

DEPARTMENT OF HUMAN SERVICES
JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 04-06
Subject: Visitation

Effective: 08/11/04

Revision Date: 06/02/2021

I. Policy Statement

Division residential programs and facilities will provide for and encourage the visitation of minors in Division care by their families, legal counsel, clergy, professional workers, and other persons. The number of visits a minor may receive and the length of visits may only be limited by space, schedule, facilities and personnel constraints; or when other substantial reasons to justify such limitations exist. JJS 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.

II. Rationale

Division residential programs and facilities will provide for and encourage the visitation of minors in Division care by their families, legal counsel, clergy, professional workers, and other persons. The number of visits a minor may receive and the length of visits may only be limited by space, schedule, facilities and personnel constraints; or when other substantial reasons to justify such limitations exist. JJS 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.

III. Definitions

“Legal Guardian” is 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.

“Professional Worker Visit” is a visit from an individual providing a professional service to the minor. This may include legal counsel, treatment provider, case manager, case worker, probation officer, allied agency representative, psychologist or other professionals as approved by JJS or the courts.

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IV. Procedures

- A. Pursuant to [Utah Rule of Juvenile Procedure 8\(b\)](#), the division shall establish and approve a reasonable visitation schedule. This schedule will be organized by the Assistant Program Director and approved by the Program Director.
1. Division staff shall provide for and encourage visitation by parents, grandparents, legal guardians, and/or other approved persons.
 2. Division staff shall support visitation by clergy and professional workers.
 3. Whenever necessary visiting times shall be flexible to accommodate work and/or travel schedules of families and/or 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 division.
 6. Visits may be suspended, supervised, or denied for security reasons and/or when ordered by the court.
 7. Visits, other than attorneys, 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.
 8. Once suspended, visits may be reinstated by the division through a supervisor review or a team staffing process.
 9. Visits shall not be denied solely based on the minor's behavior.
- B. All Visitors must comply with visiting rules established at e division facility.
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. Any exceptions must be approved by the APD.
 3. Visitors must 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. All visitors to a JJS 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 must be left outside or in lockers provided by the facility.

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6. Gun lockers are available for law enforcement and others that have concealed carry permits.
 7. Facilities shall maintain a visitation log documenting date, visitor, length of visit, and room used.
- C. Staff shall interact with visitors with dignity and respect and be responsive to parents' questions or concerns.
1. Staff shall treat visitors with dignity and respect and be responsive to parents' questions or concerns.
 2. 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.
- D. Staff shall ensure a secure visiting area.
1. Facility staff shall search visiting rooms/areas prior to and after each visit.
 2. Staff shall search minors after each visit as per Division policy 05-02.
 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 05-16A Metal Detector Policy for list of allowable/prohibited items.)
 - a. Professional Visits

Allowable items include:

 - i. Authorized electronic devices (see policy 01-14 Personal Electronic Devices) may be allowed and used by professionals for official business only;
 - ii. Writing utensil;
 - iii. Paper (pad, documents, files).
 - iv. Food items purchased at the facility are allowed 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 will be given to staff at the end of the visit.

Prohibited items include:

 - i. Weapons (e.g. sharp metal objects, knives, firearms, clubs) or anything that could be used as a weapon (e.g. tools, scissors, sporting equipment).
 - ii. Bags, briefcases and the like.
 - iii. Outside food items.
 - b. Family Visits

Allowable items include:

 - i. Food items purchased at the facility are allowed with staff approval. Such items must be consumed during the visit and may not be taken

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Prohibited items include:

- i. Electronic devices
 - ii. weapons (e.g. sharp metal objects, knives, firearms, clubs) or anything that could be used as a weapon (e.g. tools, scissors, sporting equipment)
 - iii. Bags, briefcases and the like
 - iv. Outside food items.
4. Staff may supervise visits as determined by a supervisor in order to maintain the safety and security of the facility and its residents, subject to the requirement of respecting the confidentiality of attorney-client communications.
- a. Any supervised visits shall be documented as specified in the operations manual.

V. Continuous Renewal

This policy shall be reviewed every three (3) 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 Services Executive Management Team, and is approved upon the signature of the director.



Brett M. Peterson, Director
Division of Juvenile Justice Services

06/02/2021

Signature Date