


Youth Visitation

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 500.08
EFFECTIVE DATE:	January 30, 2023
APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	01/06/2023
SUPERSEDES:	DCFS/JJ 500.08 effective March 15, 2016
APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	01/09/2023
REFERENCES:	NRS 62B.645 , NRS 62H.025 ; Documentation Standards (DCFS/JJS 100.13); Prison Rape Elimination Act (DCFS/JJS 300.09); Child and Family Team (DCFS/JJS 500.02); Family Engagement (DCFS/JJS 500.13); Family Travel (DCFS/JJS 600.04)
ATTACHMENTS:	Attachment A: DCFS Visitor PREA Acknowledgement Template

I. SUMMARY

The Division of Child and Family Services (DCFS), Juvenile Justice Services state facilities shall allow youth to receive visits from family members and other community supports to help increase family engagement.

II. PURPOSE

To establish processes for how DCFS Juvenile Justice Services will provide support to families and support systems wanting to visit youth committed to a state facility.

III. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. Attorney: Any member of the legal profession licensed under the Nevada State Bar retained by or for a youth.

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- B. Child and Family Team Meeting (CFT): A family-driven, youth-centered, collaborative service team, focused on the strengths and needs of the youth and family. The team consists of the youth (as appropriate), parents/guardian, service professionals, facility staff, including the assigned facility case manager, and the youth's assigned Youth Parole Counselor. The team may also consist of other family members, care providers, or individuals identified as being integral to the youth's environment.
- C. Community Support System: Any responsible adult identified by a youth, their family, or Youth Parole Counselor integral to the youth's environment.
- D. Contraband: Any unauthorized item a youth or visitor has in their possession, including those which can be used as a weapon or fabricated into a weapon or for the purpose of escape.
- E. Family: A group of individuals who support a youth emotionally, physically, and financially. A family is defined by its members and each family defines itself. May include individuals of various ages who are biologically related, related by marriage, or not related at all.
- F. Family Engagement: The establishment of a collaborative relationship in which families are integral partners in the case planning and reentry process by providing individualized solutions for youth to avoid further involvement in the criminal justice system.
- G. Prison Rape Elimination Act (PREA): A federal law supporting the prevention, detection, and response to sexual abuse and sexual harassment within facilities. This law applies to all federal, state, county, local, and private facilities housing adults and juveniles.

IV. GENERAL PROCEDURES – FACILITY

- A. Each facility shall establish regular visitation days and times for in person visits and allow for video conferencing visits.
 - 1. In person or video conferencing visitation is permitted for approved family, attorneys, and members of the youth's community support system.
- B. Facilities shall notify parents or guardians of visitation days and times.
- C. Only authorized related individuals in a youth's web-based case management record will be approved to schedule facility visits.
 - 1. Related individuals shall be approved by the facility superintendent or their designee and notated as authorized in the youth's web-based case management current booking record.
 - 2. Related individuals not approved to visit a youth shall be listed in the youth's web-based case management current booking record as unauthorized by the superintendent or their designee.

V. GENERAL PROCEDURES – PAROLE

- A. A youth's assigned Youth Parole Counselors (YPC) shall approve family, attorneys, and members of the youth's community support system for visits in a facility and notate authorized status in the youth's web-based case management current booking record.

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1. Related individuals not approved to visit a youth shall be listed in the youth's web-based case management current booking record as unauthorized.
- B. A youth's assigned YPC shall inform parents or guardians of the Family Travel Program (DCFS/JJS 600.04) and make the appropriate referral upon request.
- C. A youth's assigned YPC shall promote family and community support systems participation in CFT meetings as additional family engagement opportunities (DCFS/JJS 500.02).

VI. DOCUMENTATION REQUIREMENTS

- A. All visits shall be documented in the DCFS web-based case management system per Documentation Standards (DCFS/JJS 100.13).
 1. Documentation of facility visits is the responsibility of facility staff.
 2. Approved DCFS/JJS Visit Types:
 - a. Attorney/Legal Visit
 - b. CFT Meeting (if parent/guardian or another community support attend CFT)
 - c. Family Day
 - d. Family Engagement (e.g., family counseling, relationship building session, other non-traditional visit by family or community support)
 - e. Family Visit
 - f. Graduation (e.g., school or program)
 - g. Video Family Visit
 - h. Furlough Visitation (off-site)
 3. Visits shall either be scheduled in advance or entered in real time using the web-based case management system:
 - a. Documenting Scheduled Visits:
 - i. Youth Record > Current Booking > New Visit
Status: Scheduled
Visit Start Date/Time
Approved Durations (in minutes)
Visit Type
Notes, if applicable
Related Visitor(s)
 - ii. Staff supervising visitation shall start and end visits in the web-based case management system (Institutions > Visitation Board) in real time or update the Scheduled Visit record by changing the Status to Completed and adding the Visit End Time and Personnel Visitor. Any pertinent information about the visit should be added to the Notes section (e.g., youth received news of a death in the family, good visit with sister, etc.)

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b. Documenting Completed Visits (not prescheduled):

- i. Youth Record > Current Booking > New Visit
 - Status: Completed
 - Visit Start Date/Time
 - Visit End Date/Time
 - Visit Type
 - Related Visitor(s)
 - Personnel Visitor
 - Notes

B. Visitations may be temporarily limited due to overriding security considerations.

C. Visitations may be cancelled during facility disturbances or emergency situations.

- 1. All visits cancelled by the facility due to safety and security concerns shall be noted in youth booking records of the web-based case management system, including reason for the cancellation.

VII. IN PERSON VISITATION

A. All visitors shall be listed as authorized related individuals in the youth's web-based case management record for their current booking.

B. All visitors shall provide a government issued photo identification upon arrival at a facility unless the visitor is a child aged 16 or below.

C. All visitors shall complete the facility sign in process.

- 1. Each facility shall maintain signed DCFS Visitor PREA Acknowledgement forms (Attachment A) for all authorized visitors who complete in person visits (DCFS/JJS 300.09).

D. Visitors, including their personal possessions and vehicle, may be subject to search before any contact with a youth.

E. Visitors must follow all facility rules, including not bringing contraband into the facility.

F. Food or other requested items may only be brought into a facility by a visitor if approved by the superintendent or their designee and shall be inspected by facility staff.

- 1. If permitted, any food brought for a youth must be consumed during the visit.

G. All in person visits will be supervised by facility staff.

H. Attorneys may visit a youth in person outside of regular visitation hours.

- 1. Attorney visits shall not be supervised by staff.

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- I. Facilities may host Family Day events throughout the year to allow family and community support systems access to youth as additional family engagement opportunities (DCFS/JJS 500.13).
- J. Case management staff shall promote family and community support systems participation in CFT meetings as additional family engagement opportunities (DCFS/JJS 500.02).
- K. Mental health, medical, case management, or other facility staff may promote having family and community support systems' participation in on site family therapy or other relationship building activities as additional family engagement opportunities.

VIII. TERMINATION OF IN PERSON VISITATION

- A. Facility staff may terminate a visit if:
 - 1. There is reasonable belief the visitor is in possession of contraband.
 - 2. There is suspicion the visitor may be under the influence of drugs or alcohol.
 - 3. Criminal behavior occurs during the visit.
 - 4. Using aggressive or inappropriate language or behaving in a way which poses a risk to the safety and security of youth, staff, or the facility.
 - 5. Visitor or youth is not obeying facility rules.
 - a. The staff member who terminated the visit shall:
 - i. Document reason for termination in the Note section of the youth's visit record in the web-based case management system.
 - ii. Submit a summary of events to the superintendent or designee within 24 hours.
- B. Facility superintendent may revoke in person visitation privileges for any individual who continues to disobey facility rules and visitation expectations.
 - 1. Reason for termination of in person visitation privileges shall be documented in the Notes section of the Approved Visitor in the youth's current booking record in the web-based case management system.
 - 2. Future in person visits of a revoked individual shall be at the discretion of the superintendent.

IX. VIDEO CONFERENCING VISITATION

- A. All visitors shall be listed as authorized related individuals in the youth's web-based case management record for their current booking.
- B. Visitors must follow all facility rules during video conference calls.
- C. All video conference visits will be supervised by facility staff.
- D. Attorneys may schedule a video conference visit with a youth outside of regular visitation hours.

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1. Attorney video conference visits shall not be supervised by staff.

VI. TERMINATION OF VIDEO CONFERENCING VISITATION

- A. Facility staff may terminate a video conference visit if:
 1. There is reasonable belief the visitor is displaying contraband.
 2. There is suspicion the visitor may be under the influence of drugs or alcohol.
 3. Criminal behavior occurs during the visit.
 4. Using aggressive or inappropriate language or behaving in a way which poses a risk to the safety and security of youth, staff, or the facility.
 5. Visitor or youth is not obeying facility rules.
 - a. The staff member who terminated the visit shall:
 - i. Document reason for termination in the Notes section of the youth's visit record in the web-based case management system.
 - ii. Submit a summary of events to the superintendent or designee within 24 hours.
- C. Facility superintendent may revoke video conference visitation privileges for any individual who continues to disobey facility rules and visitation expectations.
 1. Reason for termination of video conference visitation privileges shall be documented in the Notes section of the Approved Visitor in the youth's current booking record in the web-based case management system.
 2. Future video conference visits of a revoked individual shall be at the discretion of the superintendent.

VII. STANDARD OPERATING PROCEDURES

- A. Each facility shall create Standard Operating Procedures consistent with this policy, to include:
 1. Regular visitation schedule.
 2. Process for how parents or guardians are notified of facility visitation and scheduling processes and procedures.
 3. Process for obtaining, approving, and updating list of a youth's family and community support system.
 - a. Communicating list to the Youth Parole Bureau.
 4. Process for scheduling in person visits.
 5. Process for scheduling video conference visits.
 - a. Maintaining video conferencing equipment and operational instructions.
 - b. Alternative options if equipment is not working for scheduled video conference visits.

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6. Process for documenting visitation activities in web-based case management system.
 7. Process for approving food or other requested items for a youth visit.
 8. Process for checking in and searching visitors entering the facility, including storage of signed DCFS Visitor PREA Acknowledgement forms.
 9. Process for staff supervision of visits.
 10. Process for terminating visits.
- B. The Youth Parole Bureau shall create Standard Operating Procedures consistent with this policy, to include:
1. Adding and updating youth related individuals in the web-based case management system.
 2. Authorizing/Unauthorizing related individuals for visitations in state facilities.
 3. Notification of Family Travel Program to families and community support systems.
- C. This policy shall be reviewed every two years, or sooner if deemed necessary.