

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL**

**CHAPTER SEVEN– COURT SERVICES-OVERVIEW AND GENERAL OPERATING  
POLICY 7.1-15– VISITATION OF YOUTH IN DETENTION**

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**I. POLICY:**

The Oklahoma County Juvenile Bureau (OCJB) will encourage, assist with, and supervise visitation between visitors and youth detained in the Oklahoma County Juvenile Detention Center (OCJDC) in order to maintain and strengthen family and community ties and prepare for their return to the community **(2-7121)**.

**II. DEFINIITIONS:**

- A. **Confinement:** A special alternative for residents of the Oklahoma County Juvenile Detention Center who require separation from the general population for up to 72 hours for the following purposes:
1. To protect youth or staff;
  2. To separate youth who are fighting;
  3. To restrain youth who are in danger of inflicting harm to themselves or others;
  4. To restrain youth who have escaped or are in the process of escaping;
  5. To prevent destruction of property, if reasonably related to 1-4; or
  6. To stop behavior that incites other youth and jeopardizes the safety staff and other residents and is reasonably related to 1-4.
- B. **Disciplinary Hearing:** A non-judicial administrative procedure to determine if grounds exist to substantiate privilege restriction or confinement of a youth in the Oklahoma County Juvenile Detention Center.
- C. **Juvenile On-Line Tracking System (JOLTS):** As authorized by 10A O.S. § 2-7-905, provides the computerized information system used by the Oklahoma County Juvenile Bureau to track juvenile offenders from arrest to final closure of the case. The Office of Juvenile Affairs is the authorizing authority for access to the information contained in JOLTS. Authorized Oklahoma County Juvenile Bureau employees are provided a unique identification number that allows them access to the JOLTS system **(2-7141) (2-7074) (2-7190)**.
- D. **Individual Treatment and Service Plan (ITSP):** A comprehensive plan of action that is to be followed by the youth and family to address

the risk level and needs identified by the comprehensive assessment and evaluation of the youth and his/her parent/legal guardian/custodian. The ITSP is filed within thirty (30) days of the youth's adjudication as delinquent, as authorized by 10A O.S. § 2-2-502. The ITSP may also be referred to as the "probation plan," "case plan," or "treatment plan."

- E. **Regular Authorized Visitors:** Refers to visitors who must obtain a visitor's pass prior to visiting youth in the Oklahoma County Juvenile Detention Center including the parent/legal guardian/custodian, step-parent, or other approved family member of the youth.
- F. **Special Authorized Visitors:** Refers to visitors who do not need a visitor's pass to visit youth in the Oklahoma County Juvenile Detention Center including employees of the Oklahoma County Juvenile Bureau, the Office of Juvenile Affairs, or the Department of Human Services, the youth's public defender, the assistant district attorney assigned to the youth's case(s), law enforcement officers, contract psychologists, counselors, and mentors, clergypersons, the youth's private counsel, and government officials.
- G. **Visit:** A face-to-face meeting. Also referred to as "visitation."

### **III. PROCEDURE:**

- A. All visitors shall follow the procedures authorized by Policy 8.5-12, "Visitation."
- B. Officers shall encourage and assist family members who wish to become regular authorized visitors of a youth in the OCJDC (**2-7121**).
  - 1. Officers shall answer the questions of those who wish to visit youth in the OCJDC in order to facilitate visitation.
    - a. Officers may utilize Policy 8.5-12, "Visitation" and/or the Probation and Detention Guide to answer questions about visiting times and rules/requirements for visitors. They may also provide those who wish to visit with copies of these documents.
  - 2. The officer shall further assist those who have requested to become regular authorized visitors by:
    - a. Communicating with the youth to ensure that he/she welcomes the visitor and adds the visitor to his/her visitation log by submitting a written request;
      - i. A youth may have up to two (2) visitors on his/her list at a time.
    - b. Completing the "Visitor's Pass," Attachment A, which shall be signed by the officer and his/her immediate supervisor;
    - c. Submitting the completed visitor's pass to the Facility Administrator or his/her designee for approval; and

- d. Notifying the visitor that the Facility Administrator or his/her designee has:
  - i. Approved the visitor's pass; he/she is now permitted to visit the youth in the OCJDC for one visit only;
  - ii. Approved the visitor's pass; he/she is now permitted to visit the youth in the OCJDC after school only;
  - iii. Approved the visitor's pass; he/she is now permitted the visit the youth in the OCJDC for the duration of the youth's stay in detention; or
  - iv. Denied the visitor's pass.
- C. Sign-In Process for Special Authorized Visitors:
  - 1. Visitors shall identify themselves using photo identification at the Central Control Center.
  - 2. Visitors are subject to search prior to admission and at any time thereafter.
  - 3. Visitors shall sign-in on the official sign-in sheet, which is located within the secure entry doors of the OCJDC, prior to entering the facility.
  - 4. Visitors shall sign-in on the youth's individual visitation log, which is located in the visitation area, prior to visiting with the youth.
- D. Visitation Requirements for Officers:
  - 1. Officers shall conduct face-to-face visits with assigned youth who are detained in the OCJDC at least one (1) time per week **(2-7107)**.
  - 2. Officers may visit with the youth in the dayroom area or request that the OCJDC staff bring him/her to the visitation area.
  - 3. Officers shall not visit youth during times of educational instruction, meal times, or facility counts.
  - 4. During the visit, the officer may:
    - a. Inquire about the well-being of the youth;
    - b. Answer questions asked by the youth;
    - c. Discuss the cause(s) of the youth's detention;
    - d. Review and discuss the youth's ITSP;
    - e. Gather any necessary information;
    - f. Complete any needed assessments/paperwork; and/or
    - g. Address other pertinent topics/issues.
  - 5. If an officer is unable to visit a youth in detention for any reason, he/she shall make arrangements to have the youth visited by another officer.
    - a. In the event that an officer is on leave at the time that a youth is detained, the officer's immediate supervisor or designee shall be responsible for visitation of the youth.

6. The officer shall have the youth sign the "Client Field and Office Contact Notes," Attachment F of Policy 7.3-2, "Disposition Study," prior to leaving the facility.
  7. The officer shall sign out on the official sign-in sheet, which is located within the secure entry doors of the OCJDC, prior to leaving the facility.
  8. The Officer shall document the visit on the JOLTS.
- E. When an incident occurs in the OCJDC that warrants a disciplinary hearing **(2-7122)**:
- a. The officer shall receive an incident report detailing the incident from the OCJDC staff;
  - b. The officer shall ensure that the parent/legal guardian/custodian and other individuals who provide support and/or services to the youth are informed and are given an opportunity to make recommendations;
  - c. The officer may attend the disciplinary hearing and present any recommendations that he/she has formulated or received.
  - d. The officer shall visit the youth daily and cooperate with additional conditions of the youth's confinement until he/she is released from confinement.
- F. Officers are required to report any unusual and/or significant behavior and/or information to the detention officer or shift supervisor, as deemed appropriate and necessary for the security of the facility and safety of the youth and employees.

Approved:

  
J'me Overstreet, Chief of Court Services

07/30/15  
Date

Attachments:      Attachment A, "Visitor's Pass"

**OKLAHOMA COUNTY JUVENILE DETENTION CENTER**

**VISITOR'S PASS**

On this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_ from \_\_\_\_\_  
(Name) (Organization)

Reason: \_\_\_\_\_

Resident's Name: \_\_\_\_\_  
(Printed Name)

The above listed person has been authorized to enter the detention facility by:

Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Facility Administrator Signature)

Approved for:

- One visit only.
- After school only.
- The duration of the resident's stay in detention.

**ALL VISITORS WILL BE ESCORTED BY THE ROVER**