



**Youth Detention Facility  
OPERATIONS ORDER**

**VISITING – TITLE XV 1374**

**Purpose and Scope**

Since strong family and community ties may increase the likelihood that a youth will succeed after release, visitation should be encouraged. It is necessary to maintain a balance between the legitimate needs of the youth and the security of the facility. Youth should also be encouraged to maintain communication with family and members of the community through telephone access to assist with a positive adjustment. Youth access to technology is an alternative, not a replacement, to in-person visiting.

**Affected Personnel**

All YDF Personnel

**Authority**

Title 15 - 1374

Administrative Directive

**Effective Date**

09/08/2013

**I. Guidelines**

Youth shall be allowed visits by parents, legal guardians, persons standing in loco parentis, and children of the youth. Other family members, such as grandparents and siblings, and supportive adults, may be allowed to visit as approved by the Assistant Chief Deputy or duty supervisor, in conjunction with the youth's case plan or in the best interest of the youth. All visits shall occur at reasonable times and are subject only to the limitations necessary to maintain order and security. Visitation shall not be denied solely based on the visitor's criminal history. The staff shall determine in each case, whether the visitor's criminal history represents a risk to the safety of the youth or staff in the facility. Any denial of visitation or limitation on visitations shall be communicated to the youth, persons denied and the Chief Deputy. All visits will be conducted in the Visitor Center. Youth shall be allowed to receive one forty-five minute visit per day, per visitor, seven days a week.

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**Hours of operation of the Visitor Center:**

8:00 a.m. – 8:00 p.m. Monday - Friday  
8:00 a.m. – 8:00 p.m. Saturday, Sunday, Holidays

**General Visiting Hours:**

4:00 p.m. – 8:00 p.m. Monday – Thursday  
8:00 a.m. - 8:00 p.m. Saturday - Sunday

**Approved Special Visit Hours:**

7 Days a Week Anytime during Visitor Center operational hours.

**Initial visits:** Anytime during Visitor Center operational hours (must be completed prior to the Detention Hearing).

**Post-court visits:** 8:00 a. m. – 8:00 p. m. Monday – Friday (must be on the day of Court).

**II. Visitor Guidelines**

A. Authorized Visitors:

1. Parents, legal guardians or persons standing in loco parentis may visit.
  - a. Parents are authorized an initial visit immediately (or at the earliest possible time) after the youth's admission to the Youth Detention Facility. Thereafter, visiting is limited to general visiting hours.
  - b. Parents, legal guardians or persons standing in loco parentis may have separate visits when necessary (parents separated, working parents, etc.).
  - c. Parents, legal guardians or persons standing in loco parentis are allowed to visit after a youth's Court hearing. All Post-Court visits are held in the Visitor Center general visiting area unless the youth is classified S-1, or the youth's current behavior is deemed a potential security risk for visitation.
  - d. Youth with S-1 classifications or whose behavior is deemed a potential risk for visitation will have non-contact visits, unless authorized by a duty supervisor.
2. Grandparents who have been confirmed and recommended by the assigned probation officer may visit through the Special Visit process.
3. Any adult who has been determined by the assigned probation officer to play an important role in the re-integration of the youth back into the community may visit if approved through the Special Visit process.

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4. The Court occasionally authorizes visits for other relatives who attended the Court hearing. Visitor Center staff should notify the duty supervisor of all such visits. These visits shall be authorized by the assigned probation officer.
5. Special Visits/Visitors:
  - a. The assigned Probation Officer may request a visit at any time during normal operational hours of the Visitor Center. Such visits should be limited in order to avoid overcrowding. Visits will be authorized in advance of the planned visit and approved by the probation officer's immediate Supervisor and the Youth Detention Facility Supervisor.
  - b. A Special Visit Authorization form must be completed by the probation officer for each special visit.
  - c. The assigned probation officer will deliver or fax the form to the Youth Detention Facility for a duty supervisor to review and authorize. Once approved and signed by the duty supervisor, the form will be forwarded to the Visitor Center.
  - d. The authorization must be on file at the Youth Detention Facility Visitor Center prior to the visit, or the visit will not be permitted.
  - e. Family therapy and professional visits shall be accommodated and may occur within reasonable times outside of the normal visiting hours.

B. Biological Children of the Youth

1. Visits between a youth and their biological child (confirmed through a birth certificate) shall be authorized through the Special Visit process.
2. A responsible adult, who has already been approved for visitation, must accompany the child during the visit.
3. No more than two biological children will be permitted to visit at a time.
4. Visits between a youth and their biological child shall be non-contact unless authorized by an Assistant Chief Deputy or above.

C. Siblings of Residents the Youth

1. Visits between a youth and his/her siblings, age 11 and under, may be authorized through the Special Visit process.
2. The sibling must be determined by the assigned probation officer to play an important role in the re-unification of the youth back into the home.

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3. Siblings must be accompanied by a responsible adult who has already been approved for visitation.
4. No more than two siblings will be permitted to visit at a time.
5. Visits between a youth and their siblings shall be non-contact unless authorized by an Assistant Chief Deputy or above.

D. Visitors with Probation or Parole status

1. Visitors having Probation and Parole status may be granted visitation at the Youth Detention Facility's Visitor Center.
2. Before being considered for visitation, the following criteria must be met:
  - a. No pending violations or holds;
  - b. No warrants, and
  - c. Persons on parole must provide proof of good standing with their parole agent.
3. It is the responsibility of the person on parole to provide the Youth Detention Facility's Visitor Center with written confirmation, either on Department letterhead or Department email, from their parole officer regarding the above criteria.
4. Visitors on parole and formal probation will have non-contact visits.
5. If at any time the visitor's personal conduct is not in accordance with all aspects of the Youth Detention Facility's rules and regulations and/or fails to maintain the above mentioned criteria, the Probation Department can terminate their visitation at the Visitor's Center.

E. All other visitors must be approved by the youth's probation officer, their supervisor and the Youth Detention Facility Supervisor. The duty supervisor is the approving official for youth pending Adult Court who do not have a probation officer assigned. Groups of visitors in excess of three will be rotated into the Visitor Center throughout the scheduled visiting period and shall be considered a single visit.

F. Clergy visits are to be screened and approved by the Youth Detention Facility Chaplain and a Youth Detention Facility Administrator or his or her designee.

G. Criminal Justice Officials and attorneys may visit at any time during normal operating hours of the Visitor Center. During non operating hours, such visits may occur within reasonable times outside of the normal visiting hours.

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- H. Supervised visits require a Youth Detention Facility staff member to visually observe the youth and visitors.
  - 1. The duty supervisor, or the Juvenile Court may direct a visit be supervised, and must specify the reason for supervision and reporting requirements.
  - 2. Conversations shall not be monitored unless there is a security or safety need.

### **III. Visiting Procedures:**

- A. Authorized visitors are subject to and must clear a criminal records check. All visitors will be subjected to a metal detector search prior to admittance to the Visitor Center. It is recommended that visitors dress conservatively and in good taste. Inappropriate attire, as determined by the duty supervisor, may be cause for denial of a visit.
- B. It is unlawful for any person who has a warrant to enter this facility.
- C. A certified copy of a youth's biological child's birth certificate must be on file with the YDF Visitor Center and may be presented upon the child's first visit once the special visit has been approved.
- D. All other visitors over the age of 18 must provide valid, official photo identification. The following are approved identification documents:
  - 1. State Driver's License
  - 2. State Department of Motor Vehicles Identification Card
  - 3. Armed Forces Identification Card
  - 4. Identification Card issued by the United States Department of Immigration and Naturalization Services
  - 5. Passport
  - 6. Matricula Consular De Alta Seguridad (MCAS) issued by the Mexican Consulate
- E. Visitors must comply with all instructions of Youth Detention Facility staff and abide by the following rules:
  - 1. Smoking is not permitted in or around the facility at any time.

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2. Visitors must obtain permission from staff before giving or accepting anything from a detainee.
3. Visitors may bring approved pictures, magazines, paperback books and unsealed letters or greeting cards. These items must be clearly marked with the youth's name and shall be surrendered to staff upon entry to the Visitor Center and will remain at the Counselor's Station until after visiting. Staff has the right to refuse acceptance of any publication that is offensive in nature or may be disruptive to the orderly management, safety or security of the institution.
4. Prohibited items: The following items are prohibited and must not be brought into the Youth Detention Facility or given to any resident (871.5 (a) WIC).
  - a. Drugs, alcohol, or intoxicants of any type
  - b. Weapons, firearms, tear gas, pepper spray, explosives or ammunition
  - c. Tobacco, tobacco products or lighters of any type
  - d. Chewing gum
  - e. Purses, backpacks or packages of any type
  - f. Hair products of any kind
  - g. Non-prescription medication
  - h. Sexually explicit or gang related material
  - i. Pagers or cellular phones
  - j. Cameras, radios and electronic or recording devices
  - k. Writing materials or hard back books
  - l. Outside food and beverages
- F. All medication must be turned over to Medical staff upon entry. Youth Detention Facility Visitor Center staff may not accept youth's medication from a visitor.
- G. General Behavior: Visitors are expected to conduct themselves in an appropriate manner and not infringe upon the rights of others. Profanity, sexually explicit touching and speech or gestures that tend to be disruptive to the group are strictly prohibited and may be grounds for termination of the visit. Hair grooming is not permitted during visiting.
- H. Termination of Visits: Visitors should be aware of the time allocated for visiting. However, Visitor Center staff will advise visitors when general visiting is over. Visitors should then leave the Visitor Center without undue hesitation. Staff members, with supervisor approval, have the discretion to terminate a visit at any time should the situation dictate such a termination to be appropriate.

#### **IV. Searches of Visitors**

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- A. Searches of visitors can be performed to ensure the safety and security of the facility, and to provide for the safety and security of the public, visitors, youth and staff. A search of a visitor will include a successful pass through the walk-through magnetometer and/or hand-held metal detector. Youth Detention Facility staff, with the prior authorization of the Chief Deputy or Assistant Chief Deputy of Youth Detention Facility, may conduct a pat-down search of a visitor. The pat-down search must be based on probable cause that the visitor is in violation of Section 871.5 of the Welfare and Institutions Code, in that the visitor is bringing contraband into Youth Detention Facility. A visitor's refusal to a pat-down search will result in the denial of the visit, and cancellation of that person's visiting privileges. A search of a visitor will never be conducted for purposes of harassment. All Youth Detention Facility staff conducting pat-down searches must be of the same sex as the visitor.
- B. If probable cause exists for the search of a visitor based on Section 871.5 of the Welfare and Institutions Code, Youth Detention Facility staff will immediately advise the duty supervisor who will contact the Chief Deputy or an Assistant Chief Deputy for authorization to conduct a pat-down search.
- C. Visitors may leave the institution grounds rather than submit to a pat-down search or search of their vehicle or property. However, refusal to submit to the search will result in the denial of visitation for that day and possible cancellation of that person's visiting privileges.

**V. Preparation for Visiting:**

- A. Ensure that the population/authorized visitors' roster is available.
- B. Unlock the lobby area for visitor entry.
- C. Ensure all contact/non-contact rooms are locked.
- D. Processing Visitors:
  - 1. Ensure welcome video is activated and playing for all awaiting visitors.
  - 2. Using the Population/Authorized Visitor Roster identify the resident to be visited.
  - 3. Check the photo I.D. of the visitor to assure proper identification and verify right to visit with the population/visitor roster.
  - 4. Conduct record checks on all visitors for outstanding felony and misdemeanor warrants. The Youth Detention Facility Supervisor will be immediately notified once the active warrant has been discovered.

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5. The Duty Supervisor will determine whether local law enforcement is notified or instead the visit is denied until the warrant is cleared.
  6. Visually check each visitor for unauthorized items.
  7. Process each visitor through the metal detector.
  8. Allow approved visitor to enter the sally port door and proceed into the Visiting day area.
  9. Seat visitors at designated tables inside the visiting day area.
  10. The visit will be "logged" into the computer.
  11. Visitors will also be "logged" in on the Visitation Log.
- E. Special visits will be processed in the same manner as general visitors with the exception that the Special Visit Request will be used in lieu of the population/authorized visitor roster for verification.

#### **VI. Supervising visiting:**

- A. All general non S-1 visits are to be held in the visiting day area.
- B. All S-1 visits except legal, Chaplain, and Probation Officer visits are to be held in the non-contact rooms, unless authorized by a duty supervisor.
- C. Visitors on parole and formal probation will have non-contact visits, unless authorized by a duty supervisor.
- D. Visitor Center staff shall notify the duty supervisor of any additional reasons a visit may necessitate a non-contact visit. The duty supervisor may direct that a visit be non-contact, and must document the reason in JPIP.
- E. Station one staff at inside entry sally port door to greet and instruct visitors.
- F. Accept all authorized items brought by visitors. These items will be checked for appropriateness and contraband. If appropriate they will be retained at the Counselor Station and given to the youth after visiting. If not appropriate, visitor will be issued a lock and asked to secure the items in a locker located in the Visitor Center lobby.
- G. Weapons and cell phones are prohibited in the Visitor Center. Weapons lockers are available in the area adjacent to the Magnetometer to secure such items for law enforcement officers.
- H. Visually monitor the visiting area to ensure compliance with visiting rules.

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- I. If inquiries are made, briefly discuss the youth's behavior in the unit with the parent(s) or guardian(s).
  1. Inquiries concerning medical issues are to be referred to the Clinic.
  2. Inquiries concerning non-unit behavior such as Court or supervision issues are to be referred to the assigned probation officer.
- J. A youth may refuse a visit. Note refusal on Visitation Log, in the Red Book and in the Youth's Youth Detention Facility file.
- K. Youth with siblings housed in Youth Detention Facility will not be allowed to visit with family members at the same time, unless authorized by the duty supervisor. However, the visitor may visit with each youth consecutively.
- L. Termination of visits for cause:
  1. When the visit proves unduly upsetting to the youth, the visitor(s) or the rest of the visiting area.
  2. When a youth or visitor's violation of a rule makes termination appropriate.
  3. Visitor Center staff will immediately notify the duty Supervisor of termination and the reason for termination.
  4. Document visit termination in an Incident Report and forward to the duty Supervisor.

## **VII. After Departure of Visitors:**

### A. Visitor Center Staff Procedures:

1. Pat-down search all youth prior to release from the Visitor Center.
2. Send youth back to their assigned units.
3. Thoroughly search the visiting area and any other area which visitors or youth may have had access to.
4. Document any unusual incident or occurrence and forward an incident report to duty supervisor.

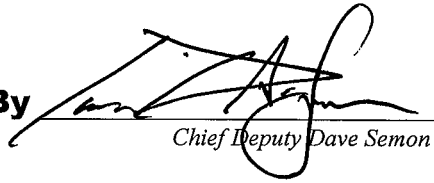
## **Attachments**

Special Visit Authorization

## **Amends/Replaces Previous Order**

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**Authorized By**



*Chief Deputy Dave Semon*

**Date**

*2/13/2020*

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