

VISITING - YOUTH GUIDANCE CENTER

- AUTHORITY:** Section 885, Welfare and Institutions Code
California Code of Regulations, Title 15, Section 1374
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-3-021, dated 11/27/19 (Major Revisions)
- FORMS:**
- | | |
|--------------------------------------------|--------------|
| Special Incident Report | (F057-7018) |
| Request for Contact | (F057-6231) |
| Attorney Visitation Request | (F057-6006) |
| Youth Guidance Center Visit Pass | (Attachment) |
| Youth Guidance Center Visiting Regulations | (Attachment) |
- PURPOSE:** To establish a procedure for staff to safely and effectively supervise visitors and visits at the Youth Guidance Center.

I. GENERAL INFORMATION

- A. Youth shall receive visits by parents, guardians, other persons standing in loco parentis. Children of youth, other family members, such as grandparents and siblings, and supportive adults, may be allowed to visit with the approval of the court, facility administrator or designee and in conjunction with the youth's case plan or in the best interest of the youth. The opportunity for visiting shall be provided at least two hours per week. All visiting will be held in the visiting area and only two visitors per youth are allowed. Youth with more than two (2) authorized visitors on their list may rotate visitors during their scheduled visiting time. The facility may provide access to technology as an alternative, but not as a replacement, to in-person visiting.
- B. Regular visiting hours are Saturdays from 2:15 PM to 4:15 PM.
- Visiting rules are posted at the reception table and in the visiting area. In addition, copies of visiting rules are available to parents/legal guardians upon request at the reception table and the front office.
- C. All outside items are prohibited. During visiting, youth may purchase various commissary (beverages, snacks, candy, hygiene items) from vending machines. The commissary operates on a case debit card and parents/guardians will retain control of the cards.
- D. Youth shall not be denied access to other activities/programming (i.e. kept in their rooms) solely because they do not have visitors.

II. AUTHORIZED VISITORS

- A. Parents: This category includes natural parents, stepparents and legal guardians. Picture identification must be shown to staff at the front gate.

- B. Officials, legal counsel, or clergy: This includes government officials, attorneys representing the youth and clergy of the youths' or youths' parents' church(es). Attorneys or their representatives (interviewers, investigators or paralegal assistants) will not be denied access to their clients and can visit at times other than regular visiting. It is preferred that all other visitors (government officials, police agencies and clergy) call and make an appointment. Appointments must be made through the Supervising Juvenile Correctional Officer (SJCO) or Assistant Director or Director. Appropriate identification must be presented, and the visitor must sign in and out at the front office.
- C. Others: Persons under 18, friends, or extended family members are permitted to visit on days other than regular visiting (this includes grandparents, brothers, sisters, aunts, uncles, boy/girlfriends, counselors, teachers, and youths' children, etc.) based on case planning, court order, or administrative approval. Authorization for these types of visits must be made in advance and conducted only at scheduled times which do not interfere with the safe operation of the facility.
- D. Visitation shall not be denied based solely on the visitor's criminal history. On a case by case basis, staff or supervisors shall determine whether criminal history represents risk to youth, staff, or the facility. Denial or limiting visitation, based on risk, shall be communicated to the youth, the person denied, and facility administration.

III. VISITING RULES

- A. Visitors will begin the clearance and screening process at the visiting reception area located at the annex parking (front gate). The reception staff will direct the visitor to the visiting area and provide them with an authorization slip indicating the youth's current unit and a copy of the visiting regulations (at the visitor's request-see attached).
- B. Youth are only permitted to visit with their family and/or approved visitors.
- C. Visitors are prohibited from smoking or possessing any tobacco products on grounds.
- D. All visits are subject to monitoring by staff and may be terminated at the discretion of the staff, necessitating a Special Incident Report.
- E. All electronic devices, including cell phones, laptop computers, cameras, video recorders, or other recording devices are not permitted on grounds.
- F. Visitors are to leave their purses and other personal items in their vehicles or secure them utilizing lockers in the visitor reception area.
- G. Once visitors and youth are seated in the designated visiting area, they are to remain seated and not leave without staff authorization.
- H. Anyone violating these rules or any laws of the State of California while visiting will have visiting privileges suspended. Violators must be interviewed by the director or his/her designee before visiting privileges are reinstated.

IV. DUTY OFFICER WILL ENSURE THE FOLLOWING IS COMPLETED BY DESIGNATED STAFF:

- A. Prior to visiting, Center One will setup the visiting area.
[REDACTED] Prior to visiting, the staff assigned to Reception Coverage will setup outside the annex parking area (front gate). The visitor reception equipment is located in the storage shed near the annex parking area. [REDACTED]
[REDACTED]
- C. Prior to visiting, the staff assigned Front Gate Coverage will clear potential visitors for access to the facility. Staff shall assure visitors are screened (via metal detector) for weapons prior to entering the facility. All visitors must present valid picture identification (California Driver's License preferred). At 3:30 p.m. the main gate will be closed, and late arriving visitors will be admitted and advised that visiting concludes at exactly 4:15 PM.
- D. Prior to visiting, the front gate staff will issue a Visiting Authorization Form to each set of visitors. Visitors are then directed to the visiting area. The unit is informed, and the youth is escorted to the visiting area by the assigned staff.
- E. During visiting, a staff member will collect visitation passes and direct parents to the visiting area. Visiting Area Coverage staff and Unit staff will balance the needs of supervision in the facility.
- F. During visiting, assigned staff will escort the youth to the visiting area.
- G. During visiting, unit supervision staff will remain in the unit and provide group supervision (if needed). Unit staff will maintain appropriate supervision ratios: a maximum of 8 youth to 1 staff.
- H. Visitors requiring a locker, will be given a token to open the locker. The locker key is then removed and kept with them until they return to claim their property.
- I. After visiting or if a youth's visit terminates early, any available staff will search each youth for contraband in the [REDACTED], then escort them to their respective unit. Otherwise, the youth will be individually searched in the unit. A pat down and cursory search for unauthorized items may be conducted. If articulable justification exists for a more intrusive search, approval must be obtained from the Duty Officer or Unit Supervisor prior to conducting the search.
- J. After visiting, Center One will complete a walkthrough of the parking lot and visiting area, picking up all paper, plastic, trash, etc.
- K. After visiting, Reception Coverage will dismantle the reception area, returning all equipment and supplies to the visiting reception shed near the annex parking area.
- L. After visiting, Center One will ensure the visiting area is returned to its original condition. All trash containers in the visiting area are to be emptied.
- M. Staff may terminate visits immediately if the visit appears upsetting to youth or visitors, or if visitation rules are violated. If visitation is terminated due to rule violation(s), the visitor must be interviewed by the Director or designee to reinstate

visiting privileges. Termination of any visit requires an SIR and immediate notification to the Duty Officer.

REFERENCES:

Procedures:	3-1-009	Meeting the Religious and Spiritual Needs of Youth in Probation Facilities
	3-1-022	Youths' Rights
	3-1-025	Attorney Contact With Incarcerated Youth
	3-1-054	Personal Searches and Control of Contraband
	3-1-303	Special Incident Reports
	3-2-025	Visiting-Juvenile Hall
	3-3-031	YGC Commissary
	3-8-021	Visiting Youth Leadership Academy
Policy:	F-4	Visits with Minors in Juvenile Institutions; Placements

Attachments

S. Rose

APPROVED BY:

Youth Guidance Center

Visit Pass

Please print youth's full name below. Use a separate for each youth you wish to visit.		
Youth's	Name	
_____	_____	_____
LAST	FIRST	M.I.
Visitor's Full Name (please print)	Relationship to Youth	Visitor Signature
Official Attorney and Clergy visitors: <u>Please include your title or profession, your address and telephone number. Clergy must include name and address of church.</u>		
Youth is in: Unit 200_____ Unit 300_____ Unit 400_____ Unit 500_____ Unit 600_____		
Check type of visit: Regular_____ Monitored_____ Special_____ Other_____		

**YOUTH GUIDANCE CENTER
3030 N. Hesperian Way, Santa Ana, CA 92706**

VISITING REGULATIONS

1. Regular visiting hours: Saturday 2:15p.m. to 4:15p.m.
2. At the front gate, visitors' vehicles will line up in the right lane only. Do not form a line in front of the intercom. All visitors are required to park in the annex overflow parking lot. Parking in red fire lanes is prohibited.
3. Visiting is limited to parents, stepparents (who can provide proof of marriage to the natural parent), legal guardians, and supportive adults. No one under the age of 18 may visit. Any exception must be pre-authorized by a supervisor, administrator or court order. Only two (2) visitors per youth are allowed.
4. Backpacks, purses, jackets, coats, paper/plastic/reusable bags, and ice coolers are prohibited and shall remain in your vehicle.
5. Only authorized visitors (see above, #3) are allowed on grounds. Children and non-visiting persons are not allowed on grounds. In addition, unsupervised children are not allowed outside the main gate.
6. It is unlawful for persons to falsely identify themselves, verbally or in writing, for the purpose of gaining access to any youth detained in a juvenile facility.
7. It is unlawful to send or bring any controlled substance (drugs and paraphernalia, etc.) firearm, weapon, explosive, tear gas, pepper spray, taser or alcoholic beverage into a juvenile facility.
8. All outside items are prohibited. During visiting, youth may purchase various commissary (beverages, snacks, candy, hygiene items) from the vending machines. The commissary operates on a cash debit card which may be purchased near the visiting reception area. Visitors are not permitted to buy items from the staff vending machines located outside the administration building.
9. Items not purchased from the commissary require prior authorization from the unit supervisor and may be delivered to the front office: Monday – Friday, 8:00 a.m. to 5:00 p.m.
10. All electronic devices, including cell phones, laptop computers, cameras, video recorders, or other recording devices are not permitted on grounds.
11. After visitors are cleared and screened at the front gate, a visitor's pass will be issued and must be presented to staff on duty in the visiting area. Visitors are to follow the designated path to visiting and are not permitted outside the visiting area.
12. Contact with other detained youth is prohibited. Visitors are not allowed to relay information or messages from other detained youth to persons outside the facility. Any involvement in a youth's criminal activity or interference in other youth's legal matters may result in prosecution.
13. Smoking and tobacco products are prohibited on grounds.
14. Any exchange of items, during visiting, must be authorized by unit staff or supervisor.
15. All visits are subject to monitoring by staff and may be terminated at any time.
16. Any person violating these rules or any laws of the State of California, will have visiting privileges suspended immediately. Violators must be interviewed by the director or his/her designee before visiting privileges are reinstated.
17. A narcotics dog (K-9) may be on the premises during visiting. In the event the K-9 alerts to the presence of drugs, visitors may be subject to search.

(Revised 10/20)