



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 6
Programs and Activities
§1374**

Topic Youth Visitations

Policy This policy establishes rules for visitation and provides a process for youth visits and visitors.

The Department shall provide adequate facilities for visiting, including appropriate space for the screening, and searching of youth and visitors and secure storage of visitors' personal belongings that are not allowed in the visiting area.

All visits are subject to safety and security requirements and staff should consider the facility schedule, operations and the amount of secure space available to accommodate visitors.

Postings indicating fire escape routes should be located throughout the visiting area.

The visiting area shall accommodate youth and visitors with disabilities. Visitors with disabilities who request special accommodations shall be referred to a supervisor. Reasonable accommodations will be granted to youth and visitors with disabilities to facilitate a visitation period.

Parents and/or guardians can visit if they are listed in the Department's case management system. Other family members, such as grandparents, siblings, and supportive adults, may be allowed to visit with the approval of the Superintendent or the authorized designee, and in conjunction with the youth's case plan or in the best interest of the youth.

A youth may refuse a visit and shall not be disciplined for it. Staff will document and initial in the youth log and unit log the date and time of the visit refusal.

Opportunity for visitation shall be a minimum of two hours per week. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need. Provisions for special visits, in addition to the two-hour minimum and/ or outside of the regular visiting hours, shall be accommodated as necessary and within the discretion of the Superintendent or their designee.

At no time during the visit are visitors allowed to take pictures of the youth. Failure to comply with this may result in the loss of visitation privileges.

As an alternative, the facility may provide access to technology, in the event there is an isolated incident and the youth visitor is unable to show up, but not as a replacement, to in person visiting and within the direction of the Superintendent or their authorized designee. Parents and/or guardians may have video visits if they are unable to visit in person. Other family members, such as grandparents, siblings, supportive adults and service providers may be allowed a video visit with the approval of the Superintendent or the authorized designee, and in conjunction with the youth's case plan or in the best interest of the youth. At no time during the video visit are pictures allowed to be taken of the youth. Failure to comply with this may result in the loss of Video Visitation privileges.

Visitor logs and records shall be developed and maintained in accordance with established records retention schedules.

1374.1 AUTHORIZATION TO SEARCH VISITORS

The Superintendent or authorized designee shall ensure that signs are clearly posted for visitors describing what materials or items are not allowed while visiting with youth. The inspection of visitors' personal belongings shall be dependent on the security needs of the facility. All visitors requesting to enter the Youth Services Center must provide proper identification, walk through a metal detector, scanned by passing by Cell Sense, and store all belongings in the visiting lockers in the reception area.

1374.2 RELATIVE AND NON-RELATIVE EMPLOYEE VISITS

Relative employees must notify the Deputy Chief of Institutions, pursuant to departmental policy B. 22, if they are related to any youth in custody. A Relative Employee may only visit the youth during visiting hours and such visits are considered personal visits. If the relative employee is not a parent or guardian, a visiting request form from the supervising Deputy Probation Officer (DPO) must be submitted and the visits must be approved by the Superintendent of Institutions, or the Institutions Services Manager (ISM) or the authorized designee. A relative employee is prohibited from visiting with a relative youth anywhere other than in a visiting room.

Any employee who is associated with a non-relative youth in custody must notify the Deputy Chief of Institutions pursuant to departmental policy B. 22. Any employee wishing to visit with a non-relative youth (e.g., God child, neighbor, family friend) in custody must make a request through the supervising DPO and the visits must be approved by the On-Duty Officer of the Day or Superintendent of Institutions. All non-relative employee visits must be made during visiting hours and are considered personal visits. A non-relative employee is prohibited from visiting with a non-relative youth anywhere other than in a visiting room.

1374.3 VISITING SCHEDULE

The Superintendent or authorized designee shall designate a person to develop a schedule for youth visitation that includes daytime, evening, and weekend hours. Each youth shall receive a copy of the visitation schedule in the Parent / Youth handbook at orientation. The visiting hours will also be posted in the public area of the facility and in visiting areas. Parents may request a

visiting brochure provided by Admissions staff.

Opportunity for visitation shall be a minimum of two, one-hour visits per week from Sunday to Saturday, and unlimited Professional and after-court visits. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need.

Court ordered special visits will be accommodated.

1374.4 DENIAL OR TERMINATION OF VISITING PRIVILEGES

Visitation shall not be denied solely based on the visitor's criminal history. Any denial of visitation or limitation on visitations shall be communicated to the youth, the person denied, and the assigned DPO. The staff shall determine on a case-by-case basis whether the visitor's criminal history poses a safety risk (15 CCR 1374).

If a parent/guardian is a registered sex offender, or would pose a safety threat to any youth, visits with that parent/guardian will be conducted when there are no other visitors or other youth in the visiting area.

Visitation may be denied or terminated by the ISM or authorized designee supervisor if the visitor poses a danger to the security of the facility or there is other good cause, including but not limited to:

1. The visitor appears to be under the influence of drugs and/or alcoholic beverages.
2. The visitor refuses to submit to being searched.
3. The visitor or youth violates facility rules or posted visiting rules.
4. The visitor fails to supervise and maintain control of any minors accompanying the visitor into the facility.
5. The visitor attempts to enter this facility with contraband.
 - a. In addition to being denied a visit, the visitor may face criminal charges.
6. The staff determines that the visitor's criminal history poses a safety risk

Any visitation that is denied or terminated early, on the reasonable grounds that the visit may endanger the security of the facility, shall have the actions and reasons documented on the visiting form or the Admissions File. Staff may be directed to complete an Incident report when appropriate. A copy of the Incident Report shall be placed in the Youth's file and a copy shall be forwarded to the Superintendent.

1374.5 ATTORNEY AND PROFESSIONAL VISITS

Visits from attorneys and/or their representatives, investigators, and other professionals associated with the youth shall not be restricted, there is no time limit or the number of visits a youth can receive, unless the youth is exhibiting disruptive behavior and it is determined by the Superintendent or the authorized designee that allowing the visit could threaten the safety or security of the staff, other youths, visitors, or the facility (15 CCR 1374) (see the Youth Access to Courts and Counsel Policy). All other professional visits must take place during general visiting hours.

A youth may be searched after a professional visit if a safety or security risk is present.

All County and non-County employees and clergy members with a professional interest in the youth must have an approved request on file prior to visiting.

All professional visitors must present proper photo identification (ID and/or BAR Card) and sign the Visitor Logbook located at the Reception Desk.