

**VISITING
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** California Code of Regulations, Title 15, Section 1374
Section 885 Welfare and Institutions Code
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-021, dated 01/04/18
- FORMS:**
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|---------------------------------|--------------|
| Special Incident Report | (F057-7018) |
| Request for Contact | (F057-6231) |
| Attorney Visitation Request | (F057-6006) |
| YLA Special Visit Authorization | (F057-6225) |
| Visit Pass (Green Pass) | (F057-6209B) |
| Visit Pass (Regular Visiting) | (F057-6209) |
- PURPOSE:** To establish a procedure for visitors and visits for youth at Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

- A. Youth shall be allowed to receive visits by parents, guardians, persons standing in loco parentis, **and biological children. Other family members such as grandparents, siblings and other supportive adults may visit** at times designated in this procedure, subject only to the limitations necessary to maintain safety security and control within YLA. The opportunity for visiting shall be provided at least two hours per week. Unless otherwise noted, all visiting will be held in the living units. Only two visitors per youth are allowed to visit at any time. Youth with more than two authorized visitors on their list may rotate visitors during their scheduled visiting time.

Visitors cannot be denied based on criminal history alone. Any denial of visitation or limited visitation will be communicated to the youth, person being denied and the facility administrator, and documented by making a log note.

- B. Youth who do not receive visits shall not be restricted from other activities or programming (i.e. kept in their rooms) solely because they do not have a visitor. Youth without a visitor should be placed in the day area where they can participate in a quiet activity so not to disrupt visiting.

- C. Regular visiting hours at YLA are:

YLA Housing Unit 1/ 2 – Saturday 9:00a.m. – 11:00a.m.

Visiting rules are posted at the reception table and in the visiting area. In addition, copies of visiting rules are available to parents/legal guardians upon request at the Reception Table, from the YLA Receptionist or on the Probation Department's Website.

- D. At regular visiting, youth will be allowed to purchase hygiene items and sodas/candy/snacks through the YLA commissary vending machines. All snacks/sodas must be consumed during visiting time. Hygiene items will be given to the youth in the units at the conclusion of visiting. The same cash to card system utilized at Juvenile Hall is utilized at YLA. Parents/guardians will retain control of the cards. At no time will youth be allowed to keep the cards once visiting has concluded. Parents are to take the card with them until the next visit.
- E. Authorized Visitors
1. Parents: This category includes natural parents, stepparents and/ or legal guardians. Picture identification must be shown to staff at the front office and to the reception table staff.
 2. Official, legal counsel or clergy: This includes government officials, attorneys representing the youth and clergy of the youth's or youth's parents' church(es). Attorneys or their representatives (interviewers, investigators or paralegal assistants) will not be denied access to their clients and can visit at times other than regular visiting, except for meal times and the hours of 8:00 p.m. to 8:00 a.m. It is preferred that all other visitor's (government officials, police agencies and clergy) call and make an appointment to ensure the youth will be on-site at the time of the planned visit. Appointments can be made through the Supervising Juvenile Correctional Officer (SJCO) or Assistant Division Director (ADD) or Division Director (DD) of YLA. Appropriate I.D. must be presented at the time of the visit and the visitor must sign-in on the visitor's log located in the front office.
 3. Biological Children: The youth at YLA are encouraged to establish and continue a relationship with their child while in custody. Children of youth at YLA may visit with pre-approval and clearance from a YLA SJCO or Administrator. Children must be accompanied by an authorized visitor. Every effort will be made to allow the child's Mother to attend the visit with the child, but in some situations this may not be possible. Children visits are limited to one hour per week. Children visits will be in addition to regular visiting and may be scheduled Monday - Friday between the hours of 1:00 – 5:00pm and will take place in the YLA administration building.
 4. Others: Persons under 18, extended family members and special visits are permitted to visit on days other than regular visiting days (this includes grandparents, brothers, sisters, aunts, uncles, counselors, teachers, etc.) based on SJCO/ADD/DD approval. Authorization for these types of visits must be cleared in advance and conducted only at the times authorized. A youth's assigned Deputy Probation Officer (DPO) may request such special visits; however, they will be approved or denied by the above noted YLA staff.

II. PROCEDURE

A. Visiting Rules

1. Visitors are to come to the YLA reception area located in the YLA administration building. YLA DJCO IIs will begin checking in parents at 8:45am. Visitors will complete a visiting slip and present the slip and ID to

DJCO II staff for verification. Once verified, the visitors will lock all belongings, including keys, into the lockers available in the YLA administration building. DJCO II staff will direct the visitor to the appropriate unit for visiting.

2. Visitors may not bring radios, televisions, video cameras, cameras, compact disc players or cell phones on-site during visiting. Visitors are not allowed to carry any tobacco products on grounds. Any exceptions must be cleared in advance with YLA administration.
3. Visitors are to leave their purses, backpacks, briefcases and other personal items in their vehicles or lock them in the lockers that are provided at Reception.
4. The DJCO II assigned to check in parents at the unit will be stationed in the SRA area. They will verify the visiting slip and search all visitors. Once cleared, the parent will enter the unit and join their child for visiting.
5. Once the visitors and youth are seated in their designated visiting area, they are to remain seated and may not wander around. Visitors are not allowed to visit a youth's room under any circumstances.
6. Youth are not permitted to visit with families other than their own.
7. All visits are subject to monitoring by YLA staff and are to occur at a place designated by staff. Visits can be terminated at the discretion of the staff on duty in the visiting area. In such cases, staff will prepare a Special Incident Report (SIR) documenting the reasons for terminating the visit.
8. Anyone violating these rules or any laws of the State of California while visiting will have their visiting privileges suspended. Violators will then have to be cleared by the ADD/ DD before further visits are allowed.
9. Toilet facilities are not accessible to visitors during visiting time. Facilities in the administration offices will be made available prior to and after visiting.

B. Staff will ensure the following is completed for visiting:

1. Prior to visiting, unit staff will setup the unit for visiting. This includes searching all public areas for contraband in the unit. This would include the SRA and day areas of the unit.
2. Prior to visiting, staff assigned to reception coverage will set up inside the administration building at one of the reception desks. [REDACTED]
[REDACTED] These staff will also search the walkway area between the YLA administration building and the units for contraband prior to visiting.
3. Prior to visiting, the staff assigned front gate coverage will open the gate at 8:15am and place cones so that visitors cannot park in the staff parking area. Late arriving visitors will be admitted and advised that visiting concludes at exactly 11:00 a.m. Once all visitors have left, staff will secure the visitors parking lot gate.

4. During visiting, staff will stand at the entrance to the unit, collect visitation passes and direct parents to the visiting area. With assistance from the unit staff he/she will balance the needs of supervision in the unit and the visiting area. All visitors will also be searched via a hand held metal detector.
5. During visiting, youth will be seated in an area sufficiently away from the visiting area to prevent the passing of contraband.
6. As visitors arrive, staff will direct them to the designated visiting location and the youth will be called out from the staging area.
7. When a youth's visit terminates, any available staff of the same sex will perform an unclothed body search of each youth, in the shower room, for contraband. Staff will then escort them to the non-visiting area of the unit.
8. During visiting, unit staff will remain in the unit and provide group supervision. They will maintain close communication with all staff, remaining alert for potential problems among both the visiting and non-visiting groups. Staff are to immediately notify the DO and [REDACTED] of any problems that occur during visiting. Children and visitors who are not approved to visit are not allowed to wait in the parking areas and must leave the premises immediately when asked to do so. Staff are not to take breaks or run errands during visiting times.
9. The lockers inside the administration building are numbered and have a numbered key to correspond with each one. Visitors are to place purses and other items in the self-serve locker, which they are responsible for securing. At the end of the visit, each visitor with a locker key will return to the administration building in order to retrieve their belongings from the locker with the number that matches their key. Probation is not responsible for items left in these lockers, and notice of this shall be posted on the visitor's lockers.
10. After visiting, youth are to be body searched (unclothed) before rejoining the non-visiting group. Such searches are to be conducted in accordance with privacy needs of individual youth. Group **unclothed body** searches (where youth can see one another) are not permitted.
11. After visiting, assigned staff will search the parking lot area and the sidewalks to and from the units and the administration building, picking up all trash and searching for contraband.
12. After visiting, reception coverage staff will ensure the check in area is clean and will put away all visiting related supplies. They will also be responsible for securing the administration building.
13. After visiting, unit staff will ensure that the unit is returned to its original condition and furniture is returned to its proper place. All trash containers in the visiting area are to be emptied and new liners installed. The trash will be placed in a plastic bag and deposited in the compactor [REDACTED]. The day area and SRA will be searched for contraband after visiting.

C. Termination of Visits

Staff are to terminate visits immediately if: 1) the visit should prove unduly upsetting to either the youth or the visitor, 2) when a visitor's/youth's violation of the visiting rules makes termination advisable or 3) when it is suspected that a visitor has violated the law (possession/passing of contraband, intoxication, etc.). Any visitor required to terminate a visit in these instances is to be informed that he/she must speak with the ADD/DD to reinstate their visiting privileges. Termination of any visit requires a SIR and immediate notification the DO.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
	3-1-009	Meeting the Religious and Spiritual Needs of Youth in Probation Facilities
	3-1-022	Youths' Rights
	3-1-025	Attorney Contact With Incarcerated Youth
	3-1-054	Personal Searches and Control of Contraband
	3-1-303	Special Incident Reports
	3-2-025	Visiting-Juvenile Hall
	3-3-021	Visiting - Youth Guidance Center
	3-4-016	Visiting Joplin Youth Center
	3-8-031	Commissary-Youth Leadership Academy
Policy:	F-4	Visits with Minors in Juvenile Institutions; Placements

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APPROVED BY: