

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p>Transmittal # 16-11</p>	<p>Policy # 15.5</p>
<p>Applicability: { } All DJJ Staff { } Administration {x} Community Services {x} Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: O.C.G.A. §49-4A-11 (d) & (e) ACA Standards: 3-JDF-5G-12 through 15, 4-JCF- 3A-1,18 through 20 DJJ 1.8, 8.22, 15.3, 15.8, 17.2, 18.12</p>	
<p>Chapter 15: RIGHTS OF YOUTH</p>	<p>Effective Date: 8/30/16</p>	
<p>Subject: YOUTH VISITATION</p>	<p>Review Date: 8/29/17 Replaces: 3/1/12 Secure Facility</p>	
<p>Attachments: A - Visitor Log / Visitor Consent to Search Form</p>	<p>Approved:</p> 	
	<p>Avery D. Niles, Commissioner</p>	

I. POLICY:

Youth in Department of Juvenile Justice facilities shall have the right to reasonable visitation with their parent/legal guardian, immediate family members, significant others and their attorneys as approved by the facility Director.

II. DEFINITIONS:

Family Member: Spouse, domestic partner, parent, foster parent, grandparent, child, brother, sister, aunt, uncle, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister.

Juvenile Detention Counselor (JDC): The designated RYDC or YDC employee with case management responsibilities for a youth who shares joint service planning responsibilities with the community case manager.

Restricted Visitor: Previously approved visitor who the facility director/designee or community case manager determines cannot visit due to current or prior safety and security reasons.

Significant Others: A person having a meaningful relationship with the youth to provide support and encouragement in a rehabilitative capacity. Special visit will be vetted by the managing team and approved by the facility director or designee. Directors have the authority to approve special visits in unusual circumstances.

Special Visit: Visiting at times other than the routine visiting times or having an approved visit with someone who does not meet the established visitor criteria. The facility Director or designee must approve all special visits in writing with input from the community case manager.

Chapter	Subject	Policy #	Page
RIGHTS OF YOUTH	YOUTH VISITATION	15.5	2 of 9

Managing Team: The team manages youth treatment and service provision. This may be the facility multidisciplinary team, behavioral health treatment team or in YDCs the sexually harmful behaviors intervention treatment team.

Visitor: Any person (including DJJ staff not on assigned duty at that facility) who is visiting the facility for any purpose.

III. PROCEDURES:

- A. All DJJ facilities will develop written procedures that govern visitation to include visitation schedule and number of visitors allowed per youth.
- B. Visitation may be temporarily limited due to overriding security considerations. Visitation may be cancelled during facility disturbances or emergency situations.
- C. Only those visitors whose names are on an approved contact list in the Juvenile Tracking System (JTS) or authorized in writing by the facility Director or designee will be allowed to visit a youth.
- D. For youth who have been charged with or adjudicated for offenses based on sexually harmful behavior:
 1. In an RYDC, the JDC will ensure that the alleged victim is not an approved visitor, unless authorized by a court order or special approval is granted by DJJ's victim advocate.
 2. In a YDC, the juvenile sex offender treatment team must approve the youth's visitation list prior to the youth receiving visitors. The approval will be based on the youth's social summary, police report, JSOAP II's clinical interview and TNPS in consultation with the certified community sex offender supervision specialist or assigned community case manager. The youth's victim(s) will only be allowed to visit if the clinical findings support such a visit.
- E. The youth's Community Case Manager will develop the initial approved contact list in the juvenile tracking system (JTS). After admission to a secure facility, the JDC will maintain the approved contact list in JTS.
 1. Before adding any visitor to the list, the JDC will verify with the youth's parent/legal guardian that the visitor is an approved family member or other individual as approved by the facility Director.
 2. When making decisions regarding approved visitors, the JDC should be mindful of the welfare of the youth and the safety and security of the facility.

Chapter	Subject	Policy #	Page
RIGHTS OF YOUTH	YOUTH VISITATION	15.5	3 of 9

3. All efforts to verify a visitor will be documented in the JTS case notes. The JDC will enter a progress note to document any changes made to the visitation list, to include special visits and justification for the change.
 4. The youth's visitation list will be re-verified by the JDC at each new facility intake and at least every 90 days that the youth is in a secure facility.
- F. Any visitors not on the approved list must be approved by the facility director or designee with input from the community case manager.
- G. A youth's attorney and/or attorney's designated staff will have the right to meet with the youth at any reasonable time.
1. Except in unusual circumstances, the attorney requesting the meeting should be encouraged to conduct the meeting when most convenient to the youth and the facility operation.
 2. All appointments must be made through the facility Director or designee who will ensure the presence of the youth at the scheduled appointment. All visiting attorney visits must present their Bar card in addition to any other required identification.
- H. The youth may receive up to five visitors at one time subject to space limitations and supervision concerns.
- I. All youth will be afforded the opportunity to receive at least two visits per week.
1. RYDCs will offer at least one hour of visitation twice per week. At least one of the visitation periods must be on Saturday or Sunday.
 2. YDCs will offer three hours of visitation on Saturdays and Sundays.
- J. Youth will be informed about visitation rules in the youth handbook and during orientation to the facility.
- K. The JDC will mail facility information and visitation rules and procedures to youth's parents in accordance with DJJ 17.2 - Youth and Parent Orientation.
- L. Youth will not attend visitation in restraints (i.e. handcuffs, leg iron etc.) unless restraints have been authorized in writing by Director or ADO in consultation with the Mental Health staff via SMP. Such visitation will be held in a separate or private location from the regular visitation area.
- M. Youth in isolation will be eligible to receive visitors unless there is a compelling risk to the safety of other youth, staff and visitors or to the

Chapter	Subject	Policy #	Page
RIGHTS OF YOUTH	YOUTH VISITATION	15.5	4 of 9

security of the facility. Reasons will be documented as a communication note in JTS.

- N. Visitation is not a privilege that can be restricted for disciplinary reasons.
- O. Visitation for youth placed in the Specialized Treatment Unit (STU) and the Intensive Treatment Unit (ITU) will be outlined in their respective program plan, the standardized handbook DJJ 12.13 - Intensive Treatment Unit and DJJ 12.14 - Specialized Treatment Unit.
- P. Visits with media representatives are governed by DJJ 1.8, Public Information. These visits do not count as a visit for the youth's scheduled visitation period.
- Q. Special Visitation:
 - 1. Special visits will be vetted by the managing team and approved by the facility director or designee.
 - 2. The director or designee may authorize special visits for persons who have traveled long distance to visit or when the visitor's arrival time is outside of the scheduled visitation hours for the facility.
 - 3. Special visits will not be a substitute for the youth's normal visitation time.
 - 4. Special visits for a youth who is a patient in a hospital will be considered and scheduled on a case by case basis by the facility director or designee. This visit is limited to immediate family members on the visitation list.
- R. All visitors will be required to sign the Visitor Log/Visitor Consent to Search Form (Attachment A) upon entry. Visitors refusing to sign the consent will be denied visitation.
- S. Visitors will be required to adhere to the following regulations:
 - 1. Visitors must pass through metal detectors and if necessary be subject to further search by hand-held detectors or pat-down searches.
 - 2. Visitors' personal effects will be searched prior to entry into the visitation areas.
 - 3. Visitors will be informed of the reason for the search (i.e., safety and security of youth, staff, and others prior to conducting the search (see DJJ 8.22 - Searches and Contraband Control).

Chapter	Subject	Policy #	Page
RIGHTS OF YOUTH	YOUTH VISITATION	15.5	5 of 9

4. Visitors 16 years of age or older will be required to leave a current picture ID with security staff at the facility entrance. Each visitor will be given a visitor's badge which must be prominently displayed for the duration of the visit.
5. A parent or legal guardian must accompany children under the age of 12yrs. However, the facility director or designee may grant an exception in certain instances.
6. Parents will verify the identification of their children by showing a student picture ID, a picture ID taken by the child's local law enforcement center or by providing a birth certificate.
7. Information about visitation will be included in the admission letter mailed to the parent or legal guardian.
8. Visitors will not be allowed to bring strollers, baby carriers, baby slings or diaper bags to visitation.
9. Visitors will not be allowed to bring food or drink into the facility unless approved in writing by the facility director.
10. Visitors will be allowed to bring a maximum of ten dollars per family in a clear bag to visitation to be used for the vending machines per visitation day. All coins must be in a clear bag.
11. All visiting DJJ staff must leave their DJJ locator card with security staff at the facility entrance. DJJ staff must prominently display their DJJ issued ID for the duration of the visit.
12. If the DJJ staff is not in possession of his/her DJJ issued ID or locator card, they will be required to leave their driver's license with security staff at the facility entrance. The DJJ staff will be provided a visitor's badge which must be prominently displayed for the duration of the visit. Visitors who have not been issued a DJJ identification card will be provided a visitor's badge that will be worn conspicuously for the duration of the visit
13. All identification cards or DJJ locator cards will be maintained at the control room/gatehouse in a file/storage box or on a peg board.
14. All visitors (including DJJ staff) must leave all keys at the control room/gatehouse and will be provided a chit in exchange for the keys.
15. All bags shall be clear and will be searched immediately upon entry into the facility.

Chapter	Subject	Policy #	Page
RIGHTS OF YOUTH	YOUTH VISITATION	15.5	6 of 9

T. Visitation Clothing:

1. Youth must wear full uniforms and must be neat and clean in appearance in accordance with DJJ 15.8 - Youth Property, State Issued Items and Personal Hygiene and DJJ 18.12 - Hair and Nail Hygiene.
2. Visitors will not be allowed to visit the youth if dressed inappropriately. Prohibited attire shall include:
 - a) Dresses or tops with thin straps which expose shoulder or chest area in any manner;
 - b) Tube tops, tank tops or halters of any type;
 - c) Any type of clothing which reveals the stomach or midriff area;
 - d) Any type of clothing that is made of sheer or transparent material;
 - e) Shorts that are above the knee;
 - f) Dresses, skirts or other similar garments that are more than 2 inches above the knees; and/or
 - g) Any other type of clothing that is suggestive or revealing in any way.
3. Any DJJ staff (full-time, part-time, per diem, contract, consultants, volunteers, etc.) who is not in compliance with DJJ 3.13 - Dress Code for Non-Uniformed Staff may be denied entrance to a facility.

U. Supervision of Visits:

1. Only certified security staff will supervise visitation.
2. Staff ratios will be maintained during visitation in accordance with DJJ 8.1- Security Management. Visitation area will be searched between visitation periods if the facility has multiple visitation periods in one day.
3. The director or senior official in charge may authorize the frisk search of a visitor either randomly or for cause.
 - a) Visitors will never be strip searched. Frisk searches will be performed by staff of the same sex as the person being searched.

Chapter	Subject	Policy #	Page
RIGHTS OF YOUTH	YOUTH VISITATION	15.5	7 of 9

- b) If a staff of the same sex as the person to be searched is not available, at least one same-sex witness will be present during the frisk search.
 - c) The privacy and dignity of the person being searched will be protected.
- 4. A Special Incident Report will be completed any time a frisk search of a visitor is conducted other than routine inspection of bags, sacks, etc.
- 5. A visitor who refuses to be searched will be required to leave the facility and may be removed from the youth's visitation list.
- 6. Any visitor found in violation of this policy will be removed from the facility and may be prohibited from future visits. Further, if a violation of law occurs, criminal charges may be filed against the visitor.
- 7. The visiting area will permit communication, including the opportunity for appropriate levels of physical contact.
 - a) No sexual contact including kissing will be allowed.
 - b) When necessary for security reasons, non-contact visitation may be provided. Surroundings should have the surveillance necessary to allow for the availability of privacy while assuring appropriate security.
- 8. Youth will be frisk searched prior to entering the visitation area.
- 9. Once the visit begins visitors and/or youth may not leave the visitation area (which includes authorized restrooms breaks) unless they desire to terminate the visit.
- 10. Immediately before and after each visitation, officer(s) assigned to the visitation area must conduct a thorough search of the area for contraband and document the search in the designated logbook.
 - a) Youth will not be permitted in the area during this search.
 - b) Officers assigned to the visitation area must be attentive to ensure that contraband is not passed from a visitor to a youth.
 - c) Youth will be strip searched at the conclusion of each visit. Accumulated trash will be taken out of the facility by staff (see DJJ 8.22 - Searches and Contraband Control).

Chapter	Subject	Policy #	Page
RIGHTS OF YOUTH	YOUTH VISITATION	15.5	8 of 9

- V. The facility's policy and procedures governing visitation will be published and made available to youth, staff and visitors. The visitation policy and procedures will include the following:
1. The routine days and times designated for visitation as well as who is allowed to visit and the number of visitors allowed per youth;
 2. The facility's standards for special visits;
 3. The items allowed to be brought into the visitation area by visitors and/or youth;
 4. The statutes which address offenses relating to custody, including the introduction of contraband into secure facilities and aiding escape from custody (see DJJ 8.22 - Searches and Contraband Control);
 5. A sign posted at the entrance which informs visitors that both visitors and their property are subject to search upon entering the secure perimeter of the facility (see DJJ 8.22 - Searches and Contraband Control);
 6. Notification that a youth's visitor will not be allowed to visit with another youth or the visitors of that other youth;
 7. A list of contraband items prohibited in the visiting area;
 8. Temporary or special restrictions including the dates of the restrictions, and
 9. Dress code restrictions for visitors.
- W. A denial of visitation will be made when staff has reason to believe that the safety and security of the youth, staff, general public or the facility may be in jeopardy. The director or designee will order a denial of visitation as follows:
1. A decision to deny visitation will be given to the youth, in writing, and will include the name of the restricted visitor, the time and date of the denial, the reasons for the denial, the name of the person making the decision, and the right of the youth to appeal the decision to the facility director. The community case manager will be notified of the denial of visitation, the name of the restricted visitor(s) and the reason for the denial of visitation. All denials will be documented in the JTS case notes.
 2. When a legal custodian seeks to block visitation for another family member, the facility director will consult with youth community case manager and JDC for final determination.

Chapter	Subject	Policy #	Page
RIGHTS OF YOUTH	YOUTH VISITATION	15.5	9 of 9

3. Any court order that contains a "no contact" provision for the parent/legal guardian will be immediately forwarded by fax or email to the Office of Legal Services. The facility staff will receive direction regarding visitation from the Office of Legal Services.
 4. Youth will not be required to visit with individuals that they do not wish to see; however, the youth may be requested, but not required, to put his/her reason for refusing the visit in writing. A copy will be forwarded to the director/designee and the community case manager within one business day.
- X. The facility will provide information to visitors about visitation guidelines, nearby public transit terminals or other forms of transportation to access the facility.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

Each facility will develop procedures:

- For special visits or confinement visits (to include BMU, STU or ITU when applicable);
- Youth restrictions during visitation;
- Temporarily denying visitation that include the causes for the cancellation or denial of a visit; and
- For appealing a decision to cancel or deny visitation and any other practices specific to the facility (e.g., forms requiring a visitor signature not required by this policy, etc.).