



OREGON YOUTH AUTHORITY
Policy Statement
Part II – Youth Services [Facilities]



Subject:

Visits with Youth

Section – Policy Number:

E: Programming – 2.5

Supersedes:

II-E-2.5 (7/11)
II-E-2.5 (08/05)
II-E-2.5 (10/03)

Effective Date:

09/27/2013

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Related Standards and References:

- [OAR 416 Division 420](#) (OYA Facility Access, Tours, and Youth in Custody Visitation)
- [OAR 416 Division 800](#) (Criminal Records Checks)
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-3A-19 (Approved Visitors); 4-JCF-3A-20 (Visitation Area)
- [OYA policy](#): II-A-1.0 (Facility Access)
I-E-3.0 (OYA Media Relations)
II-F-1.1 (Youth Grievance Process - Facility)
- [OYA forms](#): YA 4006 (Request to Visit)
YA 4007 (Facility Access Level 1 Visitors and Guests)
YA 4206 (Youth Visitation Denial)

Related Procedures:

- [Facility Local Operating Protocol](#)
- [FAC II-E-2.5](#) Visitor Computerized Criminal Records Checks.
- [FAC II-E-2.5\(a\)](#) Youth Internet-based Video Calls

Policy Owner:

Facility Services Assistant Director

Approved:


Fariborz Pakseresht, Director

I. PURPOSE:

This policy delineates how staff review a request to visit a youth for approval or denial.

Information regarding visitor entry into facilities is delineated in OYA policy II-A-1.0 (Facility Access). Information regarding media representative visits with youth is delineated in OYA policy I-E-3.0 (OYA Media Relations).

II. POLICY DEFINITIONS:

Computerized Criminal Records Check: A check of criminal youth information conducted through use of the Law Enforcement Data Systems (LEDS), including information from the Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC), and the National Law Enforcement Telecommunications System (NLETS).

Multidisciplinary Team (MDT): A team of individuals working collaboratively to develop and maintain a comprehensive individualized case plan that is culturally competent and gender-specific for each youth committed to the Oregon Youth Authority (OYA). The MDT is based on a core team membership consisting of the youth, OYA primary case manager, placement representative, QMHP (facility)/treatment provider (community), tribal representative (for youth enrolled in one of one of Oregon's federally recognized tribes) and the parents/guardians. Additional team members are identified by the core team based on the youth youth's Risk Needs Assessment, identified criminogenic needs and placement.

III. POLICY:

OYA recognizes the positive impact of youth visits with family and community members on youth reformation. OYA encourages visits with family and others who have a positive influence on a youth's life. Visits also give youth opportunities to maintain prosocial relationships which promote a successful reentry into communities.

Visits in OYA facilities are permitted when the visit furthers a youth's case plan and is consistent with the safe, secure and orderly management and operation of the facility.

IV. GENERAL STANDARDS:

- A. OYA staff must supervise youth visits in person. Cameras may not be used to replace staff in-person supervision.
- B. The superintendent/camp director must ensure the facility has its youth visiting schedule (days of the week, times, or by appointment only) displayed in the facility's entrance area.
- C. OYA staff must inform visitors of applicable visiting rules, policies, and protocols prior to allowing visitors entry to OYA facilities, including the following:
 - 1. Contact with individual youth is limited to those youth the visitor is authorized to visit, unless specifically authorized by the facility superintendent/camp director;
 - 2. Compliance with OYA policy II-A-1.0 (Facility Access) regarding searches of persons and property, prohibited items in facilities, physical contact with youth, and appropriate dress;

Staff must ensure the visitor reads and signs OYA form YA 4007 (Facility Access Level 1 Visitors and Guests) prior to entering a facility to visit a youth. The YA 4007 form outlines what items a visitor may bring into a facility, appropriate dress, and appropriate youth contact.
 - 3. Presentation of valid picture identification for visitors ages 13 and older;

4. Visitors less than age 18 must be accompanied by a parent or guardian;
 5. Compliance with the visiting schedule, including the day, time, and length of visit allowed, and check-in at the designated reception area; and
 6. Limited number of visitors when required by space, supervision or security.
- D. Staff may refuse a visitor entry or remove the visitor from the facility if a visitor fails to comply with applicable OYA rules, policy, or local protocols.
- E. Request to Visit (YA 4006)
1. Case coordinators or camp counselors must ensure an OYA form YA 4006 (Request to Visit) is completed by or on behalf of each prospective visitor, regardless of age.
 2. Staff may obtain information by phone and complete a YA 4006 on behalf of a prospective visitor in time-sensitive situations. Staff must read the form contents to the prospective visitor to ensure the prospective visitor is aware of why they are providing the information and how it will be used.
 3. Staff may receive faxed copies of YA 4006s.
 4. Staff must forward incoming completed YA 4006s to the youth's juvenile parole/probation officer (JPPO) or case coordinator/camp counselor.
- F. Visitor MDT Review
1. According to OAR 416-420-0030, the MDT will consider all requests to visit and allow or deny visitation on the basis of what would best benefit the youth, within the interests of facility security and order.
 2. Requests to visit will be reviewed, approved, or denied by the youth's JPPO (for adjudicated youth) and the youth's multidisciplinary team (MDT).
 3. When conflicts arise in the approval process, the request will be reviewed by the facility superintendent/camp director and the JPPO's field supervisor.

If the issue is not resolved, the Facility Services assistant director will make the final decision.
 4. According to OAR 416-420-0030, the MDT will consider the following when making a determination to approve or deny a Request to Visit:

- a) The relationship that exists between the youth and the visitor;
 - b) The youth's case plan;
 - c) The goals for the visit;
 - d) Facility security and order;
 - e) The youth's wishes;
 - f) Orders of the court; and
 - g) Department of Corrections (DOC) recommendations for youth in the physical custody of OYA and legal custody of DOC.
5. The MDT must limit visitation to those persons who are integral to the youth's case plan. Those persons include the following:
- a) Family members, including but not limited to: parents, siblings, children of youth, legal guardians, members of stepfamilies, surrogate parents, or grandparents;
 - b) Youth's attorney;
 - c) Persons involved in treatment planning, including but not limited to mentors, transition resources, placement options, or representatives of tribal governments; and
 - d) Other persons, as approved on a case-by-case basis by the youth's JPPO, MDT, and the facility superintendent/camp director.
6. The MDT may deny a person's request to visit for the following reasons:
- a) The person has abused, may abuse, or is alleged to have abused a youth;
 - b) The person has encouraged the youth to violate the law or disobey OYA rules, policies or procedures;
 - c) The person has violated OYA rules, policies or procedures;
 - d) There is reasonable cause to believe the person intends to aid a youth in escaping;
 - e) The person has interfered with the order, security or operations of the facility and there is reasonable cause to believe the person will do so again;

- f) The requested time for the person's visit interferes with daily programming;
- g) The visit interferes with the youth's overall reformation;
- h) The court, DOC, or community corrections has ordered that the person not visit;
- i) The youth or the youth's parent or legal guardian has requested that the person not visit;
- j) The person is a former OYA staff, volunteer, or contractor who engaged in an inappropriate relationship with a youth;
- k) The person has an active warrant for arrest; or
- l) The person is on supervision in the community by any supervising authority.

The request will be reviewed by the youth's JPPO, MDT and the facility superintendent/camp director prior to approval or denial. The person's supervising authority must also approve or deny the visit.

- 7. If the request to visit is denied, the MDT must follow section G below.
- 8. If the request to visit is approved, the MDT must ensure a computerized criminal records check, JJIS check, or both are completed as required in sections H and I below.

G. Visitation Denial

1. Immediate family member denials

- a) If the requestor is an immediate family member, the proposed denial must be reviewed by the superintendent/camp director and field supervisor for approval or denial.
- b) If the facility superintendent/camp director and field supervisor affirm the visitation denial, the denial must be forwarded to the Facility Services assistant director.
- c) The Facility Services assistant director may approve or deny the visitor based on their review.

2. All denials

When any request to visit is denied, facility staff must notify the requestor and the youth in writing via OYA form YA 4206 (Youth Visitation Denial).

- a) The written denial must inform the youth that the youth may appeal the decision by following the youth grievance process outlined in OAR 416-020 (Youth Grievance Process) and OYA policy II-F-1.1 (Youth Grievance Process - Facility).
- b) The written denial must inform the requestor that the requestor may appeal the decision by writing to the facility superintendent/camp director within 30 days of receiving the YA 4206.

The superintendent/camp director must respond to the requestor's appeal within five working days of receipt.

H. Computerized Criminal Records Checks

- 1. LEDS-certified staff must complete computerized criminal records checks on prospective visitors ages 15 and older.
- 2. LEDS-certified staff will use the information provided on the YA 4006 to complete a computerized criminal records check.
- 3. LEDS-certified staff may complete a computerized criminal records check without the prospective visitor's signature. A signature is preferred whenever possible.
- 4. Designated managers who have proper clearance must use information obtained through a computerized criminal records check to assist in assessing supervision during the visit, safety, and security of the facility.

A visitor may be denied entry to a facility if adequate supervision cannot be provided during the visit to mitigate safety and security risks based on the visitor's criminal record.

See facilitywide procedure FAC II-E-2.5 Visitor Computerized Criminal Records Checks.

- 5. The case coordinator or camp counselor must notify the JPPO if a youth's visitor is denied entry into a facility.

I. JJIS Checks

A youth's JPPO or case coordinator must complete a JJIS check on the youth's prospective visitors who are ages 12 to 24. Information obtained through JJIS will be reviewed by the youth's MDT to assist in assessing supervision during the visits, safety, and security of the facility.

J. JJIS Documentation

Staff must document approval or denial of each visitor by entering the visitor's name in the youth's JJIS "persons" tab.

Staff must also add the “contact condition” visiting status. Options are “approved,” “not approved,” and “approved with conditions.”

V. LOCAL OPERATING PROTOCOL REQUIRED: YES

- A. Each facility must have a local operating protocol to address the following topics:
 - 1. Who a visitor must contact when the visitor wants to schedule a visit;
 - 2. Whether the facility visiting schedule is open to all approved visitors or by appointment only;
 - 3. What the visiting schedule is (hours and days of the week);
 - 4. How staff will process visitor purchases and food consumption (e.g. vending machine, canteen, cash only.);
 - 5. Visitor and youth restroom use during visits (e.g. separate restrooms for visitors and youth; searches);
 - 6. Any special process for supervising child visitors (e.g. children’s play area);
 - 7. Limited number of visitors or visit sessions a youth may have due to physical plant layout or staffing patterns; and
 - 8. Visitor and youth photographs (if available).
- B. The local protocols must be reviewed by the Facility Services assistant director, or designee, prior to implementation.