) Deputies from outlying areas may arrange for special visits by telephoning one of the Assistant Division Directors at Juvenile Hall to request authorization.

4. Monitored Visits

Monitored visits are those requiring a Juvenile Hall staff member to be present, in close proximity.

- a. The unit Supervisor, a Deputy Probation Officer, or the Juvenile Court may direct that a visit be monitored and must specify the reason for monitoring and the monitor's reporting requirements.
- b. Monitored visits will be conducted at the Control station.

5. Correctional Officers from other Orange County facilities who wish to visit **youths** detained in Juvenile Hall must receive clearance from the **youth's** assigned Deputy Probation Officer, their immediate Supervisor and Juvenile Hall Administration prior to the visit.

- a. Visiting counselors will be required by the Receptionist to fill out a Visiting Pass.

- b. This procedure does not apply to probation officers or counseling staff interviewing for placement, release or possible return to another Facility.

D. Conduct an appropriate search on youth and document justification.

Youth completing visits with their attorneys or attorney's representatives will not be searched without reasonable cause.

E. Visitors must comply with all instructions of Juvenile Hall staff and abide by the following rules:

1. Visitors may not smoke during visits (OCCO #3823).
2. Visitors must obtain prior permission from the staff supervising visiting to give anything to or accept anything from a youth in custody. This includes any written material.
3. Visitors may bring postage stamps, magazines, newspapers and/or books; however, each item must be inspected and approved by the staff supervising visiting.
4. Visitors cannot bring in the following items to any **youth** in Juvenile Hall:
 - a. Tobacco in any form
 - b. Matches, lighters or strikers
 - c. Money (Exception: Money may be accepted if the **youth** needs it for temporary releases, tests, etc.)
 - d. Food items (Exception: Items pre-approved by unit supervisor)
 - e. Liquor or other intoxicants
5. Visitors must clear all medication through the Medical Unit.
6. **Youth** who do not receive visits shall not be restricted from other activities or programming (i.e. kept in their rooms) solely because they do not have a visitor.

II. PROCEDURES

A. At the Juvenile Hall Reception Desk, authorized visitors will:

1. Complete one legible Juvenile Hall Visiting Pass (white) for each **youth** to be visited.
 - a. Forms are available in the lobby during regular visiting hours and must be completed before approaching the Reception window.
 - b. Each person visiting will fill out a separate form for each **youth** he/she wishes to visit.

- c. The form must include name, address, relationship and signature of person requesting to visit.
 2. Present completed Visiting Pass(es) and proof of identity to the Receptionist for processing.
 - a. Identification is verified for the protection of the **youth**. The following forms of identification will be accepted:
 - (1) California driver's license
 - (2) Employment identification (with photo)
 - (3) Passport
 - (4) Permanent Resident or Permanent Visa card
 - (5) Photo of visitor taken at Juvenile Hall and attached to the visiting card
 - b. Final decisions regarding identification rest with the Probation Division Director or designee.
 - c. A Juvenile Hall Intake Officer may vouch for persons on an initial visit only by walking the person to the Reception desk and identifying him/her.
- B. Receptionist will:
 1. Input visiting changes as directed by supervisory/administrative staff in **ICMS**.
 - a. Full name of the visitor(s)
 - b. Nature and duration of the change
 - c. Name of the person directing the change
 - d. Date the notification was received
 2. Additional duties:
 - a. Place a supply of Visiting Pass forms and sharpened pencils in the lobby.
 - b. Present a courteous and professional attitude at all times.
 3. Process Visiting Pass forms and visitors:
 - a. Check each Visiting Pass for completeness.
 - b. Check for proof of the applicant's identification.

- c. Check the visitor's eligibility to visit by verifying the information given on their request form with the visiting roster.
 - (1) Each visitor must be able to provide proof of their identity as stated on the Visiting Pass form.
 - (2) Applicants cannot visit if they are not on the Visiting Roster or if a signed special visit form is not at reception.
 - d. Confiscate the pass of persons ineligible to visit.
 - (1) Advise those persons not eligible to visit that the **youth's** Deputy Probation Officer may authorize them to visit at a later date if special circumstances exist.
 - (2) Provide anyone requesting the assigned officer's telephone number with the office telephone number only; never give out home telephone numbers or addresses of probation officers or Juvenile Hall employees for this purpose.
 - e. Complete processing of eligible visitors:
 - (1) Date stamp the Visit Pass, initial it and write in the unit.
 - (2) Direct visitor to the Visiting Center.
 - f. Visitor processing will cease 30 minutes prior to the end of each visitation period.
- C. ISU staff will (General Visiting):
- 1. Open green security door facing JJC quad ■ minutes before visiting begins, and post a DJCO at the door. Accept the Visit Pass, and verify authorization by checking the date stamp and visitors' ID.
 - 2. Advise visitors of any special instructions (i.e., sign special forms).
 - 3. Check items brought in by visitors.
 - 4. Ensure Special Officer clears all visitors through the metal detector.
 - 5. Direct visitors to the seating area.
 - 6. Call **youth's** unit to request youth be searched and prepared for pickup.
 - 7. Handcuff youth being escorted to and from visiting based on the youth's status noted on the face sheet of the youth's file and reflected on the unit roster in the unit.
 - a. **Youth are evaluated on the need for handcuffs and/or restraints based on their history of non-conforming conduct and behavior.**

- b. **The initial evaluation is completed at intake and the recommendation is documented on the Restraints in Court Recommendation (commonly referred to as a Tiffany A. form). The Restraints in Court Recommendation form is uploaded into ICMS documents. At the youth's arraignment and at every subsequent hearing, the judicial officer makes the determination if the youth is to be restrained in court.**
 - c. **The criteria for restraints being warranted is the same whether it is for a court appearance, transportation, or escort within the facility. Once the judicial officer makes the determination if restraints are warranted, the decision is noted on the face sheet of the youth's file and reflected on the unit room roster.**
 - d. **When new information or behavior warrants a change in the recommendation for restraints, the new recommendation shall be approved by the unit SJCO or Duty Officer, documented in ICMS Unit Activities, and reflected on the face sheet of the youth's file.**
8. Direct **youth** to visitor upon arrival at Visiting Center.
9. Observe and supervise all visits for compliance with visiting rules and for pertinent comments that may be useful to unit staff or the **youth's** DPO.
10. If inquiries are made regarding the **youth's** health, refer them to the Medical Unit. Requests for other information are to be directed to the Duty Officer, **SJCO**, AIC, or DPO.
- D. Termination of visits:
- 1. Staff supervising visiting will terminate a visit:
 - a. When the visit proves unduly upsetting to the **youth**, the visitor(s) or the rest of the visiting area.
 - b. When a visitor(s)' violation of visiting rules makes termination advisable.
 - (1) Inform visitor(s) that they must talk with the Supervising Juvenile Correctional Officer of the unit in order to reinstate their visiting privileges.
 - (2) Visiting rules violations should be outlined in a Special Incident Report (SIR) and reported to the unit's Supervising Juvenile Correctional Officer and the Duty Officer.
 - 2. ISU staff will announce the **end** of the regular visiting period. Control Staff will direct visitor when visit is at Control.
- E. After departure of visitor(s):
- 1. Instruct **youth** to remain seated until they are called to be searched.

2. **Conduct an appropriate search on youth and document justification.**
 3. Escort **youth** back to their assigned units and route the visiting forms and any Special Incident Reports to the assigned units.
 4. In case of unusual visits, write a Special Incident Report for distribution to each **youth** folder and Deputy Probation Officer involved.
 5. Search Visiting Center for contraband and ensure visiting center is cleaned.
- F. Unit Supervising Juvenile Correctional Officers will review and take appropriate action on visiting forms and Special Incident Reports forwarded to them. Visit Passes and Attorney's Visitation forms will be filed in accordance with Manual Item 3-1-010.

III. PROCEDURES FOR HOURS OTHER THAN REGULAR VISITING

- A. At the Juvenile Hall Reception desk, authorized visitors will:
1. Complete Juvenile Hall Visit Pass (green) for each **youth** to be visited.
 - a. Persons visiting together will use the same form for each **youth** they are requesting to visit.
 - b. The form must include name, relationship, and signature for all persons requesting to visit.
 2. Present completed Visiting Pass(es) and proof of identity to the Receptionist for processing.
 - a. Identity is verified for the protection of the **youth**. The following forms of identification will be accepted:
 - (1) Valid Driver's License
 - (2) Picture ID
 - (3) Bar Card (attorneys)
 - b. Final decision regarding identification rests with the Probation Division Director or designee.
 - c. A Juvenile Hall Intake Officer may vouch for person on an initial visit only by walking the person to the Reception desk and identifying him/her.
- B. Receptionist will:
1. Check each Visiting Pass for completeness.
 2. Check for proof of the applicant's identification.
 3. Determine applicant's eligibility to visit by checking the Visiting Roster and the Protective Order list.

4. Complete processing of eligible visitors.
 - a. Date stamp the Visiting Pass in the area of applicant signature.
 - b. Date stamp the rectangle identifying the **youth's** unit.
 - c. Date stamp the type of visit.
 - d. Initial visit pass.
5. Log visitor onto Visitor's Log.
6. Ensure the visitor does not have items that are not allowed into Juvenile Hall (i.e., purse, hygiene items, etc.).
7. Call the proper staff (Control or IRC) for an escort, if needed.
8. Clear through metal detector.

REFERENCES:

Procedures:	3-1-006	Handcuffs/Transportation Belts/Shackles
	3-1-022	Orientation
	3-1-025	Attorney Contact with Incarcerated Youth
	3-1-045	Video Conferencing/Visiting
	3-1-054	Personal Searches and Control of Contraband
	3-1-303	Special Incident Reports
	3-2-016	Property Control – Juvenile Hall
	3-3-021	Visiting – Youth Guidance Center
3-8-021	Visiting Youth Leadership Academy	
Policies:	A-18	Staff Relationships with Clients
	A-19	Gifts
	D-7	Search and Seizure
	F-4	Visits with Minors in Juvenile Institutions; Placements

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APPROVED BY: