

Chapter: Program
Subject: Visiting & Communications
Section: 12.3
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ODJFS Rule: 5101: 2-9-16
Reviewed/
Revised: 10/01/19

NRTC's written policy concerning visits and communications between a youth and family and friends are consistent with the placing agencies directives and/or case plan and that such arrangements are documented in the service plan.

Mail

NRTC allows a youth to send and receive mail in accordance with paragraph (A)(3) of rule 5101:2-9-15 of the Administrative Code and is subject only to the residential facility's rules regarding contraband and directives from the youth's legal custodian, when such rules and directives do not conflict with federal postal regulations. NRTC staff does not open or read a youth's mail unless specified in the youth's case plan and/or service plan and approved by the youth's custodian. The facility may require the youth to open mail in front of a staff person, if contraband is suspected, and empty the package or envelope.

1. Upon a youth's admission to the facility, parents/guardians make a list of people with whom the youth is allowed to communicate by mail. Additions to the list may be made through the assigned probation officer throughout the youth's stay at the facility. Staff will provide stamps and envelopes for outgoing mail.
2. If the youth is on probation, the mail is given to his/her probation officer for distribution.
3. Staff may not open or read a youth's mail unless specified in the case plan. Staff may have a youth open mail in front of them if contraband is suspected.
 - If contraband is found, staff confiscates the contraband and appropriate action will be taken.
4. First-class letters and packages should be forwarded to youth who have been transferred to other facilities or released, providing a forwarding address is available.
 - If a forwarding address is not available, first-class letters and packages shall be returned to the sender.

Phone Calls & Visitation

NRTC, in accordance with the service plan, allows youth access to a telephone which will permit the youth to make and receive calls. A youth's access to use of a telephone will not be unreasonably denied. NRTC, in accordance with the service plan, provides privacy for visits and telephone contacts.

Telephone Rules:

- Upon a youth's admission to the facility, parents/guardians fill out a Phone List specifying people with which the youth is allowed to communicate by telephone. Additions to the list may be made through the probation officer throughout the youth's stay at the facility.
- A youth may receive telephone calls only from his parents/guardians, unless otherwise approved by the probation officer. Outgoing phone calls are earned, and the frequency is determined by program level.
- Phone calls are not to exceed five minutes, unless given prior approval by staff.

Visitation Rules:

- Upon a youth's admission to the facility, parents/guardians fill out a Visitation List specifying people who are approved to visit the youth. Additions to the list may be made through the probation officer throughout the youth's stay at the facility.
- Visitation hours are on Sundays & Holidays as follows:
 - Girls Visitation- 9:45am to 10:30 am and 10:45am to 11:30 am
 - Boys Visitation- 1:00pm to 1:45 pm, 2:00pm to 2:45 pm, 3:00pm to 3:45 pm and 4:00pm to 4:45 pm
- All visitors are required to sign the Visitation Logbook, which is located at the Administrative Assistant's desk in the reception area. Visitors may be required to show identification before being permitted to visit.
- Visitors are required to follow all agency rules and procedures while on the premises. Failure to do so could result in the termination of the visit and possible revocation of visiting privileges.
- Visitation may be denied or terminated for reasons including, but not limited to the following:
 - The visitor appears intoxicated
 - The visitor is dressed inappropriately
 - The visitor is using inappropriate language, or becomes verbally or physically aggressive
 - The visitor continuously fails to follow facility visitation rules
 - The visitor has been denied access to the facility by Court order
 - The youth's behavior is inappropriate

NRTC allows each youth to confer with his attorney, caseworker, custodial agency worker, probation officer, and guardian *ad litem* by telephone or at the facility, in private, no later than twenty-four hours after the request is made by the youth.

1. Request made are forwarded to the youth's probation officer or to a supervisor, who will facilitate the contact.

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NRTC designate space, which is not space in which youth live, to serve as an area for private discussions and counseling sessions between youth and staff.

1. Several private offices, conference rooms and activity areas are available in the facility for private discussions and counseling sessions.

NRTC ensure that a youth who has access to electronic media within or outside of the facility while under the supervision of agency staff, which may include internet, cell phones and e-mail service, adheres to the agency's policy regarding communications.

1. Upon admission, each youth and their parent/guardian reviews and signs the Computer/Internet Usage Agreement regarding the use of school computers and internet for educational and free time use.