



<p>COLORADO DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH CORRECTIONS</p> 	<p>POLICY S 18.1</p>	<p>PAGE NUMBER 1 OF 3</p>
<p>THIS POLICY RELATES TO:</p> <p>State-Operated Treatment Facilities State-Operated Detention Facilities</p>	<p>CHAPTER: Communications: Mail, Visits, and Telephone</p>	
	<p>SUBJECT: Juvenile Visiting</p>	
	<p>EFFECTIVE DATE: December 15, 2007</p>	
	 <p>John Gomez, Director</p>	

I. POLICY:

All juveniles in Division of Youth Corrections' facilities shall have the right to a reasonable amount of visitation WITH THEIR LEGAL GUARDIAN AND IMMEDIATE FAMILY MEMBERS. EACH FACILITY SHALL ENCOURAGE JUVENILES TO MAINTAIN CONTACT WITH FAMILY AND OTHER POSITIVE INDIVIDUALS IN THEIR LIVES THROUGH FLEXIBLE AND EXTENDED VISITING HOURS. Visitation rights shall not be permanently denied but may be temporarily limited due to the availability of staff for supervision, the amount of visiting space available or by current, overriding security considerations. THE FACILITY SHALL PROVIDE THE OPPORTUNITY FOR AT LEAST ONE VISIT PER MONTH WITH APPROVED FAMILY MEMBERS. Each facility shall develop procedures for temporarily denying visitation, which include the causes for the cancellation or denial of a visit and procedures for appealing a decision to cancel or deny visitation.

II. KEY TERMS:

- A. APPROVED FAMILY MEMBER
- B. RESTRICTED VISITOR
- C. Special Visit

III. PROCEDURES:

- A. All Division of Youth Corrections' facilities shall develop written procedures which govern visitation. THE WRITTEN PROCEDURES SHALL INCLUDE THE AGE RESTRICTIONS FOR VISITORS AND VISITING TIMES THAT ARE AVAILABLE 7 DAYS PER WEEK FOR A MINIMUM OF 30 MINUTES PER VISIT. The written procedures shall be reviewed annually and updated as needed.
- B. Juveniles shall not be denied special visits with their attorney(s), government officials, legislators, media representatives or counselors/agents/workers who are assigned to supervise or to deliver services to them in the community.

CHAPTER	SUBJECT	POLICY	PAGE 2 of 3
Communications: Mail, Visits, and Telephone	Juvenile Visiting	S 18.1	12/15/2007

1. Whenever possible, persons who have traveled long distances to visit should be allowed a special visit when their arrival time is outside of the normal, scheduled visiting hours for the facility.
 2. Special visits shall not supplant the juvenile's normal availability or allocation of scheduled visiting time/space.
- C. All persons visiting the facility shall be required to sign the facility's visitor registration logbook.
1. Each visitor shall be required to provide his/her name and relationship to the juvenile being visited, at the minimum.
- D. Each visitor shall be required to adhere to the following regulations, at the minimum:
1. ALL VISITORS SHALL BE REQUIRED TO PASS THROUGH METAL DETECTORS AND, IF NECESSARY, BE SUBJECT TO FURTHER SEARCH BY HAND-HELD DETECTORS. Visitors' clothing and/or personal effects MAY be searched prior to entry into the visitation areas, with the reason for the search; (i.e., safety and security of juveniles, staff, and other visitors) made known prior to conducting the search. IF ITEMS ARE FOUND THAT MAY VIOLATE THE SAFETY AND SECURITY OF THE FACILITY, VISITORS SHALL BE ASKED TO RETURN ITEMS TO THEIR CAR OR STORE THEM IN A LOCKER PROVIDED BY THE FACILITY.
 2. All visitors 16 years of age or older may be required to show PICTURE IDENTIFICATION.
 3. All children under the age of 18 shall be accompanied by a PARENT OR LEGAL GUARDIAN although exceptions may be granted by the Facility Director or Designee. Parents shall verify the identification of their children.
 - a. In cases where a visitor refuses to allow the facility staff to conduct a search or refuses to refrain from bringing personal effects into the facility, the visitor shall be denied the current visitation using the facility's "Denial of Visitation" FORM AND procedures.
 - b. The use of metal detectors for the inspection of clothing and belongings is an acceptable routine search process but should not be used to the exclusion of other, more thorough search procedures, when appropriate.
- E. The visiting area shall permit communication, including the opportunity for acceptable levels of physical contact. Surroundings should have the minimum surveillance necessary to allow for the availability of privacy while assuring appropriate security.
- F. The facility's rules governing visitation shall be published and made available to juveniles, staff, and visitors. The visitation rules and practices shall include, at the minimum:

CHAPTER	SUBJECT	POLICY	PAGE 3 of 3
Communications: Mail, Visits, and Telephone	Juvenile Visiting	S 18.1	12/15/2007

1. The routine days and times which have been designated for visiting, as well as who is allowed to visit and the number of visitors per juvenile which are allowed at one time, AND
 2. The facility's regulations about special visits, AND
 3. The items which are allowed to be brought into the visiting area by visitors and/or juveniles, AND
 4. The statutes which address offenses relating to custody, including the introduction of contraband into secure facilities and aiding escape from custody, AND
 5. A sign posted at the entrance which informs visitors that both they and their property are subject to search upon entering the secure perimeter of the facility, AND
 6. A list of contraband items posted in the area, AND
 7. TEMPORARY OR SPECIAL RESTRICTIONS INCLUDING THE DATES THE RESTRICTIONS APPLY.
- G. A denial of visitation shall be made when staff has reason to believe that the safety and security of the juveniles, staff, general public or the facility may be in jeopardy.
1. A denial of visitation decision shall be given to the juvenile in writing and shall include, at the minimum, the name of the restricted visitor, the time and date of the denial of visitation, the reasons for the LIMITATION, THE name of the person making the decision, and the right to appeal the decision to the Facility Director.
 2. A LEGAL CUSTODIAN SEEKING TO BLOCK VISITATION BY A FAMILY MEMBER SHALL BE REQUIRED TO OBTAIN A COURT ORDER WHICH IS TO BE HONORED BY THE FACILITY.
 3. Juveniles shall 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 THEIR REASON FOR REFUSAL IN WRITING. A COPY SHALL BE FORWARDED TO THE FACILITY DIRECTOR/DESIGNEE.
- H. ALL JUVENILES SHALL BE STRIP-SEARCHED PRIOR TO RETURNING TO THE GENERAL POPULATION.
- I. The facility shall provide information to visitors about nearby public transit terminals or other forms of transportation access to the facility, EITHER IN WRITING OR BY PHONE, WHEN THE VISITOR REQUESTS THE INFORMATION. THIS INFORMATION SHALL ALSO BE POSTED IN THE FACILITY IN AN AREA VISIBLE BY VISITORS.