

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-501

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CHIEF PROBATION OFFICER

REPLACES: 7/6/2022

ISSUE DATE: 10/27/2022

**SUBJECT: VISITING**

**POLICY**

Detained youth shall be allowed to receive visits by parents, grandparents, foster parents, legal guardians or persons standing in loco parentis, at reasonable times, subject only to the limitations necessary to maintain safety and security of the Juvenile Detention facility. Opportunities for visitation shall be a minimum of two hours per week. Visits are supervised, but conversations shall not be monitored unless there is a security or safety need to do so. Visiting information and the visiting schedule will be posted in the visiting area and available upon request.

**PROCEDURES**

**A. General Guidelines**

1. Visitation shall not be denied solely based on the visitor's criminal history.
2. The Youth Advocate or Camp Director will determine whether the visitor's criminal history represents a risk to the safety of youth or staff in the facility.
3. Any denial of visitation or limitation on visitations shall be communicated to the youth, person denied, and Detention Administration.
4. Family therapy and professional visits shall be accommodated outside of regular visiting hours and do not count towards a youth's visits.
5. Juvenile Detention may provide access to technology as an alternative, but not as a replacement to in-person visiting.

**B. Who May Visit**

**1. Regular Visits**

The following people are allowed to have regular visits with the youth detained in the Juvenile Detention facility:

- a. Parents, grandparents, foster parents, legal guardians, or persons standing in loco parentis (as determined by the detention probation officer or the Court).
- b. The child of the youth, who must be accompanied by one of the above.
- c. Siblings of the youth under the age of five years old.
- d. Other family members and supportive adults may be allowed to visit in conjunction with the youth's case plan or in the best interest of the youth, with the approval of the detention probation officer, in consultation with their supervisor. The visitor's request and determination shall be documented in the case management system.

Visitors under the age of five must be supervised by the approved visitor. If the child is disruptive during the visit, the visit may be terminated.

## 2. Special Visits

- a. Special visits are in addition to the two-hour minimum for regular visits and shall be accommodated when reasonable.
- c. Only Probation Officer III's or above may authorize special visits.
- d. If the probation officer is not available, the Duty Officer may approve a special visit.
- e. Generally, special visits will not occur on regular visiting days or during regular visiting times.
- f. The assigned probation officer of the youth will supervise any visit not scheduled during regular visiting hours.
- g. The probation officer will complete a Special Visit/Interview Authorization form (Attachment A) and provide it to Detention Services Intake staff prior to the scheduled visit.

## C. Scheduling of Visits

- 1. Persons deemed as "regular visitors" may schedule a visit in advance by telephoning visiting staff at (209) 468-5244.
- 2. If a message is left by an eligible visitor, that information will be recorded on the Incoming Message Log to Schedule Visits (Attachment B). The Visiting Detention Officer will make a minimum of three attempts of telephone contact with that person to schedule the visit. These attempts will be documented in the Visiting Log.

3. Walk-in visiting is on a first come, first served basis. When all time slots for walk-in visits on a given day are filled, no additional visits will be available on that day.

D. Visiting Hours and Guidelines

1. All youth shall have the opportunity for visiting at least two hours per week.
2. Youth who are assigned to General Population and youth who are classified as Restricted Youth may not have visiting at the same time, unless approved by a Juvenile Detention Facility Supervisor (JDfs), the Camp Director, Youth Advocate, or Detention Administration.
3. The following youth are classified as Restricted Youth:
  - a. Youth pending charges in Adult Court.
  - b. Youth committed Secured Track
4. Visits are scheduled in 30-minute increments; however more than one increment may be scheduled up to 2 hours a week.
5. The last scheduled visits begin 30 minutes before the end of scheduled visiting hours.
6. Visiting is not conducted on the following holidays:
  - a. Thanksgiving Day
  - b. Day After Thanksgiving
  - c. Christmas Day
  - d. New Year's Day
7. If one of the above-mentioned holidays results in a youth not being allowed the opportunity for visiting at least two hours per week, the JDfs over visiting shall make alternative visiting hours available.
8. Visiting days and hours are as follows (subject to change):
  - a. Juvenile Hall:
    - a. Tuesday from 2:00 p.m. - 8:00 p.m.
    - b. Saturday from 10:00 a.m. - 8:00 p.m.
  - b. Camp Peterson:
    - a. Sunday 10 am - 2:00 p.m.

E. Contraband

Per Section 871.5 of the Welfare and Institutions Code any person who knowingly brings or sends into, or knowingly assists in bringing into, or sending into, any Juvenile Hall or Camp, any controlled substance, firearm, weapon, explosive, tear gas or tear gas weapon, shall be punished by imprisonment in a county jail for not more than one year or by imprisonment in the state prison.

1. Persons who violate the law by bringing in legally prohibited items may be investigated, searched, cited, or arrested by the Sheriff's Office.
2. Smoking is strictly prohibited in Juvenile Detention. Public law prohibits the passing of smoking material, such as cigarettes, matches, etc., to any youth in custody. Visiting privileges will be suspended indefinitely if a visitor passes smoking materials or other contraband to any youth in custody.
3. No food or drink items, including gum or candy, are allowed during visits.
4. No pagers, cellular phones, pocketknives, purses, briefcases, diaper bags, cosmetic bags, nail clippers, files, lighters, matches or recording devices are allowed in the Detention Facility, including the visiting room.

F. Dress Code

Visitors' clothing shall be appropriate, or they will not be allowed to visit. Visitors shall not be allowed wear the following:

1. No sexually suggestive or provocative clothing
2. No short shorts
3. No short skirts
4. No bare midriffs
5. No exposed undergarments
6. No gang-related clothing or insignia (belts, hats, shirts, etc.)
7. No coveralls or overalls
8. No hooded apparel/sweatshirts
9. No headgear (hats, bandannas, or visors)

G. Visitor Conduct

All visitors and youth are expected to conduct themselves appropriately during visiting. Any disruptive or improper conduct will result in a warning or termination of the visit (depending upon the severity of the activity) and will be documented in the case management system.

H. Mail for Youth

1. Visitors may bring United States postage stamps for the youth, in which they are approved to visit.

2. Visitors are not allowed to give items, including books, letters, or pictures, directly to the youth during visits.
3. A youth may be allowed to give his/her certificate(s) and/or art and craft project(s) to his/her visitor pending approval by the Juvenile Detention Unit Supervisor (JDUS) of the assigned housing unit. The JDUS shall inform the Duty Officer and the Visiting Juvenile Detention Officer of the item(s) the youth is bringing into visiting.

I. Cameras

Cameras or the taking of photographs by the public, in Juvenile Detention is prohibited.

J. Medications

Prescription medications and over-the-counter medications are not to be brought into the Visiting area.

K. Supervision of Visits

Juvenile Detention Officers will supervise all detained youth during visits except during Special Visits, where the probation officer will supervise the youth. Conversations shall not be monitored unless there is a security or safety need, which has been authorized by the Duty Officer and documented in the case management system.

L. Individual Visiting Rooms/Non-Contact Visits

1. Individual Visiting Rooms

The Visiting Detention Officer may instruct specific visitors to go into a designated visiting room. These individual visiting rooms will be used for parents/guardians with small children or for the safety of those involved in the visit.

2. Non-Contact Visits

- a. The Unit Juvenile Detention Facility Supervisor (JDFS) or Duty Officer will make the final decision regarding which youth are receiving non-contact visits. Each restriction will be reviewed by the JDFS overseeing visiting.
- b. The following youth may be required to have their visits in a non-contact room:

- i. Youth who exhibited previous poor behavior during visiting.
  - ii. Youth who have recently exhibited poor behavior in the Detention Facility.
  - iii. Youth who are pending Adult Court.
  - iv. Youth who are committed to Secured Track.
  - v. Youth that pose a threat to the safety and security of the facility.
- c. A youth may earn back contact visiting privileges based upon his/her behavior.

M. Visiting Process

- 1. Visitors shall be present in the Probation Lobby at the time of the scheduled visit.
- 2. Visitors may only bring in the following items into the visiting room:
  - a. Keys, identification, and an unlimited number of postage stamps
  - b. One (1) baby bottle, (1) package of baby wipes and one (1) diaper if bringing in an infant.
- 5. The Visiting Detention Officer will verify identification of the visitor. Acceptable forms of identification include:
  - a. California Driver's License
  - b. Employer's ID with Photo
  - c. Permanent Resident ID with Photo
  - d. U.S. Military ID with Photo
  - e. Valid Passport/Visa with Photo
  - f. Immigration ID with Photo
- 6. The visitor will be required to empty their pockets of all items and then walk through the metal detector. Visitors will also be searched with a hand-held metal detector. The hand-held metal detector search shall be non-intrusive and in a manner that preserves the privacy and dignity of the person being searched.

N. Emergency During Visiting

If an emergency occurs during visiting, the detention officer will instruct all youth and visitors to remain seated until directed differently by the Duty Officer. The Duty Officer will determine if visiting will resume based on the safety and security of the facility.

**SPECIAL VISIT/INTERVIEW AUTHORIZATION (CIRCLE ONE)**

Youth's Name \_\_\_\_\_ J# \_\_\_\_\_ Today's Date \_\_\_\_\_

Date of Visit \_\_\_\_\_ Time \_\_\_\_\_

Visitor(s) \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Probation Officer III, Probation Unit Supervisor or Above.

**PLEASE ARRANGE SPECIAL VISITS MONDAY THROUGH FRIDAY**

Special visits not conducted during regular visiting hours or weekends.

Date Received in Intake \_\_\_\_\_ Juvenile Detention Duty Officer \_\_\_\_\_

**REGULAR VISITORS CHANGE/ADDITION (CIRCLE ONE)**

Youth's Name \_\_\_\_\_ J# \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of Visitor Added \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Visitor Deleted \_\_\_\_\_ Relationship \_\_\_\_\_

Reason for  
Change/Addition \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Probation Officer III, Probation Unit Supervisor or Above.

Date Received in Intake \_\_\_\_\_ Juvenile Detention Duty Officer \_\_\_\_\_

**TEMPORARY/FINAL RELEASE AUTHORIZATION (CIRCLE ONE)**

Youth's Name \_\_\_\_\_ J# \_\_\_\_\_ Today's Date \_\_\_\_\_

Date/Time of Temporary/Final Released to \_\_\_\_\_ Date/Time of Return \_\_\_\_\_

Name of Person Released to \_\_\_\_\_ Relationship \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Probation Officer III, Probation Unit Supervisor or Above.

Date Received in Intake \_\_\_\_\_ Juvenile Detention Duty Officer \_\_\_\_\_

PROB-J-1001(11/03) Distribution: Original --Probation Officer, Copy 0 Intake (youth file)

Attachment A

**Day:** \_\_\_\_\_  
**Time:** \_\_\_\_\_

☐ **GENERAL** ☐ **RESTRICTED POPULATION VISITING**

**Staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*\*\* Parents please make sure you are in the lobby 10 minutes prior to your visit to expedite all visiting sessions.  
\*\*\*

**\*\*\* NO PURSES OR CELL PHONES ARE ALLOWED IN THE VISITING  
SALLYPORT OR VISITING ROOM\*\*\***

**NOTE:** If the youth is currently on a non-contact, please fill in the non-contact space that's available. If there is no space available please check out other dates and times.

#	UNIT/ ROOM	YOUTH'S NAME	VISITOR'S NAME	
1		NO CONTACT VISIT ONLY	NO CONTACT VISIT ONLY	NO CONTACT VISIT ONLY
2				
3				
4				
5				
6				
7				

Attachment B