

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
Policy: 04-06		Page 1 of 5
VISITATION		
<p><b>RATIONALE:</b> The Division is committed to supporting families in the rehabilitative process and promoting family involvement through visitation. It is essential for each minor to maintain a support system through safe and orderly visits from families/legal guardians, legal counsel, clergy, professional workers, and other approved persons.</p> <p><i>Related Policies, Applicable Standards, Statutes: UCA §80-6-205; JJYS policy 01-08 Canines In Division Facilities/Programs; 04-06A Visitation Request Form; 05-16 Facility Access; 05-02 Searches of Person, Room, State Vehicle; 01-14 Personal Electronic Devices</i></p>		
<b>Original Effective:</b> <b>August 11, 2004</b>	<b>Revision:</b> <b>September 25, 2024</b>	<b>Next Review Due:</b> <b>September 26, 2027</b>

## I. DESCRIPTION

This policy establishes the Division's policies and procedures for in-person visitation of youth residing in JJYS residential care facilities.

## II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Facility Administration:** The Assistant Program Director (APD) and supervisors assigned to a JJYS facility or program.
- B. **Legal Guardian:** A responsible adult, that may include the parent of the minor, recognized by the Division or the Courts, as having legal authority to make decisions about the minor's life. Division staff are not legal guardians.
- C. **Professional Worker Visit:** A visit from an individual providing a professional service to the minor. This includes but is not limited to legal counsel, treatment provider, case manager, case worker, probation officer, allied agency representative, psychologist or other professionals as approved by Juvenile Justice and Youth Services (JJYS) or the courts.

### **III. POLICY**

- A. A minor admitted to a JJYS secure program has a right to confer in private, at any time, with an attorney, cleric, parent, guardian, or custodian and may only be limited for compelling reasons (80-6-205).
- B. Division residential programs and facilities shall provide for and encourage the visitation of minors in Division care by their families, legal counsel, clergy, professional workers, and other approved persons.
- C. The number of visits a minor may receive and the length of visits may be limited by space, schedule, facilities, and personnel constraints; or when other substantial reasons to justify such limitations exist.
- D. Pursuant to Utah Code §80-6-205, the division shall establish and approve a reasonable visitation schedule.
- E. The Division reserves the right to approve or deny visits from certain persons when there is a reasonable basis to believe it is not in the best interest of the minor.
- F. Visitation may not be used as a behavior modification tool or as part of programming.
- G. Visitors shall comply with visiting rules established at each division facility.
- H. Staff shall interact with visitors to provide a professional, courteous, and accepting environment.
  - a. Staff shall treat visitors with dignity and respect; and
  - b. Be responsive to questions or concerns.

### **IV. PROCEDURE**

- A. General Visitation Guidelines
  - 1. Division staff shall provide for and encourage visitation by parents, step-parents, grandparents, legal guardians, and other approved persons (see IV.B).
  - 2. Additional visitors are subject to approval by facility administration with a maximum number of six approved visitors for each youth.
  - 3. No more than two visitors are allowed during each visitation period.
  - 4. No visitation by children under the age of 18 unless extenuating circumstances exist (e.g., the youth in JJYS custody is the parent of a child) and visitation is approved by the APD.
  - 5. More than two visitors or visitors under the age of 18 may be allowed to participate in family therapy as indicated by a QMHP in a treatment plan.
  - 6. Animals are not allowed unless it is a licensed service animal (01-08 Canines In Division Facilities/Programs) or unless approved by facility administration.
- B. Visitation schedules shall be organized by the APD and approved by the Program Director.

1. Visitation shall be supervised by JJYS staff and may be audio or video recorded. Audio recordings of privileged visits between a minor and their clergy, a victim advocate, therapist, JJYS Internal Review, CPS investigator, or legal counsel shall not be retained or accessed.
  2. Division staff shall support visitation by clergy and professional workers.
  3. Whenever possible, visiting times shall be flexible to accommodate work or travel schedules of families and legal guardians.
  4. The number and length of visits shall be subject to the limitations necessary to maintain facility order and security.
  5. Visits by other individuals vital to support the minor and the rehabilitative process may be approved by the court or the APD.
  6. Visits may be suspended, supervised, or denied for security reasons or when ordered by the court.
  7. Visits, other than attorney visits, may be suspended, supervised, or denied if determined not to be in the best interest of the minor at the division's discretion through the team staffing process and APD approval.
  8. Visitors on a youth's approved visitor list shall be notified of the decision to suspend visits as well as when visits are reinstated as soon as practicable after these decisions are made.
  9. Once suspended, visits may be reinstated through a supervisor review or a team staffing process and approval of the APD.
- B. Approval of Additional Visitors
1. Facility Administration shall consider approving additional visitors through the following process:
    - a) The legal guardian may submit a written request to the facility director for an individual to visit. The request must include the name, DOB, relationship to the youth, and the reason for requesting visitation.
    - b) The minor meets the program level system requirements to earn additional visitation.
    - c) Additional visitors may be determined through a Child and Family Team Meeting. The facility administration shall make the final decision.
- C. Visiting Rules:
1. Visiting rules shall be posted in the lobby or reception area of each facility. Staff shall provide a copy of the visiting rules and times to minors and their visitors.
  2. Visitors are required to sign-in and show picture identification prior to each visit. Exceptions shall be approved by the APD.
  3. Visitors shall abide by the dress code of each facility. Prohibited clothing includes, but is not limited to, revealing or transparent garments, low-cut shirts or shorts, gang related attire or clothing with

- vulgar language or pictures.
4. Visitors to a JJYS facility are subject to search with a metal detector.
  5. Personal items brought by visitors are not permitted in the visiting area. These include, but are not limited to, keys, cell phones or other electronic equipment, purses, backpacks, or bags. Items shall be left outside or in lockers provided by the facility.
  6. Gun lockers are available for law enforcement and others that carry firearms.
  7. Facilities shall maintain a visitation log documenting date, visitor name, length of visit, and room used.
  8. Contact between visitors and minors in JJYS custody is not allowed except for short hugs at the beginning and end of the visit which shall be supervised in-person by a JJYS staff member.
- D. Staff shall communicate with parent(s)/guardian(s) at the beginning or end of each visit to answer questions or provide progress information for the family.
- E. Staff shall ensure a secure visiting area.
1. Facility staff shall search visiting rooms and areas prior to and after each visit.
  2. Staff shall search minors after each visit as per policy 05-02 Searches of Person, Room, State Vehicle.
  3. Property brought in for a minor at the time of a visit shall be searched and approved before being allowed into a residential facility. (See 05-16 Facility Access for list of allowable and prohibited items.)
    - a) Professional Visits - Allowable items include:
      - 1) Authorized electronic devices (policy 01-14 Personal Electronic Devices) may be allowed and used by professionals for official business and only with facility administration approval;
      - 2) Writing utensil;
      - 3) Paper (pad, documents, files);
      - 4) Legal documents from the minor's attorney(s); and
      - 5) Food items purchased at the facility with staff approval. Such items must be consumed during the visit and may not be taken to the section. Trash associated with these food items shall be given to staff at the end of the visit.
    - b) Professional Visits - Prohibited items include:
      - 1) Weapons (e.g., sharp metal objects, knives, firearms, clubs) or anything that could be used as a weapon (e.g., tools, scissors, sporting equipment);
      - 2) Bags, briefcases, and the like;
      - 3) Other outside items may not be delivered for minors residing in a JJYS facility; and
      - 4) Outside food items.
    - c) Family Visits - Allowable items:

- 1) Food items purchased at the facility with staff approval. Such items must be consumed during the visit and may not be taken to the section.
- 2) Trash associated with these food items shall be given to staff at the end of the visit.
- d) Family Visits - Prohibited items include:
  - 1) Items not included in IV.E.3.c;
  - 2) Electronic devices (e.g., cell phones, games, smart-watches, computers);
  - 3) Weapons (e.g. sharp metal objects, knives, firearms, clubs) or anything that could be used as a weapon (e.g. tools, scissors, sporting equipment);
  - 4) Bags, briefcases and the like;
  - 5) Food items not purchased at the facility; and
  - 6) Other outside items may not be delivered for minors residing in a JJYS facility.

## **V. Continuous Renewal**

This policy shall be reviewed every three years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice and Youth Services Executive Management Team, and is approved upon the signature of the Director.



Brett Peterson, Director  
Division of Juvenile Justice and Youth Services

09/25/24

Signature Date