
YTC Visiting

1318.1 PROCEDURE

1318.1.1 VIRTUAL VISIT

All Youth Transition Campus (YTC) youth shall be allowed to have weekly 30-minute virtual visitation sessions using Skype or FaceTime with their parent, guardian, or other approved visitor. Visitation Officers shall make sure that their assigned audio-visual equipment is regularly checked and functioning correctly. The Visitation Officer shall assign an area that will provide youth with privacy and shall allow officers to supervise the virtual visitation appropriately.

1318.1.2 PRE-VISIT PROCEDURES

The Visitation Officers shall:

- (a) Receive a virtual visitation list from booking staff
- (b) Set up and supervise all virtual visits
- (c) Check the device for any damages, electronic issues, or connection issues.

1318.1.3 VIRTUAL VISITATION RULES

- (a) Only the Visitation Officers shall set up and initiate the virtual visitation for the youth
- (b) Only approved visitors in Probation Case Management System (PCMS) shall be allowed to have virtual visits
- (c) Youth shall not be allowed to operate the iPad (or tablet) device for any reason
- (d) Unauthorized people shall not be allowed to join or appear in the background during the call
- (e) Unauthorized communication will result in immediate termination of the visit
- (f) Before the virtual visit, the visitor and youth shall be reminded that no photos or audiovisual recordings of the youth may be taken. Non-compliance with this rule shall result in the immediate termination of the visit, and appropriate corrective actions may also be taken
- (g) Siblings shall not be allowed to participate in virtual visits unless approved by the assigned casework Probation Officer and added to the approved list in PCMS
- (h) There is no expectation of privacy during the visit. An officer shall be present in the immediate vicinity unless otherwise determined by a supervisor
- (i) Inappropriate behavior by the youth or the visitor will result in the immediate termination of the visit. Such behavior includes, but is not limited to, gang talk or gestures, profanity, inappropriate movement, or gestures
- (j) Virtual visitors must be appropriately dressed. (See the Visiting Program Policy)

1318.1.4 POST VISIT PROCEDURES

Immediately after the virtual visitation program, the Cottage Officers:

San Diego County Probation Department

Institutional Services Unit Procedure

YTC Visiting

- (a) Shall immediately check the iPad (or tablet) for any graffiti or damage
- (b) Must disinfect and sanitize the iPad (or tablet) properly. The visitation area shall also be cleaned and sanitized and secured
- (c) Shall log and document pertinent information about the virtual visit in PCMS
- (d) Shall report any issues found with the iPad and document it in the log kept by the officers assigned to the unit.
- (e) Shall check the device's browser history for inappropriate content or determine if any actions appear suspicious. All prudent safety and security-related issues shall be reported to the Watch Commander prior to deleting the browser. Any unauthorized use of the browser will be dealt with accordingly.
- (f) Must delete the browser history in all devices used
- (g) Shall ensure that all iPads are placed in the mounted power bank located in the storage cabinet near the desk

Steps to Clear Browser History On iPad:

- (a) Open Settings, then scroll down and tap on Safari
- (b) Scroll down to the Privacy and Security section and tap on Clear History and Website Data
- (c) Tap Clear History and Website Data again

1318.1.5 YTC VISITING CENTER

Youth will be allowed an opportunity to have a daily one-hour visitation. Visitation will be for a period of one (1) hour per visit. Visitation hours/times will be set by the Division Chief or designee.

1318.1.6 VISITING OFFICER RESPONSIBILITIES

Initiation of visit:

- (a) All youth who enter the visiting center must have a readable identification band. If not, the Visitation Officer shall send the youth back to the cottage to obtain one
- (b) Upon arrival at the visiting center, youth will check in with the Visitation Officer, who will assign the youth a visiting room
- (c) Notify the Security Kiosk staff (normally a staff from booking) that the youth has arrived and to allow the visitor to enter
- (d) Require all visitors to sign in before the visit and to sign out after the visit using the visitation log
- (e) Supervise all visits, including virtual visits from the visiting center, professional and in-person family visits. Virtual visits shall be conducted in accordance with the Virtual Visits Procedures under the supervision of the Visiting Officer
- (f) Attorney visits shall not be monitored. (See Access to Legal Services Policy)
- (g) Conduct Safety and Welfare Checks when youth are secured inside the visiting rooms

San Diego County Probation Department

Institutional Services Unit Procedure

YTC Visiting

- (h) Enter all visits, including professional visits in the visit section of the PCMS, under the Detention Management node

End of Visit:

- (a) Allow visitor(s) to exit the room first. Youth will remain secured in the visiting room until the visitor has exited the Visitation Center
- (b) Escort youth to the Body Scanner and screen for contraband before allowing youth to return to their cottage. (See Body Scanner & X-ray Procedures)
- (c) Notify Central Control via radio that youth will be leaving the Visitation Center and returning to their cottage. Confirmation from Central Control is needed before allowing the youth to exit

Security:

- (a) Search all general areas of the Visitation Center and the visiting rooms before and after visits
- (b) Ensure that all visiting rooms are closed and secured during visits
- (c) Ensure Safety and Welfare checks are completed and immediately documented as required

End of Shift:

- (a) At 9:00 PM, have Central Control secure the lobby doors
- (b) Conduct a general sweep of the lobby and restrooms

No Contact Room:

- (a) Available upon request and with Watch Commander's approval
- (b) Special Visits
- (c) Upon reservation, the Child's Playroom will be available for youth, child, and sibling bonding. The casework Probation Officer must confirm family relationship and approve such visits