

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 04-06  
Subject: Visitation

Effective Date: 08/11/04

Revision Date: 12-7-16

**I. Policy Statement**

Division residential programs and facilities will provide for and encourage the visitation of juveniles in Division care by their families, legal counsel, clergy, professional workers, and other persons as approved by the facility Assistant Program Director (APD) or their designee. The number of visits a juvenile may receive and the length of visits may only be limited by space, schedule, facilities and personnel constraints; or when other substantial reasons to justify such limitations exist.

**II. Rationale**

The Division is committed to supporting families in the rehabilitative process and promoting family involvement through visitation. It is essential for each juvenile to maintain a support system through safe and orderly visits from families/legal guardians, legal counsel, clergy, professional workers, and approved persons.

**III. Definitions**

“Legal Guardian” is a person recognized by the Division as having the authority to give consent on behalf of a juvenile under the age of 18, to marry, enlist in the armed forces, or undergo any major medical, surgical or psychiatric treatment. Division staff are not legal guardians.

“Professional Worker Visit” is a visit from a case manager, caseworker, probation officer, parole officer, allied agency representative, psychologist, attorney, or other individual providing a professional service to the juvenile.

**IV. Procedures**

A. At the discretion of the facility APD and as approved by the Program Director, residential facilities of the Division shall establish an approved visitation schedule.

1. Division staff shall provide for and encourage visitation by parents, grandparents, legal guardians, and/or other approved persons.
2. Division staff shall support visitation by clergy and professional workers.
3. Whenever necessary visiting times shall be flexible to accommodate work and/or travel schedules of families and/or legal guardians.
4. The number and length of visits shall be subject to the limitations necessary to maintain facility order and security.

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5. Visits by other individuals may be approved if deemed appropriate or vital to support the juvenile and the rehabilitative process.
  6. Visits may be suspended, supervised, or denied for security reasons and/or when ordered by the court.
  7. Visits, other than attorneys, may be suspended, supervised, or denied if determined not to be in the best interest of the juvenile through the team staffing process.
  8. Visits may be reinstated by a supervisor or through the team staffing process.
  9. Visits shall not be denied solely as a result of bad behavior by the juvenile.
- B. Parents, grandparents, legal guardians, clergy, attorneys, professional workers, and other approved persons may visit juveniles in accordance with the visiting rules.
1. Visiting Rules shall be posted in the lobby or reception area of each facility. Staff shall provide a copy of the visiting rules to juveniles and their visitors.
  2. Visitors are required to sign in and show picture identification prior to each visit.
  3. Visitors dressed inappropriately will not be allowed to visit, e.g., transparent or revealing clothing, low cut shirts or short shorts, gang related attire, or clothing with vulgar language and/or pictures.
  4. All visitors in a secure care facility are subject to be searched with a metal detector.
  5. Purses, backpacks, cell phones, electronic equipment and other personal items brought by visitors are to be left outside the facility or in provided lockers.
  6. Gun lockers are available for law enforcement and others that have conceal carry permits.
  7. Facilities shall maintain a visitation log documenting date, visitor, length of visit, and room used.
- C. Staff shall interact with visitors, so as to provide a professional, courteous, and accepting environment.

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1. Staff shall treat visitors with dignity and respect.
2. Staff shall communicate with parent(s)/guardian(s) at the beginning and/or end of each visit to answer questions and/or provide progress information for the family.
3. Staff shall encourage parental involvement in the rehabilitation process and be responsive to parent(s)/legal guardian(s) concerns or other issues that may be raised.

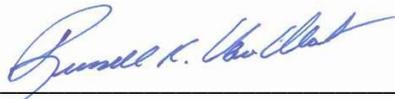
D. Staff shall ensure a secure visiting area.

1. Facility staff shall search visiting rooms/areas prior to and after each visit.
2. Staff shall search juveniles after each visit as per Division policy 05-02.
3. Property brought in for a juvenile at the time of a visit shall be searched and approved before allowed into a residential program or facility.
4. Staff may supervise visits anytime if determined necessary, subject to the requirement of respecting the confidentiality of attorney-client communications.

**V. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair  
Board of Juvenile Justice Services

12/7/16

Signature Date



Susan V. Burke, Director  
Division of Juvenile Justice Services

12/7/16

Signature Date