

CHAPTER 4

VISITING

4-001 Applicability: The provisions of this rule shall apply to the Youth Rehabilitation and Treatment Centers and all other juvenile correctional institutions operated by the Department of Health and Human Services.

4-002 Departmental Policy: It is the policy of the Department that youths within each institution shall have visiting privileges and shall retain such privileges for the duration of their stay so long as rules and regulations governing such activities are not violated.

4-003 Posting Visiting Regulations: The Chief Executive Officer shall ensure that copies of this rule and other regulations of the institution concerning visiting are provided to each youth upon admission and posted at and about the entrance of the institution and at and about the visiting areas within the institution. Further, the Chief Executive Officer shall provide copies to any persons upon request.

4-004 Visiting Records: The Chief Executive Officer shall ensure that a record of each visitor that enters the facility be kept, which shall include: a sufficient identification of the visitor, the dates and times of arrival and departure, and the names of youths visited by such person.

4-005 Visiting Lists: A youth may receive visits from anyone he or she chooses, subject to the approval of the Chief Executive Officer of the institution. In making his determination, the Chief Executive officer shall consider the effect that the presence of such visitors shall have on the institution, its staff, and/or the youths housed within the institution, and the probable effect such presence shall have upon the rehabilitative progress of the youth to be visited. Visitors may also be refused admission to the institution for failing to abide by the rules and regulations. Such a failure by the visitor may also result in the visitor being removed from the visiting list. Such action by the institution or Department shall be set forth in a written statement to the visitor or visitors and the youth to be visited. Such statement shall also indicate the reasons for the action. Youths aggrieved by such action may appeal through the grievance procedure.

4-006 Visiting Procedure: Each visitor, upon admission to the institution, may be required to verify his identity and provide other vital information requested by the Chief Executive Officer. In addition, the Chief Executive Officer may require visitors entering the institution to submit to a search of person and belongings prior to entrance.

4-007 Visitor Dress Code: The Chief Executive Officer of the institution may establish a dress code for visitors.