

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Mail, Telephone, Visiting  
**Subject:** Mail  
**Policy:** 5G-01  
**Pages:** 1 of 2  
**Standards:** ACA 3-JCRF-5G-01  
**Issue Date:** 1/2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

- I. Policy:** Written policy, procedure, and practice provide that indigent juveniles in the program, as defined in policy, receive a specified postage allowance to maintain community ties.
- II. Definitions**
- A. Resident Mail Log- Documents used to capture the processing of mail. The following are documented on the Resident Mail Log: Resident's Name; Date of delivery, mailing, return or confiscation; Type of mail; Quantity; and, Staff processing mail.
  - B. Communication Policy: Written- Intake policy document reviewed with the youth and parent/guardian. This document contains the mail processing information for the following: Incoming and outgoing mail; Inspecting mail for Contraband; Forwarding of mail; and, Access to the Court/Legal Representatives.
- III. Procedure**
- A. There will be no limit set on the amount of incoming or outgoing mail to any single juvenile.
  - B. Mail procedures are reviewed with the juvenile and parent/guardian. Acknowledgement of understanding relating to these procedures is documented on the Communication Policy: Written form.
    - 1. Communication Policy: Written form(s) are maintained within the juvenile's case record.
  - C. The processing of mail is documented on the Resident Mail Log.
  - D. **In-Coming Mail**
    - 1. Mail to juveniles from a specific class of person or organization, including the courts, legal counsel and other officials shall not be opened
  - E. **Out-Going Mail**
    - 1. Juveniles are permitted to send personal letters each week at no cost to them.
    - 2. Juveniles are allowed to send sealed letters to a limited group of people and organizations, including courts and legal counsel.
      - i. Written correspondence to legal / court representative is considered privileged correspondence and may not be opened.
      - ii. The correspondence is only treated as privileged if the name and official status of the legal / court representative appears on the envelope.
    - 3. Juveniles have the right to communicate and correspond with persons or organizations subject only to the limitations necessary to maintain facility order and security.
    - 4. Outgoing personal mail will be restricted to family, personal friends and other individuals in their communities with whom they had previously established a relationship.

5. All first class letters and packages will be forwarded after transfer or release of the juvenile, provided a forwarding address is available.
6. Juveniles may not send personal mail addressed to another correctional facility, without specific approval from the Director.
  - iii. Family Specialist will initiate and obtain approval for juveniles ordered to placement.
  - iv. Probation Officer will initiate and obtain approval for juveniles ordered to Corrections prior to the juvenile's admission. This is documented on the Felony Corrections Referral Form.
7. Mail will be sent without restrictions, except in those special cases where it is clearly determined that corresponding with an organization or individual would not be in the best interest of the juvenile.
  - v. Family Specialist will assess mail for restrictions and notify Program Manager or designee.
  - vi. Probation Officer will identify organization(s) and/or individual(s) that the Correction ordered juvenile is prohibited to send mail prior to admission. This is documented on the Felony Corrections Referral Form.

**F. Inspection of Mail**

1. When contraband is identified within mail the Family Specialist Supervisor or designee responsible for processing mail will follow suite with Contraband Procedures detailed with Policy 3A-12.
2. Juvenile mail, both incoming and outgoing, may be opened and inspected for contraband. When based on legitimate facility interests of order and security, mail may be read, censored, or rejected. The juvenile will be notified when incoming or outgoing letters are withheld in part or in full.
3. All cash received through mail is held for the juvenile in accordance with the procedures regarding the accounting of residential monies and property.
4. Mailing drugs or contraband onto CAS grounds shall be reported to the proper legal authorities.

# Montgomery county Juvenile Court

## Center for Adolescent Services

**Chapter:** Mail, Telephone, Visiting  
**Subject:** Access to Publications  
**Policy:** 5G-02  
**Pages:** 1 of 2  
**Standards:** ACA 3-JCRF-5G-02  
**Issue Date:** 1/2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**IV. Policy:** Written policy, procedure, and practice govern juvenile access to publications.

### V. Procedure

**A. CAS** will supply all magazines, newspapers, or periodicals for juveniles in the facility.

1. Publications may be purchased by facility or donated by staff.
2. Requests for other publications will be considered on an individual basis.
3. All publications will be inspected and the facility Director must approve all publications to which the juveniles have access.

**B.** Publications will be available in the classrooms and library.

**C.** Publications that contain any of the material listed below will be removed from the facility:

1. Indications of explicit material containing profanity, vulgarity, or pornography.
2. Plans and/or descriptions of criminal activity.
3. Instructions for manufacturing or obtaining weapons, drugs, drug paraphernalia, or alcoholic beverages.
4. Threats to persons including, but not limited to, blackmail, extortion, violence, or personal harm.
5. Plans for property destruction.
6. Plans for escape from or unauthorized entry into facility.
7. Plans for activities in violation of the rules of facility.
8. Material that, if communicated, could create a serious threat and danger to the safety and security of facility.
9. Plans for sending contraband into or out of the facility.
10. Material containing the promotion of gang-related activities.
11. Material that advocates racial, religious, or national hatred in such a way that the risk of violence within facility is increased.
12. Any other material determined to be counterproductive to the mission and purpose of CAS.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Mail, Telephone, Visiting  
**Subject:** Inspection of Letters and Packages  
**Policy:** 5G-03  
**Pages:** 1 of 2  
**Standards:** ACA 3-JCRF-5G-03  
**Issue Date:** 1/2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**VI. Policy:** Written policy, procedure, and practice provide that juveniles' mail, both incoming and outgoing, may be opened and inspected for contraband. When based on legitimate facility interests of order and security, mail may be read or rejected. The juvenile is notified when incoming mail is returned or outgoing mail is withheld.

### **VII. Procedure**

C. There will be no limit set on the amount of incoming or outgoing mail to any single juvenile.

D. Mail procedures are reviewed with the juvenile and parent/guardian. Acknowledgement of understanding relating to these procedures is documented on the Communication Policy: Written form.

1. Communication Policy: Written form(s) are maintained within the juvenile's case record.

### **E. In-Coming Mail**

1. Mail to juveniles from a specific class of person or organization, including the courts, legal counsel and other officials shall not be opened

### **F. Out-Going Mail**

1. Juveniles are permitted to send personal letters each week at no cost to them.

2. Juveniles are allowed to send sealed letters to a limited group of people and organizations, including courts and legal counsel.

i. Written correspondence to legal / court representative is considered privileged correspondence and may not be opened.

ii. The correspondence is only treated as privileged if the name and official status of the legal / court representative appears on the envelope.

3. Juveniles have the right to communicate and correspond with persons or organizations subject only to the limitations necessary to maintain facility order and security.

4. Outgoing personal mail will be restricted to family, personal friends and other individuals in their communities with whom they had previously established a relationship.

5. All first class letters and packages will be forwarded after transfer or release of the juvenile, provided a forwarding address is available.

6. Juveniles may not send personal mail addressed to another correctional facility, without specific approval from the Director.

i. Family Specialist will initiate and obtain approval for juveniles ordered to placement.

- ii. Probation Officer will initiate and obtain approval for juveniles ordered to Corrections prior to the juvenile's admission. This is documented on the Felony Corrections Referral Form.
  
7. Mail will be sent without restrictions, except in those special cases where it is clearly determined that corresponding with an organization or individual would not be in the best interest of the juvenile.
  - i. Family Specialist will assess mail for restrictions and notify Program Manager or designee.
  - ii. Probation Officer will identify organization(s) and/or individual(s) that the Correction ordered juvenile is prohibited to send mail prior to admission. This is documented on the Felony Corrections Referral Form.

**G. Inspection of Mail**

1. When contraband is identified within mail the Family Specialist Supervisor or designee responsible for processing mail will follow suite with Contraband Procedures detailed with Policy 3A-12.
2. Juvenile mail, both incoming and outgoing, may be opened and inspected for contraband. When based on legitimate facility interests of order and security, mail may be read, censored, or rejected. The juvenile will be notified when incoming or outgoing letters are withheld in part or in full.
3. All cash received through mail is held for the juvenile in accordance with the procedures regarding the accounting of residential monies and property.
4. Mailing drugs or contraband onto CAS grounds shall be reported to the proper legal authorities.

**Montgomery County Juvenile Court  
Center for Adolescent Services**

**Chapter:** Mail, Telephone, Visiting  
**Subject:** Forwarding of Mail  
**Policy:** 5G-04  
**Pages:** 1 of 1  
**Standards:** ACA 3-JCRF-5G-04  
**Issue Date:** 1/2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**VIII. Policy:** Written policy, procedure, and practice provide for the forwarding of first class letters and packages after a youth has been transferred or released from the facility.

**IX. Definitions**

H. Resident Mail Log- Documents used to capture the processing of mail. The following are documented on the Resident Mail Log: Resident's Name; Date of delivery, mailing, return or confiscation; Type of mail; Quantity; and, Staff processing mail.

**X. Procedure**

I. All first class letters and packages shall be forwarded after transfer or release of the juvenile, provided a forwarding address is available. If a forwarding address is not available, the letter or package will be returned to the original sender of the letter or package.

J. All letters and packages processed by the facility are documented on the Resident Mail Log.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Mail, Telephone, Visiting  
**Subject:** Telephone  
**Policy:** 5G-05  
**Pages:** 1 of 2  
**Standards:** ACA 3-JCRF-5G-05  
**Revised:** August 2002  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**XI. Policy:** Written policy, procedure, and practice provide for juvenile access to public telephones. Juveniles with hearing and/or speech disabilities, and juveniles who wish to communicate with parties who have such disabilities, will be afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment. Public telephones with volume control also will be made available to juveniles with hearing impairments.

### **XII. Definitions**

- A. Telephone Policy Form- Intake form detailing a list of person(s) the juvenile is approved to call, the relationship, and contact number. This form is completed during intake and the original is maintained within the youth's case record.
- B. Paytel Communication Systems- Phones are monitored and serviced by Paytel. Phones are located on each unit, intake, and in the gym.

### **XIII. Procedure**

#### **A. Telephone Communication: Approval of Telephone Contacts**

- i. Phone calls will be made to the juvenile's parent(s)/legal guardian(s) to obtain approved telephone contact names and numbers; this is to be completed by a Family Specialist or Family Specialist Supervisor.
- ii. The approved telephone contact names, their relationship to the youth and their contact number(s) will be documented on the Telephone Policy form, and is approved by the assigned Family Specialist.
- iii. Youth may receive personal phone calls from approved family members in the event of an emergency through the Family Specialist, Family Specialist Supervisor or supervisor on duty.
- iv. Youth initiates or receives phone calls to and from legal counsel without restriction through the use of the Paytel phones or through the use of staff.
- v. Youth initiates or receives phone calls to and from PREA services without restriction through the use of Paytel phones or through the use of staff.

#### **B. Call Length**

- i. Juveniles will be given designated 8, 10 minute phone calls per month.

#### **C. Phone Call Schedule**

- i. Telephone calls are made at the discretion of the resident during leisure time.
- ii. Telephone calls are not approved during school or CBT groups.
- iii. Residents are provided PREA and legal services at any time.

**D. Staff Supervision & Documentation**

- i. All phone calls made by youth will be documented by the Paytel Tele-Communication System.
- ii. Administration has the ability to review all recorded calls.

**E. Telephone Cost**

- i. CAS covers the cost of all residents' phone calls.

**F. Telephone Equipment**

- i. Juveniles with hearing and/or speech disabilities, and juveniles who wish to communicate with parties who have such disabilities, will be afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment.



# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Mail, Telephone, Visiting  
**Subject:** Telephone  
**Policy:** 5G-05-01  
**Pages:** 1 of 1  
**Standards:** ACA 3-JCRF-5G-05-01  
**Issue:** August 2002  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

- I. **Policy:** Written policy, procedure, and practice ensure that offenders have access to reasonably priced telephone services. Correctional agencies ensure that:
  - a. Contracts involving telephone services for offenders comply with all applicable state and federal regulations;
  - b. Contracts are based on rates and surcharges that are commensurate with those charged to the general public for like services. Any deviation from ordinary consumer rates reflect actual costs associated with the provision of services in a correctional setting; and,
  - c. Contracts for offender telephone services provide the broadest range of calling options determined by the agency administrator to be consistent with the requirements of sound correctional management.
  
- II. **Procedure**
  - a. No juvenile is charged for any telephone services while in the CAS Treatment Program
  - b. All long-distance, (i.e., out of state), calls will be made collect.
  - c. This standard is not applicable to the Center for Adolescent Services

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Mail, Telephone, Visiting  
**Subject:** Visiting  
**Policy:** 5G-06  
**Pages:** 1 of 2  
**Standards:** ACA 3-JCRF-5G-06  
**Issue Date:** 1/2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**I. Policy:** Written policy, procedure, and practice provide that juveniles receive approved visitors during normal visiting hours, except where there is substantial evidence that a visitor poses a threat to the safety of the juvenile or the security of the program.

- A. The Center for Adolescent Services endeavors to encourage active and regular visitation from parents and legal guardians of youth in the program. As a secure, residential treatment facility, we are charged with the responsibility for the safety and well being of all youth. Therefore, while we encourage close and active family relationships and are open to the active participation of other important people in the lives of the youth. All visitors other than parents and guardians will be subject to an approval process.
- B. Approved visitors include parents and/or guardians who have or have been given legal custody by the courts and those other individuals who have been approved for visitation by the Director.

## II. Procedure

### A. General Visitation Rules:

1. All visitors must sign the visitor's log book in the front lobby.
2. Visitors are not allowed to bring anything into the facility and must leave personal items in their vehicle or secure them in a locker located in our lobby.
3. Staff shall not accept any resident belongings during visitation (i.e., books, letters, clothing, hygiene items, etc) unless previously authorized by the Family Specialist and/or Administration.
4. All visitors are subject to search upon entering the facility.
5. Visitors believed to be under the influence of drugs or alcohol will not be permitted access into the facility.
6. Contact between youth and other visitors is strictly prohibited.
7. At no time will the visitor be allowed to enter a living unit.
8. Parent/guardians may hug their child at the beginning and end of visitation. Visitors will maintain appropriate distance from youth. Passing of items during visitation is strictly prohibited.
9. Visitation may be denied if there are reasonable grounds to believe that the visit might endanger the safety and security of the facility.

10. Visitors are required to follow all rules and procedures of the facility. Failure to do so will result in expulsion from the facility.
11. Any visitor who becomes disruptive during the course of his/her visit will be escorted out of the facility.
12. Violation of visitation rules will result in the visitation being denied, terminated, and potentially resulting in a complete loss of visitation privileges.

## **B. Family Visitation**

1. Visitation is limited to legal parent(s)/guardians.
2. Parents and/or guardians are encouraged to visit daily.
  - a. Visitation hours:
    - i. Females: Monday – Friday 6:00pm to 7:00pm; Saturday – Sunday 1:00pm to 3:00pm.
    - ii. Males: Monday – Friday 7:00pm to 8:00pm; Saturday – Sunday 3:00pm to 5:00pm.
    - iii. Holiday visitation times are announced in advance of each holiday season.
  - b. There are no exceptions to these visitation times unless written approval is obtained from the Director.

## **C. Approval of Others for Visitation**

1. Individuals other than parents and/or guardians may be approved to visit under certain circumstances. In most cases, these visits will be limited to the regular visitation hours, if approved.
  - a. A parent and/or youth may request approval of visitor(s) other than parents and/or guardians at any time.
    - i. Requests made by a resident(s) must be approved in writing by his or her parent(s) or guardian(s).
  - b. Any staff member may advocate for a youth in requesting approval of visitors other than parents and/or guardians.
  - c. Director approval is required.
  - d. The Director may, at his/her discretion, require additional documentation as a condition for approval. This documentation may include but is not necessarily limited to the following:
    - i. A criminal background check;
    - ii. A letter or letters of reference attesting to the good character of the individual requesting approval;
    - iii. Written agreement and approval of the juvenile's probation officer and/or magistrate/judge.
  - e. In most cases, visitors are approved on a one-time basis. If additional visits are desired, approval must be obtained each time.
  - f. On-going or permanent approval for visiting will be limited to select individuals, including but not limited to members of the clergy and unique individuals in the life of a youth.
  - g. Approved visit is strictly limited to the youth and approved visitor.
2. Visitation outside the regular visitation times may be arranged for Clergy, Legal Counsel, Law Enforcement Personnel, and select other individuals through the Family Specialist.
  - a. These visits must be approved by the Director and will take place within a setting conducive for the visitation to take place.
  - b. These visits may be monitored by appropriate staff, as determined by the On-Duty Supervisor.

3. When a visit outside the regular visitation times has been approved, the Family Specialist will provide the following notifications:
  - a. Scan and e-mail the visitor authorization form to the Director, Program Manager(s), Administrative Assistant, Unit Supervisors, Team Leader, and Control Desk Clerks announcing the name of visitor, name of youth, and the date and time of visit.
4. All visitors authorized to visit outside the regular family visitation times will wear a tag indicating their status as a visitor. Members of the Clergy who are visiting in that capacity will wear a Clergy tag.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Mail, Telephone, Visiting  
**Subject:** Special Visiting  
**Policy:** 5G-07  
**Pages:** 1 of 2  
**Standards:** ACA 3-JCRF-5G-07  
**Issue Date:** 1/2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

III. **Policy:** Written policy, procedure, and practice provide for special visits.

- A. It is the written policy, procedure and practice to require that a juvenile is informed in a timely manner of the verifiable death or critical illness of an immediate family member. In case of the critical illness of an immediate family member, the juvenile is allowed, if approved, to visit the immediate family member.
- B. A special visit may occur at the discretion of the Director upon recommendation of the Unit Supervisor and/or Family Specialist.
- C. Circumstances that would justify a special visit would include, but would not necessarily be limited to, visits with persons who have traveled long distances, special visits for funerals or to see seriously ill/hospitalized family, visits with a juvenile's child, or other circumstances determined to be emergencies or extraordinary circumstances.

IV. **Definitions**

- A. Immediate Family- is defined as a juvenile's parent, spouse, child, sibling, grandparent, or legal guardian.
- B. Leave Pass: A temporary release from the facility for appointments including but not limited to dental visits, doctor appointments, counseling session, and so on.
- C. Leave Pass Permission/Agreement: Document used granting permission for either unsupervised and/or supervised leave. Approval is required from the Family Specialist or Family Specialist Supervisor, Administrator, Unit Supervisor, Medical, Kitchen, Principal or Lead Teacher, and Director.
  - i. Leave Pass Permission Pt.1: Used for all supervised leave.
  - ii. Leave Pass Permission Pt.2: Used in conjunction with Leave Pass Permission Pt. 1 for all unsupervised leave.
- D. Special Visitation Form: Document used in the recommendation of visitation for circumstances including, but would not limited to, visits/passes with persons who have traveled long distances, visits/passes for funerals or to see seriously ill/hospitalized family, visits with a youth's child, or other circumstances determined to be emergencies or extraordinarily unusual ones. Recommendations are facilitated via the Family Specialist and the final decision is provided by Administration.

## V. Procedure

### A. General Visitation Rules:

13. All visitors must sign the visitor's log book in the front lobby.
14. Visitors are not allowed to bring anything into the facility and must leave personal items in their vehicle or secure them in a locker located in our lobby.
15. Staff shall not accept any resident belongings during visitation (i.e., books, letters, clothing, hygiene items, etc) unless previously authorized by the Family Specialist and/or Administration.
16. All visitors are subject to search upon entering the facility.
17. Visitors believed to be under the influence of drugs or alcohol will not be permitted access into the facility.
18. Contact between youth and other visitors is strictly prohibited.
19. At no time will the visitor be allowed to enter a living unit.
20. Parent/guardians may hug their child at the beginning and end of visitation. Visitors will maintain appropriate distance from youth. Passing of items during visitation is strictly prohibited.
21. Visitation may be denied if there are reasonable grounds to believe that the visit might endanger the safety and security of the facility.
22. Visitors are required to follow all rules and procedures of the facility. Failure to do so will result in expulsion from the facility.
23. Any visitor who becomes disruptive during the course of his/her visit will be escorted out of the facility.
24. Violation of visitation rules will result in the visitation being denied, terminated, and potentially resulting in a complete loss of visitation privileges.

### B. Internal Special Visits

1. Any individual under the age of 18 requires the Director's approval to be within the facility.
2. Special visits may be requested by a prospective visitor or representative, Family Specialist, Unit Supervisor, or the resident.
  - a. This request must be submitted on the Special Visitation Policy Request Form.
3. The Director may request additional information in reviewing and approving request.
4. The Director or designee may give conditional approval, in which case the Director will specify the conditions under which special visit approval has been granted.

### C. External Special Visits

1. Upon notification of the death or critical illness of a member of a juvenile's immediate family, the Family Specialist is responsible for notifying the juvenile and asking if the juvenile would like to visit or attend the funeral.
  - a. Requests to visit or attend the funeral of someone other than immediate family may be considered on a case-by-case basis.
  - b. This request must be submitted on the Leave Pass/Permission and Agreement Form Form.
2. The Family Specialist is responsible for arranging the visit and accompanying the youth to the funeral.
3. The Family Specialist will escort and monitor juvenile and determine the length of time allowed for the trip.

- a. If a staff member other than the Family Specialist serves as the escort, the Family Specialist will consult with that staff person to determine a reasonable and appropriate time frame for the trip.
5. Juveniles on Re-Entry Phase status may be approved to leave the facility without being handcuffed, shackled, and accompanied by a staff member.
6. Juveniles on Orientation, Equip, or Strengthening Families Phase approved to leave the facility must be handcuffed and leg shackled for the visit and accompanied by a staff member.
7. The maximum length of time a juvenile may be out of the facility is 48 hours.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Mail, Telephone, Visiting  
**Subject:** Special Visiting Immediate Family  
**Policy:** 5G-08  
**Pages:** 1 of 2  
**Standards:** ACA 3-JCRF-5G-08  
**Issue Date:** 1/2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

- VI. **Policy:** Written policy, procedure and practice to require that a juvenile is informed in a timely manner of the verifiable death or critical illness of an immediate family member. In case of the critical illness of an immediate family member, the juvenile is allowed, whenever statutes and circumstances allow, to go to the bedside under escort or alone.
- VII. **Definitions**
- A. Immediate Family- is defined as a juvenile's parent, spouse, child, sibling, grandparent, or legal guardian.
  - B. Leave Pass: A temporary release from the facility for appointments including but not limited to dental visits, doctor appointments, counseling session, and so on.
  - C. Leave Pass Permission/Agreement: Document used granting permission for either unsupervised and/or supervised leave. Approval is required from the Family Specialist or Family Specialist Supervisor, Administrator, Unit Supervisor, Medical, Kitchen, Principal or Lead Teacher, and Director.
    - i. Leave Pass Permission Pt.1: Used for all supervised leave.
    - ii. Leave Pass Permission Pt.2: Used in conjunction with Leave Pass Permission Pt. 1 for all unsupervised leave.
  - D. Special Visitation Form: Document used in the recommendation of visitation for circumstances including, but would not limited to, visits/passes with persons who have traveled long distances, visits/passes for funerals or to see seriously ill/hospitalized family, visits with a youth's child, or other circumstances determined to be emergencies or extraordinarily unusual ones. Recommendations are facilitated via the Family Specialist and the final decision is provided by Administration.



## VIII. Procedure

### A. Visitation Rules:

25. All visitors must sign the visitor's log book in the front lobby.
26. Visitors are not allowed to bring anything into the facility and must leave personal items in their vehicle or secure them in a locker located in our lobby.
27. Staff will not accept any resident belongings during visitation (i.e., books, letters, clothing, hygiene items, etc) unless previously authorized by the Family Specialist and/or Administration.
28. Visitors are subject to search upon entering the facility.
29. Visitors believed to be under the influence of drugs or alcohol will not be permitted access into the facility.
30. Contact between youth and other visitors is strictly prohibited.
31. At no time will the visitor be allowed to enter a living unit.
32. Parent/guardians may hug their child at the beginning and end of visitation. Visitors will maintain appropriate distance from youth. Passing of items during visitation is strictly prohibited.
33. Visitation may be denied if there are reasonable grounds to believe that the visit might endanger the safety and security of the facility.
34. Visitors are required to follow all rules and procedures of the facility. Failure to do so will result in expulsion from the facility.
35. Any visitor who becomes disruptive during the course of his/her visit will be escorted out of the facility.
36. Violation of visitation rules will result in the visitation being denied, terminated, and potentially resulting in a complete loss of visitation privileges.

### B. Internal Special Visitation: Critical Illness and Funeral Services Request(s)

8. Circumstances that would justify a special visit or pass would include, but would not necessarily be limited to the following:
  - i. Visitation with persons who have traveled long distances;
  - ii. Leave passes for funerals;
  - iii. Leave Passes and/or visitation with seriously ill/hospitalized family;
  - iv. Visitation with a juvenile's child; or,
  - v. Other circumstances determined to be emergencies or extraordinarily unusual ones.
9. Any individual under the age of 18 requires the Director's approval to be within the facility.
10. Special visits may be requested by a prospective visitor or representative, Family Specialist, Unit Supervisor, or the resident .
  - a. **This request must be submitted on the Special Visitation Form.**
11. Special visits or passes may occur at the discretion of the Director upon the written recommendation of the Unit Supervisor or Family Specialist. This recommendation is documented on the Special Visitation Form.
12. The Director may request additional information in reviewing and approving request.
13. The Director or designee may give conditional approval, in which case the Director will specify the conditions under which special visit approval has been granted.

### C. External Special Visitation- Leave Passes: Critical Illness and Funeral Services

4. Upon notification of the death or critical illness of a member of a juvenile's immediate family, the Family Specialist is responsible for notifying the juvenile and asking if the resident would like to visit or attend the funeral.
  - a. Requests to visit or attend the funeral of someone other than immediate family may be considered on a case-by-case basis.
5. The Family Specialist is responsible for arranging the visit and accompanying the resident to the funeral.

- a. The Family Specialist will escort and monitor resident and determine the length of time allowed for the trip.
    - i. If a staff member other than the Family Specialist serves as the escort, the Family Specialist will consult with that staff person to determine a reasonable and appropriate time frame for the trip.
  - b. Resident's on Re-Entry Phase status may be approved to leave the facility without being handcuffed, shackled, and accompanied by a staff member.
  - c. Resident's on Orientation, Equip, or Strengthening Families Phase approved to leave the facility must be handcuffed and leg shackled for the visit and accompanied by a staff member.
  - d. The maximum length of time a resident may be out of the facility is 48 hours.
6. The Family Specialist will complete a Leave Pass Permission and Agreement documenting information including but not limited to the following:
- a. Resident's Name, Unit and Phase,
  - b. Destination
  - c. Type and Timeframe of Leave
7. The Family Specialist will obtain the required staff review and acknowledgement of leave prior to forwarding the form to the Director for final approval.
8. All leave pass procedures will follow suite with the procedural requirements detailed within standard **3A-08 Accountability** and **3A-09 Juvenile Movement**