

VISITATION RULES & PRIVILEGES



FOR JUVENILE CORRECTIONAL CENTERS

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RULES GOVERNING VISITATION IN JUVENILE CORRECTIONAL CENTERS

The Department of Juvenile Justice (DJJ) is committed to fostering consistent communication and contact between residents and their families. This relationship is vital to assist residents in maintaining strong family ties during their commitment and enhancing successful re-entry efforts upon release. This document describes the visitation process available to families during a resident's placement in a juvenile correctional center (JCC).

A. ELIGIBLE VISITORS

Approved Visitation Lists: In order to be allowed permission to visit, the visitor's name and relationship must be included on the resident's approved visitation list. The initial approved visitation list is developed at the initial intake facility (Reception & Diagnostic Center (RDC) for males and Bon Air for females) and remains with a resident during his or her stay in a JCC. The resident's assigned counselor is responsible for completing and updating the visitation list. The resident's parole officer provides recommendations and/or conducts assessments on visitors under consideration.

Immediate Family: Resident visitation is routinely permitted with immediate family members to include: parent(s), guardians, step-parents, maternal and paternal grandparents, spouse, children, siblings, and step-siblings.

Non-Immediate Family: Any other family members or special visitors (i.e., extended family or individuals with strong family and community relationships with the resident) shall submit visitation requests, either in person, by telephone, by first class mail, or by electronic mail, to the resident's assigned counselor. If the counselor is unavailable, requests may be submitted to the superintendent's office. The Parent/Guardian may submit a written request on behalf of other family members. Non-immediate family members or special visitors may be allowed ongoing visitation upon completion of an assessment for suitability and approval process. The assessment of the potential visitor may include: (1) review of the resident's social history; (2) interview of the parent/guardian; (3) written assessment from the parole officer; (4) written assessment from social services (if applicable); and (5) interview of the resident regarding any prior, current, or future relationship. Once the parole officer verifies the relationship, he or she will forward the information to the assigned counselor with a recommendation as to whether visitation should be permitted. The superintendent shall make the determination to approve a one-time or on-going visitation. The requesting party shall be notified of the superintendent's decision by the assigned counselor within 10 working days of receipt of the request.

Special: Special visitors seeking an occasional visit or a one-time visit (such as clergy, attorneys, and law enforcement) with the resident may be approved for visitation after verification of the individual's status and, for non-attorney or law-enforcement personnel, if recommended by the resident's counselor and the local supervising court service unit director and approved by the JCC administrator.

Maximum Number of Visitors: Each resident is allowed a maximum of **four visitors** at any one time. Visitors may be rotated to ensure all visitors are able to visit with the resident within the scheduled visitation period.

Visiting Two or More Residents: Visitors related by blood or marriage can visit more than one resident with prior approval of the Superintendent. Visitation in these instances shall consist of one resident with a maximum of four visitors unless special conditions are approved by the Superintendent.

B. VISITATION TIMES

Regular Visitation: Sunday is regularly scheduled day for visitation, along with one other day/evening during the week, as designated by the Superintendent. The Superintendent designates the specific hours for visitation according to the size and population of the JCC. The visitation period shall be for a minimum of two hours. However, each resident shall be afforded a minimum of one hour of visitation during that time period, except in

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emergencies, the visitor arrived with less than one hour remaining of the scheduled visitation period, or the resident received a loss of visitation or is serving disciplinary segregation as a result of a disciplinary sanction.

Change of Visitation: Visitation hours may be shortened for reasons including, but not limited to, emergency situations at the facility, visitors arriving with less than one hour remaining of the scheduled visitation period, the resident has lost visitation time as a result of a disciplinary sanction, or the resident is serving a disciplinary segregation. Every effort will be made to allow each family a one-hour visit with the resident. Any reduction of visiting hours shall be based upon how long a family/visitor has been at visitation (i.e., those who arrive first will be requested to leave first).

Special Visitation: Approved visitors unable to come during regular visitation hours may request different visiting times by contacting the resident's assigned counselor. Special visits should be scheduled between 9 a.m. and 5 p.m., Monday through Friday. The superintendent or designee must approve visits during non-business hours. Visits will take place in a private space.

Law enforcement officials and attorneys shall be reasonably accommodated in arranging visitation times.

In the event a resident is hospitalized, visitation shall be in accordance with the rules of the hospital and with the approval of the Superintendent.

Parking: Parking is provided at the Administration Building parking lot.

C. REGISTRATION/ADMISSION REQUIREMENTS

Criteria for Admission:

- **Prior approval:** Visitors must either be on the approved visitation list or have the prior approval of the superintendent to be admitted. Individuals simply providing transportation for authorized visitors shall not be permitted visitation privileges with residents, unless they received prior approval.
- **Timely Arrival:** All visitors must register no later than 30 minutes prior to the end of the visitation period. Visitors arriving after that time will not be allowed to visit.
- **Identification:** Visitors 13 years of age and older must present a picture identification card (ID) with a signature (e.g., driver's license or school ID bearing a picture and signature). Visitors younger than 13 years of age are not required to present personal identification.
- **Visitors under 18 Years of Age:** All visitors under 18 years of age must be accompanied by a parent, legal guardian, or authorized family member who is 21 or older and is on the resident's approved visitation list.

Search Prior to Admission: Visitors will be searched by a JCC security staff of the same gender as the visitor. Minors will be searched in the presence of the accompanying adult. Visitors refusing to be searched by an electronic scanning device and pat-down frisk will be denied entry. Visitors are required to remove their shoes and socks at the time of the search. At times, searches may be conducted by outside law-enforcement personnel that may also use specialized trained canines.

If, after the initial search, it is believed by JCC staff that an additional search is necessary, a further search may be requested with the approval of the JCC administrator. If the visitor refuses a search, visitation will be denied for the day and approval for future visits may be reviewed by the superintendent.

Prior to entering the visitation area, the parent of an infant or toddler shall remove the child's existing diaper and replace with a facility issued diaper. This change must be done in the presence of JCC security staff of the

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same gender as the infant or toddler. The parent may take one pacifier and one filled, clear plastic bottle/cup into visitation. These items are also subject to search procedures for the detection of contraband.

Suspected Intoxication: Visitors suspected of being under the influence of alcohol or drugs shall be denied entry for visitation. Reasonable suspicion may be based upon observable fact(s) including, but not limited to, physical symptoms such as slurred speech, disorientation, a pattern of abnormal conduct, erratic behavior, an odor of alcohol, falling, and loud and disruptive behavior.

Visitors on Probation or Parole: Visitors who are on probation or parole with the Department of Corrections (DOC) or DJJ shall have written approval from their probation or parole officer and prior approval from the superintendent in order to visit. A copy of the approval letter shall be maintained on file at the JCC.

D. PROHIBITED ITEMS OR ACTIONS

Any violation of the following may result in the loss of visitation privileges as well as criminal prosecution.

Prohibited Items: Residents are not allowed to receive property, packages, money, food, or any other items at visitation.

Visitors will not be permitted to take any items to the visitation area other than the Visitor's Pass. All visitor identification cards will be held at the registration desk. All other property including, but not limited to, purses/handbags, watches, money, umbrellas, duffle bags, diaper bags, stroller, car seat, etc. shall not be permitted into the facility and will need to remain locked in the visitor's vehicle.

The following items are strictly prohibited:

1. Alcoholic beverages;
 2. Cell phones;
 3. Prescribed medications or illegal drugs;
 4. Dangerous weapons including, but not limited to knives, matches, lighters, firearms, breakable items, etc.;
 5. Cameras (Picture taking of any buildings, structures, security devices, the property in general, or residents is strictly prohibited.); and
- Money, personal checks, or money orders;

Prohibited Conduct: Individuals waiting in the parking lot during visitation shall conduct themselves in an appropriate manner which does not cause disruption to the facility.

Visitors shall not leave unattended minors in their vehicles during visitation.

Prohibited Contact: Contact with any resident outside the approved visitation area or through the perimeter fence is prohibited.

Smoking: Smoking is prohibited on the grounds of the facility.

Domestic Animals: Visitors shall not be allowed to bring pets or other animals to the facility, with the exception of service animals (e.g., physical disability, diabetes, epilepsy, panic disorder). Visitors shall provide a copy of the animal's certification (e.g., identification card), if available. Visitors should provide the facility with notification of the intended visit with the service animal as soon as practicable prior to the visit. If advance notice is not received, the facility administrator shall make a determination regarding admittance into the facility. Additional special considerations shall be determined by the superintendent or designee.

E. VISITOR DRESS RULES

Dress Code: Visitors shall wear appropriate casual clothing. The JCC reserves the right to refuse admittance to inappropriately dressed visitors.

- No bare feet. Footwear is required at all times. Any kind of footwear is acceptable, as long as the bottom of the foot is covered.
- Clothing shall be appropriate for a correctional environment. Clothing that advocates or promotes drugs, alcohol, tobacco products, guns, violence, profanity, sexual promiscuity, antisocial/illegal acts, and negative racial, ethnic, or religious sayings or slurs will not be allowed.
- Halter-tops, tank-tops, spaghetti-strap tops, muscle shirts, jogging shorts, biker shorts, spandex shorts, swim trunks, and tight-fitting or revealing clothing will not be allowed.
- Shorts must cover more than one half of the thigh.
- Visitors wearing dresses or skirts in excess of 2 inches above the knee will not be allowed to enter the JCC.

Excessive and flashy jewelry that may cause a security risk shall not be permitted. Undergarments, including a bra for female visitors, are required and shall not be visible.

Determination of “Inappropriate Dress”: Any visitor whose dress is considered inappropriate by the JCC visitation staff will be referred to the administrator who will make the final decision on admittance to the visitation room. The facility may offer alternative coverings (e.g., lab coat, etc.) to visitors not dressed appropriately. Any visitor refusing to wear the alternative covering will be denied access to visitation.

F. BEHAVIOR IN THE VISITATION ROOM

Physical Contact: Physical contact between visitors and residents shall be limited. Handshaking, embracing, and kissing on the cheek will be permitted only at the beginning and end of visits. Infants and toddlers may sit on the lap of a resident as long as appropriate behavior is exhibited. There may be times when a resident is not allowed to have a young child sit in their lap (i.e., a sexual offender who has younger children as their victims) and the JCC staff reserve the right to make that determination. JCC staff will monitor visitation for excessive physical contact, inappropriate behavior between resident and visitor, passing of contraband, and other violations of visitation rules. Any noted violations will result in the termination of the visit by the JCC shift commander and may result in the suspension or termination of visitation privileges.

Visitors Under 18 Years of Age: All children shall be supervised. The parent/guardian with a child is responsible for the behavior of the child. If the child is not properly supervised by the parent/guardian, the visit may be terminated.

Disruptions: Loud talking, which may disturb other visitors, is prohibited. The use of vulgar language is prohibited and shall result in termination of the visit if it persists after an initial warning.

G. RESIDENT’S PROGRESS REPORT

Parents/guardians are encouraged to discuss their child's overall progress with his or her assigned counselor, therapist, or available administrative staff at the time of their visitation. If confidential matters are to be discussed, the parent/guardian should request to do so in a private setting. The JCC staff will make every effort

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to meet with the parent/guardian prior to visitation ending. JCC staff are only allowed to give information about a resident to their identified parent/guardian.

H. SUSPENSION OR TERMINATION OF VISITATION PRIVILEGES

Reason for Suspension or Termination: A visitor may be denied the privilege of visiting a resident, either for a short period of time (suspension) or for the duration of the resident's commitment (termination), if the visitor is considered to be any of the following:

- Detrimental to the resident (e.g., perpetrator of sexual abuse against the resident, victim of sexual abuse by the resident);
- A threat to institutional security;
- Does not comply with facility procedures; or
- Under investigation by Child Protective Services for allegations relating to the resident.

Penalty for Violating Rules: Visitors who attempt to give or who are discovered to have given an item to any resident at the time of visitation shall have their visit immediately terminated and may be denied future visits. If it is determined after a visit that any effort was made to circumvent or disobey the visitation rules, there may be the denial of future visits. Violations of these rules may result in court proceedings being initiated against the visitor if misbehavior is deemed criminal in nature. Law enforcement may be called at the time of the visit or thereafter to investigate violations of the law.

Challenge to Penalty: If there is denial or termination of a visit or other complaints regarding visitation, the visitor may request to see the JCC administrator.

Notice of Penalty: If visitation privileges are suspended, the counselor will provide notice in writing to the visitor of the reasons and length of the suspension. The resident shall also be informed of the suspension. If the visitor wishes to appeal the suspension, he or she may request an appeal review with the superintendent.