

VISITING/VIDEO CONFERENCING

- AUTHORITY:** California Code of Regulations, Title 15, Section 1374
Section 885 Welfare and Institutions Code
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-045 dated, 01/07/15
Procedure Manual Item 3-2-025 dated, 05/13/22
Procedure Manual Item 3-3-021 dated, 01/05/21
Procedure Manual Item 3-8-021 dated, 01/15/20
(RENUMBERED)
- FORMS:**
- | | |
|---------------------------------|--------------|
| Special Visit Authorization | (F057-6225) |
| Request for Contact | (F057-6231) |
| Attorney Visitation Request | (F057-6006) |
| YLA Special Visit Authorization | (F057-6225) |
| Visit Pass (Green Pass) | (F057-6209B) |
| Visit Pass (Regular Visiting) | (F057-6209) |
- PURPOSE:** To establish a procedure for visitors and visits for youth to include holding video conferences and/or video visiting between **facilities** and local area offices utilizing remote access cameras and video conferencing equipment.

I. GENERAL INFORMATION

- A. Per Section 1374 of Title 15, the facility administrator shall develop and implement written policies and procedures for visiting, that include provisions for special visits.**
- B.** Youth shall be allowed to receive visits by parents, guardians, persons standing *in a loco parentis*, biological children, or other relatives such as grandparents, siblings and supportive adults with the approval of the facility administrator or designee, and in conjunction with the youth's case plan or in the best interest of the youth. Opportunity for visitation will be provided at least two hours per week and no more than two people may visit at one time. Youth with more than two authorized visitors may rotate visitors during their scheduled visiting time. Video visits are not designed to replace the 2-hour face to face visiting required by Title 15 requirements. There may be times, however, where video visits/conferences are appropriate to foster contact between youth and their parents, probation officer or others.
- 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. Visitors cannot be denied based on criminal history alone. Any denial of visitation or limited visitation will be communicated to the youth, person being denied, the facility administrator, and documented in ICMS.
- C.** Video visits between a youth and their family are to be supervised for general security purposes, but conversations shall not be monitored unless there is a

security or safety need. Case conferences are not subject to this rule in that they are open meetings.

- D. Each **facility** shall establish guidelines for conducting video visits. Video visits with outer **facilities** shall be limited to prescheduled appointments during regular waking hours and are to be conducted at the Video Visiting Terminal (VVT) at each facility. Video visits may be completed by other electronic devices management determines appropriate.
- E. In order to schedule a video visit, the youth's assigned Deputy Probation Officer, or a Supervising Juvenile Correctional Officer must authorize it and complete a Special Visit Authorization form listing the time, place and participants for such visit.
- F. For certain types of video visits, confidentiality may be an issue (clergy, attorney, CEGU, Social Services, DOE, law enforcement, etc.). In such cases, the video visit may be unmonitored on one or both ends barring any specific security issues. An **facility** staff member shall remain in the general area to monitor the youth's activity while still affording confidentiality.
- G. Authorized Visitors
 - 1. Parents: This category includes natural parents, stepparents and legal guardians. Picture identification must be shown. Parents are authorized an initial 15-minute visit immediately (or the earliest possible time) after the youth's admission into Juvenile Hall. Thereafter, visiting is limited to regular visiting days/hours. Regular visiting days/hours will be determined based on the housing unit of the youth. Parents may have separate visits when necessary (parents separated, working parents etc.). The Court may authorize the parents to visit after a Court hearing. This is limited to 10-minutes, unless special circumstances are present. Special visits may be approved by Facility Administration or an SJCO in advance, special visits are limited to one hour or less, and should not occur during shift change.
 - 2. Official, legal counsel, or clergy: This includes government officials, attorneys representing the youth and clergy of the youth or the youth's parent's church may visit at their convenience between the hours of 8:00 am to 8:00 pm (mealtimes excluded). Request forms and or Attorney Visit Authorization **form** must be submitted.
 - 3. Biological Children: The youth are encouraged to establish and continue a relationship with their child while in custody. Children of youth may visit with pre-approval and clearance. Children must be accompanied by an authorized visitor.
 - 4. Persons under the age of 18, friends, or extended family members are permitted to video visit (this includes grandparents, spouses, brothers, sisters, aunts, uncles, counselors, teachers, etc.) based on space available and DPO/SJCO, or Case Planning Team/Assistant Director, or Director approval. Authorization for these types of video visits must be obtained in advance and conducted only at specifically scheduled times.

5. Assigned DPO/Supervising Probation Officer (SPO) or any other probation staff with a legitimate case related need.
 6. Others as approved by the **facility** director or their designee. 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.
- H. Monitored Visits:
1. Monitored visits are those requiring a staff member to be present, in close proximity.
 2. The unit supervisor, a Deputy Probation Officer, or the Juvenile Court may direct that a visit be monitored, the reason must be specified and the monitor's reporting requirements.
- I. Visitors must comply with all instructions of staff and abide by the following rules:
1. The youth are not permitted to visit with families other than their own.
 2. Visitors are not allowed to carry any tobacco products, vaping products, illegal substances or alcohol on grounds.
 3. Visitors must obtain prior permission from the **unit SJCO** to give or accept anything from a youth in custody. This includes any written material.
 4. Visitors may bring postage stamps, magazines, newspapers and/or books; however, each item must be approved by the unit **SJCO** prior to visit and arranged for drop off.
 5. Visitors must clear all medication through the medical unit.
 6. No photography, video or audio recording of youth in custody may take place at any time during a video visit, unless approved by the participating facility director.
 7. All video visits are subject to monitoring by staff, except as noted in section 1.B and 1.E. above, and are to occur at a place designated by staff at both ends of the video visit. Video visits may be terminated at the discretion of the staff supervising the video visit. Such action will necessitate a Special Incident Report documenting the reasons for terminating the visit, as well as notification of a supervisor.
 8. Anyone violating these rules or any laws of the State of California while participating in a video visit will have their visiting privileges suspended. Visitors will have to be cleared by the Director or ADD of the participating **facility** before further video visits will be allowed.
 9. Visitors are not permitted to use cell phones, laptops or other electronic devices while participating in video visits, unless specific permission is granted by the participating director or their designee.

10. Visitors may not display any type of written or printed material via a video visit to any youth without specific permission of staff supervising such visits. This includes photographs, drawings, signs, or similar materials.
11. Participants may not use foul language during a visit. Participants may not engage in conversations which glorify gangs, drugs or other unlawful activity.
12. Visitors and participating youth are to remain seated at all times and may not display any part of their body in an inappropriate manner, including nudity and the use of hand gestures or sign language. Exceptions may be made for hearing impaired youth/visitors.
13. Visitors are to leave their purses, backpacks, briefcases and other personal items in their vehicles or lock them in the lockers that are provided at Reception.

II. PROCEDURE

- A. At the Reception Desk, authorized visitors will:
 1. Complete one legible Visiting Pass for each youth to be visited (if used at your facility.)
 - a. Each person visiting will fill out a separate form for each youth they wish to visit.
 - b. 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. Identification is verified for the protection of the youth. The following forms of identification will be accepted: A Government Issued Identification Card, employment identification card with photo, a previous photo of visitor taken which has been uploaded to ICMS.
 3. Final decisions regarding identification rest with the Probation Division Director or designee.
- B. Video visits may involve persons other than the youth's parents (i.e.: an assigned DPO may video visit with a youth housed at **a facility** for casework purposes). In such cases, a mutually agreeable time shall be set in advance between the field DPO and the involved facility. Care should be taken to limit the amount of time such youth are held out of school to conduct such visits.
- C. Case conferences between **facility** staff, a youth, their assigned DPO and a youth's parent may also be held via video visiting. Such conferences shall be set at a mutually agreeable time and shall limit the time youth are held out of school. Participating parents will report to the hosting facility as noted in section II. A. above.
- D. Termination of in person 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, the Duty Officer, and facility administration.
- E. An appropriate search of youth will be conducted and proper documentation and justification completed. A search of the parking area and outside sidewalks near visiting areas will be searched.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
	3-8-011	Meeting the Religious and Spiritual Needs of Youth in Probation Facilities
	3-5-004	Youth's Rights/Orientation
	3-9-005	Attorney Contact With Incarcerated Youth
	3-7-002	Personal Searches and Control of Contraband
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
	3-13-7	Commissary Guidelines
Policy:	F-4	Visits With Minors: Juvenile Institutions, Placements

C. Raahauge.

APPROVED BY: