

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-501

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SUBJECT: VISITING

POLICY

Detained youth shall be allowed to receive visits by parents, grandparents, foster parents, legal guardians or persons standing in loco parentis, at reasonable times, subject only to the limitations necessary to maintain safety and security of the Juvenile Detention facility. Opportunities for visitation shall be a minimum of two hours per week. Visits are supervised, but conversations shall not be monitored unless there is a security or safety need to do so. Visiting information and the visiting schedule will be posted in the visiting area and available upon request.

PROCEDURES

A. General Guidelines

1. Visitation shall not be denied solely based on the visitor's criminal history.
2. The intake staff determine in each case, whether the visitor's criminal history represents a risk to the safety of youth or staff in the facility.
3. Any denial of visitation or limitation on visitations shall be communicated to the youth, person denied, and Detention Administration.
4. Family therapy and professional visits shall be accommodated outside of regular visiting hours and do not count towards a youth's visits.
5. Juvenile Detention may provide access to technology as an alternative, but not as a replacement to in-person visiting.

B. Who May Visit

1. Regular Visits

Only the following people are allowed to have regular visits with the youth detained in the Juvenile Detention facility:

- a. Parents, grandparents, foster parents, legal guardians, or persons standing in loco parentis (as determined by the Probation Officer or the Court).
- b. The child of the youth, who must be accompanied by one of the above.
- c. Siblings of the youth, who are five years of age or younger.
- d. Visitors under the age of five must be constantly supervised by the approved visitor. If the child is not able to behave during the visit, the visit may have to be terminated.

2. Special Visits

- a. Special visits are in addition to the two-hour minimum for regular visits and shall be accommodated when reasonable.
- b. Other family members, such as siblings over the age of 5 and supportive adults, may be allowed to visit in conjunction with the youth's case plan or in the best interest of the youth.
- c. Only Probation Officer III's, Probation Unit Supervisors or above may authorize special visits.
- d. If the probation officer is not available, the Duty Officer may approve a special visit.
- e. Generally, special visits will not occur on regular visiting days or during regular visiting times.
- f. The assigned Probation Officer of the youth will supervise any visit not scheduled during regular visiting hours.
- g. The Probation Officer will complete a Special Visit/Interview Authorization form (Attachment A) and provide it to Detention Services Intake staff prior to the scheduled visit.

C. Scheduling of Visits

1. Persons deemed as "regular visitors" may schedule a visit up to one week in advance by telephoning visiting staff at (209) 468-5244 between the hours of 1:00 p.m. and 8:00 p.m. on Tuesday, Wednesday, Thursday, Saturday or Sunday.
2. If a message is left by an eligible visitor, that information will be recorded on the Incoming Message Log to Schedule Visits (Attachment B). The Visiting Detention Officer will make a minimum of three attempts of telephone contact with that person to schedule the visit. These attempts will be documented in the Visiting Log.

3. Walk-in visits can be scheduled in person during regular visiting hours at the Juvenile Detention Facility one-half hour prior to the visit. Walk-in visiting is on a first come, first served basis. When all time slots for walk-in visits on a given day are filled, no additional visits will be available on that day.

D. Visiting Hours and Guidelines

1. All youth shall have the opportunity for visiting at least two hours per week.
2. Youth who are assigned to General Population and youth who are classified as Restricted Youth shall not have visiting at the same time, unless previously approved by a Juvenile Detention Facility Supervisor, the Youth Advocate, or Detention Administration.
3. The following youth are classified as Restricted Youth:
 - a. Youth pending transportation to the California Department of Corrections and Rehabilitation.
 - b. Youth pending transportation to the Division of Juvenile Justice.
 - c. Youth pending charges in Adult Court.
4. Visits are scheduled in half-hour increments, with the exception of Camp youth.
5. The last scheduled visits begin one-half hour before the end of scheduled visiting hours.
6. Visiting is not conducted on the following holidays:
 - a. Thanksgiving Day
 - b. Day After Thanksgiving
 - c. Christmas Day
 - d. New Years Day
7. If one of the above mentioned holidays results in a youth not being allowed the opportunity for visiting at least two hours per week, the Visiting Juvenile Detention Unit Supervisor shall make alternative visiting hours available.
8. Visiting days and hours are as follows:

| | | |
|-----------|---|---|
| Sunday | Juvenile Hall – General Population Juvenile Hall – Restricted Youth | 2:30 p.m, 3:15 p.m., 4:00 p.m., 5:00 p.m. 5:45 p.m., 6:30 p.m.,7:15 p.m. |
| Monday | Camp Visiting | 6:00 p.m.- 8:00 p.m. |
| Tuesday | Juvenile Hall – General Population Juvenile Hall – Restricted Youth Youth Pending Adult Court | 5:00 p.m. 5:45 p.m.,6:30 p.m.,7:15 pm 2:45 p.m., 3:30 p.m., 4:15 p.m. |
| Wednesday | Juvenile Hall – General Population Juvenile Hall – Restricted Youth | 5:00 p.m., 5:45 p.m., 6:30 p.m., 7:15 p.m. 2:45 p.m., 3:30 p.m., 4:15 p.m. |
| Thursday | Juvenile Hall – General Population Juvenile Hall – Restricted Youth | 2:45 p.m., 3:30 p.m., 4:15 p.m., 5:00 p.m. 5:45 p.m., 6:30 p.m., 7:15 p.m. |
| Friday | No Visiting | |
| Saturday | Juvenile Hall – General Population Juvenile Hall – Restricted Youth | 5:00 p.m., 5:45 p.m., 6:30 p.m., 7:15 p.m. 2:30 p.m., 3:15 p.m., 4:00 p.m. |

E. Contraband

Per Section 871.5 of the Welfare and Institutions Code any person who knowingly brings or sends into, or knowingly assists in bringing into, or sending into, any Juvenile Hall or Camp, any controlled substance, firearm, weapon, explosive, tear gas or tear gas weapon, shall be punished by imprisonment in a county jail for not more than one year or by imprisonment in the state prison.

1. Persons who violate the law by bringing in legally prohibited items may be investigated, searched, cited, or arrested by the Sheriff's Office.
2. Smoking is strictly prohibited in Juvenile Detention. Public law prohibits the passing of smoking material, such as cigarettes, matches, etc., to any youth in custody. Visiting privileges will be suspended indefinitely if a visitor passes smoking materials or other contraband to any youth in custody.
3. No food or drink items, including gum or candy, are allowed in the visiting room.
4. No pagers, cellular phones, pocket knives, purses, briefcases, diaper bags, cosmetic bags, nail clippers, files, lighters, matches or recording devices are allowed in the Detention Facility, including the visiting room.

F. Dress Code

Visitors' clothing shall be appropriate or they will not be allowed to visit. Visitors shall not be allowed wear the following:

1. No sexually suggestive or provocative clothing
2. No short shorts
3. No short skirts

4. No bare midriffs
5. No exposed undergarments
6. No gang-related clothing or insignia (belts, hats, shirts, etc.)
7. No coveralls or overalls
8. No hooded apparel/sweatshirts
9. No headgear (hats, bandannas or visors)

G. Visitor Conduct

All visitors and youth are expected to conduct themselves appropriately during visiting. Any disruptive or improper conduct will result in a warning or termination of the visit (depending upon the severity of the activity) and will be documented via an Incident Report in JJIS.

H. Mail for Youth

1. Visitors may bring United States postage stamps for their youth.
2. Visitors are not allowed to give letters or pictures to youth during visits.
3. A youth may be allowed to give his/her certificate(s) and/or art and craft project(s) to his/her visitor pending approval by the Juvenile Detention Unit Supervisor of the assigned housing unit. The JDUS shall inform the Duty Officer and the Visiting Juvenile Detention Officer of the item(s) the youth is bringing into visiting.

I. Cameras

Cameras or the taking of photographs in Juvenile Detention is prohibited.

J. Medications

Prescription medications and over-the-counter medications are not to be brought into the Visiting area.

K. Supervision of Visits

Juvenile Detention Officers will supervise all detained youth during visits except during Special Visits, where the Probation Officer will supervise the youth. Conversations shall not be monitored unless there is a security or safety need, which has been authorized by the Duty Officer and documented in JJIS.

L. Individual Visiting Rooms/Non-Contact Visits

1. Individual Visiting Rooms

The Visiting Detention Officer may instruct specific visitors to go into a designated visiting room. These individual visiting rooms will be used for parents/guardians with small children or for the safety of those involved in the visit.

2. Non-Contact Visits

- a. The Unit Juvenile Detention Facility Supervisor or Duty Officer will make the final decision regarding who is on non-contact visits. Each restriction will be reviewed by the Juvenile Detention Unit Supervisor overseeing visiting.
- b. The following youth may be required to have their visits in a non-contact room:
 - i. Youth who exhibited previous poor behavior during visiting.
 - ii. Youth who have been exhibiting poor behavior in the Detention Facility.
 - iii. Youth who are pending Adult Court.
 - iv. Youth who are pending transportation to the California Department of Corrections and Rehabilitation or the Division of Juvenile Justice.
 - v. Youth that pose a threat to the safety and security of the facility.
- c. A youth may earn back contact visiting privileges based upon his/her behavior for the prior two week period.

M. Visiting Process

- 1 The Visiting Detention Officer will check the most current facility roster in JJIS and verify the youth's assigned housing unit.
2. The Visiting Detention Officer will verify whether the visitor is an approved visitor by checking JJIS in Detention Management, and verifying the Approved Visitors under the most recent Booking. If the visitor is claiming to be the youth's legal guardian and is not listed in Approved Visitors, the Visiting Detention Officer will look at each of the youth's booking sheets in JJIS in an attempt to verify the youth's legal guardian. If verification cannot be made in JJIS, the Visiting Detention Officer will contact either the Intake Probation Officer III or the Duty Officer for assistance and direction.
3. Visitors will be assigned to groups based upon the time of their visit.
4. The Visiting Detention Officer will advise the visitor that personal items are not allowed in the visiting area and San Joaquin County is not responsible for lost or stolen items. Personal property shall be secured in the lockers provided in

the lobby area or returned to their vehicles. Visitors may only bring in the following items:

- a. Keys, identification, and an unlimited number of postage stamps
 - b. One (1) baby bottle and one (1) diaper if bringing in an infant
5. The Visiting Detention Officer will verify identification of the visitor. Acceptable forms of identification include:
- a. California Driver's License
 - b. Employer's ID with Photo
 - c. Permanent Resident ID with Photo
 - d. U.S. Military ID with Photo
 - e. Valid Passport/Visa with Photo
 - f. Immigration ID with Photo
6. Once identification information has been verified, the visitor will be required to empty their pockets of all items and then walk through the metal detector. Visitors will also be searched with a hand-held metal detector. The hand-held metal detector search shall be non-intrusive and in a manner that preserves the privacy and dignity of the person being searched.
7. Once all visitors in the designated group have cleared the metal detector, the Visiting Officer will contact Control to open the door to the visiting room. (Door 106B)
8. The Visiting Room Detention Officer will direct visitors to a seat in the visiting area or to a specific visiting room.
9. Once the visitors are seated and the youth arrive at the visiting room, the 30-minute visit begins.
10. For the safety and security of everyone visiting, youth must ask permission from the Visiting Detention Officer prior to getting up from their seat during visiting.
11. Once the visit is concluded, the visitor and youth are allowed a good-bye hug and the parent and/or guardian is asked to again be seated.
12. Prior to returning to their living unit, each youth shall be scanned with the hand held metal detector wand.
13. The Visiting Detention Officer will radio each unit via Central Control and advise how many youth are returning to each specific unit from visiting.
14. Unit staff will acknowledge they are standing by for the youth to return or will request the youth not immediately be returned if there is an emergency situation occurring.

15. Youth with known conflicts should not be allowed to return to their units at the same time.
16. The Visiting Detention Officer should receive verification that the hallways are clear prior to returning youth to their housing units.
17. Once the youth have exited the visiting area, visitors are escorted out of the visiting area into the Probation lobby.
18. A pat-down search shall immediately be conducted on all youth upon return to their housing unit.

N. Emergency During Visiting

If an emergency occurs during visiting that requires additional staff assistance, the Visiting Detention Officer shall press the emergency button to activate the duress alarm. The Visiting Detention Officer will then instruct all youth and visitors to remain seated pending the arrival of additional staff. Once additional staff has arrived and the emergency has been contained, visiting will resume as scheduled.

SPECIAL VISIT/INTERVIEW AUTHORIZATION (CIRCLE ONE)

Youth's Name _____ J# _____ Today's Date _____

Date of Visit _____ Time _____

Visitor(s) _____

APPROVED BY: _____

Probation Officer III, Probation Unit Supervisor or Above.

PLEASE ARRANGE SPECIAL VISITS MONDAY THROUGH FRIDAY

Special visits not conducted during regular visiting hours or weekends.

Date Received in Intake _____ Juvenile Detention Duty Officer _____

REGULAR VISITORS CHANGE/ADDITION (CIRCLE ONE)

Youth's Name _____ J# _____ Today's Date _____

Name of Visitor Added _____ Relationship _____

Name of Visitor Deleted _____ Relationship _____

Reason for Change/Addition _____

APPROVED BY: _____

Probation Officer III, Probation Unit Supervisor or Above.

Date Received in Intake _____ Juvenile Detention Duty Officer _____

TEMPORARY/FINAL RELEASE AUTHORIZATION (CIRCLE ONE)

Youth's Name _____ J# _____ Today's Date _____

Date/Time of Temporary/Final Released to _____ Date/Time of Return _____

Name of Person Released to _____ Relationship _____

APPROVED BY: _____

Probation Officer III, Probation Unit Supervisor or Above.

Date Received in Intake _____ Juvenile Detention Duty Officer _____

PROB-J-1001(11/03) Distribution: Original - Probation Officer, Copy 0 Intake (youth file)

Day: _____
Time: _____

GENERAL **RESTRICTED POPULATION VISITING**
Staff: _____
Date: _____

*** Parents please make sure you are in the lobby 10 minutes prior to your visit to expedite all visiting sessions.

***** NO PURSES OR CELL PHONES ARE ALLOWED IN THE VISITING SALLYPORT OR VISITING ROOM*****

NOTE: If the youth is currently on a non-contact, please fill in the non-contact space that's available. If there is no space available please check out other dates and times.

| # | UNIT/ ROOM | YOUTH'S NAME | VISITOR'S NAME | |
|---|---------------|-----------------------|-----------------------|-----------------------|
| 1 | | NO CONTACT VISIT ONLY | NO CONTACT VISIT ONLY | NO CONTACT VISIT ONLY |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

Attachment B