

**SONOMA COUNTY PROBATION DEPARTMENT
JUVENILE HALL POLICY & PROCEDURES MANUAL**

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POLICY STATEMENT

It is the policy of Sonoma County Juvenile Hall to maintain a Court/Visitation position to assist the Juvenile Court with in-custody court appearances and remands, provide supervision of residents who are waiting for a Court appearance or authorized visits, and facilitate family visitation as scheduled.

PROCEDURES

1. ROLE OF COURT/VISITATION

- A. The Court/Visitation (CV) Staff has the following primary functions:
 - i. Court duties
 - ii. Visitation duties
 - a) Professional visits
 - b) Court-ordered visits
 - c) Visits arranged by Administration
 - d) Family Visitation
- B. When CV staff is not needed for their primary duties, they have the following secondary duties:
 - i. When Court is closed for the day and no visits are taking place, CV staff is to report to the Facility Supervisor for possible reassignment to other duties as needed.
 - ii. CV staff is responsible for maintaining the "Resident Transfer-Parent Notification Log" as housing and status changes occur.
 - iii. CV staff will need to be able to report back to visitation, as needed, when unscheduled visits occur.

2. COURT DUTIES

- A. General Information
 - i. CV staff is responsible for the supervision of residents in the visitation area while they are waiting to go to Court or having a visit with a probation officer, attorney, placement interview, or other authorized visitors.
- B. Preparing for Court
 - i. CV staff will complete a walkthrough of the visitation room and begin their Shift Operational Report.
 - ii. CV staff will pick up a population sheet and a court list from Intake & Release.

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C. Escorting residents to & from Court

- i. Staff are responsible for escorting all residents to and from Court.
- ii. Any inappropriate behavior during court movement will be addressed using the Behavior Management System.
- iii. Some residents classified as maximum security may be placed in restraints when being escorted to CV. This must first be approved by a supervisor. The supervisor shall notify the Court to make a finding on the record before the resident may go into Court with restraints.
 - a) These residents may wait on the unit until called for by Court.
 - b) These residents will remain in restraints, with a court finding, until they return to the housing unit.
- iv. As residents return from Court, staff will wand and pat search the residents and security will escort them back to their assigned housing unit.
 - a) Staff will only strip search residents when they have reasonable suspicion based on specific and articulable facts to believe that the youth is concealing contraband.

D. Court Reports

- i. The Probation Court Officer will deliver the court reports to CV each morning.
- ii. Residents will be given the opportunity to read their court report prior to going into Court.
- iii. The resident will take the court report with them when they go to Court and return it to staff after. In the event that the report returns with the resident because he/she needs additional time, CV staff will make every effort possible for them to peruse the report in CV. If the resident needs to return to the unit for operational needs, CV staff will bring them back at their earliest convenience. Court reports do not go to the housing units.
- iv. Court Reports are the only papers allowed to go between the Court and the visiting rooms via the Court Transfer Rooms.

E. Court Remands

- i. When a youth is remanded, the bailiff will place them in one of the Court Transfer Rooms.
- ii. The bailiff will use their phone to inform CV staff as to which transfer room the resident is being placed in as well as any pertinent information concerning the Court appearance.
- iii. CV staff will notify security that there is a "remand".

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- iv. Security staff will report to CV and conduct a pat search of the youth in the transfer room.
- v. Security will then handcuff the youth and escort them to the intake sallyport, where he/she will be processed into the facility following the standard intake process.

3. FAMILY VISITATION DUTIES

A. Standard rules for visitors:

- i. No person under 18 years of age may visit during regular visitation. These visits will be arranged as a “special visit”. Residents with children will have access to visit them outside the normal visitation hours.
- ii. No person may wait in the outer lobby during visiting.
- iii. Visiting sessions will not be “split” between two visitors.
- iv. Visitor screening and check-in begins 30 minutes prior to the start of the visiting session and lasts for 25 minutes.
- v. Any visitors who arrive after the check-in period will not be allowed to visit.
- vi. A “Guide to Family Visitation” brochure is available in both Spanish and English. This brochure outlines the screening process and rules of visitation.
- vii. Contraband is prohibited in the facility.

B. Court Visitation Pre-Visitation Duties

- i. CV staff will search the visiting area before visitor screening and check-in begins.
- ii. CV staff will then assume their position at the lobby reception desk and prepare to check in visitors.
 - a) CV staff will bring the green visitor passes and ID box with them from the staff station in CV.
 - b) CV staff is to make sure they have copies of the visiting schedule, visiting brochure and daily visitor sign-in sheet available.
- iii. Security staff will screen visitors at the security checkpoint.

4. RECEPTION DESK & CHECK-IN

- A. CV staff will check in visitors at the reception desk during Family Visitation.
- B. CV staff will confirm that the visitor is authorized to visit using KJS.
- C. Only two “authorized” visitors will be allowed to visit. Authorized visitors include:
 - i. Biological parents

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- ii. Stepparents
- iii. Legal guardians
- iv. Other authorized visitors approved by a supervisor
- v. Clergy
- vi. Authorization notes in KJS
 - a) Note that when a person is listed under F10-Adults in KJS, this does not mean they are authorized to visit. They must meet the above criteria. Visitors authorized under Authorizations are approved by a supervisor and must be current as of the resident's most recent stay.
 - b) Special visits by other family members such as grandparents and siblings, and supportive adults, may be allowed with the pre-approval of a supervisor. Supervisors may not use criminal history as the sole basis for denial of an authorized visit.
- D. If a visit is not authorized or approved at the reception desk, the visitor will be asked to leave the facility.
- E. All visitors must have one of the following forms of photo identification, which will be exchanged for a visitor pass:
 - i. Valid State Driver License
 - ii. Valid State ID Card
 - iii. Valid Military ID Card
 - iv. Valid Passport
 - v. Valid Immigration Card
- F. CV staff will place the visitor's ID behind the alphabetical card that corresponds to the visitor's last name.
- G. CV staff will confirm that each visitor has signed in on the visitors log sheet.
- H. CV staff will notify unit staff by phone as to which residents have visits.
- I. As CV staff notifies the appropriate unit of the visitors' arrival, housing unit staff will in turn notify the resident of the visit and confirm the resident wants a visit.
 - i. If the resident refuses the visit, housing unit staff will contact CV staff and inform them so they may notify the visitor that the resident is refusing the visit.
- J. Visitors will wait in the visitation waiting area until escorted into visitation.
- K. Once check-in is complete, CV staff will inform the unit staff that they are ready for the residents to be escorted to visitation. Housing unit staff and security will then facilitate a resident movement from the unit to visitation.

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- L. Once residents are staged in visitation, housing unit staff and security will remain with residents.
- M. Security will notify CV staff in the lobby by radio that residents are prepared for visitation and it is clear to escort the visitors in.
- N. CV staff will escort visitors into the visitation area.

5. VISITATION ROOM

- A. CV staff will be in charge of visitation.
- B. During visitation, staff will circulate throughout the visitation area; however, conversations shall not be monitored unless there is a safety or security need.
- C. CV staff will be responsible for coordinating the following activities, in conjunction with unit staff, as needed:
 - i. Adjusting seating arrangements as necessary.
 - ii. Utilizing private visitation rooms for special circumstances.
 - a) Typically, private visitation rooms should not be utilized during regular visitation.
 - b) Pencils are not allowed in the private visitation rooms.
- D. CV staff is responsible for the distribution of any paperwork that needs to be given to a parent or guardian.
- E. CV staff is responsible for obtaining the signature of a parent or guardian on any paperwork, as needed.
- F. Staff is responsible for distributing and accounting for the games, pencils, paper, or other authorized materials in visitation.
 - i. Staff will maintain a list of all items handed out and to which resident it was given.
- G. CV staff is responsible for maintaining a logbook for counts in the visitation area, which will include a list of visitors and those visited. The log will also be used to document the use of Private Visitation Rooms and why the use of the room was necessary.
- H. CV staff will maintain the room inventory log and must document any problems/ damage as they occur.
- I. If a visit ends early, security will be notified by radio to escort the visitor out of the facility and to return the resident to their assigned unit.
- J. If, due to visitor or resident misconduct, staff terminates a visit early, the Facility Supervisor will be notified and an incident report written.
 - i. The resident may be secured in a court transfer room, if necessary.

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6. END OF VISITATION

- A. CV staff will need to contact security staff to assist with visiting.
- B. Five minutes prior to the end of visitation, CV staff will announce a “five-minute” warning that visitation is about to end and all games and other items will be returned.
- C. At the appropriate time, CV staff will announce that visiting is concluded.
- D. CV staff will escort the visitors out of visitation and exchange each visitor’s pass for their ID card at the reception desk, while unit staff and security supervise the residents in visitation.
- E. Residents will remain seated and on “quiet time”.
- F. Once all visitors have exited the visitation area, pat searches of the residents may begin.
 - i. Unit staff will search residents individually.
 - ii. Residents shall only be strip searched when there is reasonable suspicion based on specific and articulable facts to believe that the youth is concealing contraband. The reasonable suspicion will be documented on a Strip Search Authorization form and approved by a supervisor.
- G. Once all of the visitors have left the facility, CV staff will return to visitation to assist with resident searches.
- H. When visits are concluded and the visitation area is cleared of visitors and residents, CV staff will conduct a complete and thorough search of any area used by residents or visitors, including the public lockers.
- I. After the search is completed, visitation staff will close out all logs and counts.

7. NON-CONTACT VISITATION

- A. Non-contact visitation will be reserved for situations that require the resident and visitor to be separated in order to ensure the overall safety of visitors, residents, and staff.
- B. The Juvenile Court may also authorize non-contact visits.
- C. Special non-contact visitation will be arranged/scheduled with CV staff and approved by the Director at least 24 hours in advance of the event or as early as possible.
- D. The visit will be scheduled to occur during regular business hours. Only the Director may authorize exceptions.
- E. Non-contact visits will not last more than one hour and will be conducted under the same provisions as regular visitation.
- F. Upon completion of the visit, the resident will be escorted back to their housing unit

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and the visitor will return to the reception desk or Intake & Release night window to be processed out.

REPLACEMENT HISTORY

Revised: 4/20/09; 4/3/18; 5/14/19

APPROVED BY:

DAVID M. KOCH, Chief Probation Officer

REFERENCES

- Title 15