



Administrative Policies and Procedures: 12.2

Subject:	Visitation and Passes for Delinquent Youth in Community Placements
Authority:	TCA 37-5-105 (3); 37-5-106 (4), 37-4-101 (H); ICJ Rule 8-101
Standards:	DCS Practice Standards: 3-300; 5-500; 8-306; 12-401, 12-402, 12-403 COA: PA-JJCM 3.02-3.05, PA-JJCM 5.07; PA-JJR 4.01, 4.03, 4.04; PA-JJR 10.01,10.06; PA-JJR 14.05; PA-JJR 16.01-16.02
Application:	To All Department of Children's Services Employees and Contract Agency Employees serving youth adjudicated delinquent.
Policy Statement:	
Delinquent youth in DCS custody are eligible for family visitation and passes.	
Purpose:	
To provide directives and guidelines to ensure youth are provided visitation and pass opportunities to help promote permanency and prepare youth for successful community reentry.	
Procedures:	
A. Types of visitation and passes	<p>The Agency Representative (AR), Family Service Worker (FSW) and entire Child and Family Team (CFT) work together to incorporate graduated visitation and passes into the youth's treatment plan to help youth prepare for the successful transition back into the home and community. The FSW and AR collaborate on setting up routine visitation and passes early in the youth's program to maintain family engagement. The locations and activities the youth and adult plan to participate in during off campus visitation and passes are predetermined and specified on form CS-0058, Temporary Custody Agreement. The different types of visitation and passes available, which may be for routine or emergency situations, are specified below:</p> <ol style="list-style-type: none"> On Campus Visitation <p>On campus visitation is an authorized visit with approved visitors held during set visitation hours. On campus visitation is not restricted for any reason. When parents/guardians do not have transportation, facility staff and the FSW develop a transportation plan that promotes family connections and eliminates barriers. All reasonable efforts are made to assist the family. The FSW is consulted regarding who should be placed on the youth's Approved Contact List (CS-0111).</p>

- a) Delinquent youth have the right to have visitation from their families at their placement according to DCS policy and the [Contract Provider Manual](#).
- b) For delinquent youth that also has a sibling in custody; the FSW and/or staff must arrange for visitation between siblings and comply with DCS Policy [16.43 Supervised and Unsupervised Visitation between Child-Youth, Family and Siblings](#).

2. Off Campus Visitation

Off campus visitation is requested by the CFT and authorized by the Team Leader (TL) and Facility Administrator. Off campus visitation is an authorized visit with an approved adult that does not exceed two (2) hours. The youth cannot go home during the visit but must remain with the adult at a single location until returned to the facility.

3. Extended Off Campus Visitation

Extended off campus visitation is requested by the CFT and authorized by the TL and Facility Administrator. Extended off campus visitation is an off campus visit with an approved adult that may be authorized from four (4) to eight (8) hours. The youth cannot go home.

4. Home Pass

A home pass is requested by the CFT and authorized by the court. A home pass is an authorized visit that does not exceed twelve (12) to forty-eight (48) hours to the home of the parent, guardian, or visiting resource.

5. Extended Home Pass

An extended home pass is requested by the CFT and authorized by the court. An extended home pass is an authorized visit that lasts longer than forty-eight (48) hours to the home of the parent, guardian, or visiting resource. Examples of this type of pass would include, but are not limited to, extended holiday visits, bereavement passes, and visits to see if youth will adjust in the home setting.

6. Medical Passes

A medical pass is allowed if a youth has a temporary acute or a chronic medical condition that exceeds the care available or cannot be adequately or safely provided through the facility's health care resources or any other placement's resources. The Director can make a recommendation for a medical pass. The Regional Health Nurse and the central office Director of Nursing review the medical providers' documentation, and together with the regional staff, authorize a medical pass if medically necessary.

7. Out-of-State Passes

Out-of-state passes require a travel permit and must meet guidelines outlined in DCS Policy [1.25, Interstate Compact for Juveniles](#).

	<p>Note: Youth are allowed passes with biological parents, guardians, approved prospective adoptive parents, approved foster parents or other approved adults.</p>
<p>B. Coordination of visit/pass requests for youth with indeterminate commitments</p>	<p>Custodial youth in contract agencies, foster care, and independent living programs must have the opportunity to practice new skills in their home environment early in the program. See Section C of this policy for denial guidelines.</p> <ol style="list-style-type: none"> 1. The CFT determines the type of passes and with whom passes are appropriate. 2. On Campus visitation is offered once the youth’s approved visitation list has been established and discussed with the FSW, which should occur within 48 hours of the youth arriving at the facility. 3. Requests for all other visitation and passes are made at least five (5) working days prior to the proposed date. The AR at the program provides the Facility Administrator, TL, and FSW with information pertinent to the pass request by completing form CS-0394, Youth Pass Request. 4. The FSW explains the expectations of the department when taking a youth off campus or home for a pass by reviewing and obtaining signatures on form CS-0058, Temporary Custody Agreement. Youth can go off campus with the family but they cannot go to the residence if a home visit has not occurred by the FSW within the last 30 days. The purpose of the home visit is to assess the conditions at the residence and note any changes since the youth left home such as noting if any other persons have moved into the home as well as ensure the home is safe. A signed copy of CS-0058 is given to the facility. 5. Off Campus visits and Day passes are initiated once the youth has become acclimated to the facility and is physically/mentally stable. The youth progresses toward increasingly longer passes based on successful off campus visitations. 6. Once several visits have successfully been completed, youth may be recommended to participate in home passes. Before home pass requests are sent for judicial approval, an administrative review by the TL, Facility Administrator, and designated Juvenile Justice (JJ) Statewide Director occurs. 7. After the administrative review, the FSW requests permission from the committing court for youth to go on any type home pass. If the committing court declines to make a decision, the FSW’s Team Leader (TL) and/or Team Coordinator (TC) are consulted to approve or deny the pass. The JJ Statewide Director may be consulted if the pass exceeds policy guidelines. It is the FSW’s responsibility to ensure continued contact between the youth and family. 8. Prior to a youth leaving the campus for any off-campus visit or pass, agency staff ensure the parent/guardian, who signed form CS-0058, Temporary Custody Agreement, are properly identified by presenting a photo ID prior to being given temporary physical custody of a youth for off campus visitation and passes. 9. Monitoring and follow-up on how the pass went is the joint responsibility of the AR at the program and the FSW. The youth’s behavior, other significant issues concerning parent activities and completion of specific treatment related tasks,

	<p>are discussed with the youth and parents. Any significant information related to the pass is documented on form CS-0394, Youth Pass Request, by the FSW.</p> <p>Note: The CFT may consider using electronic monitoring for youth approved for off campus visitation or passes. See DCS policy 13.5, Electronic Monitoring Use on Youth Adjudicated Delinquent for specific details.</p>
<p>C. Denial, restriction and cancellation of passes</p>	<ol style="list-style-type: none"> 1. Passes and visitation may not be restricted unless written justification explaining how it is therapeutically detrimental to the youth’s well-being (e.g. if the parent is a negative influence) is provided to the TL and Facility Administrator. Passes may be restricted if there are therapeutic reasons for denial. 2. Court orders denying or restricting visitation or home passes are followed. 3. Violation of home visitation rules while on pass may result in postponement or cancellation of the pass, due to the severity of the violation. 4. The AR notifies the youth’s FSW regarding any change in plans for approved passes. 5. Off Campus visits and passes may be denied only if the youth commits one of the following major violations within the last thirty (30) day period: <ol style="list-style-type: none"> a) Crimes against a person or person; b) Crimes against property with a value of \$500 or more; c) Arson; d) Carrying a dangerous weapon; e) Absconding or the Attempt to Abscond; f) School expulsion; or g) Alcohol abuse, abuse of legal or illegal drugs verified by a drug screen. 6. If denied, a CFTM is held at least every fourteen (14) days thereafter to evaluate the youth’s readiness for the off campus visit or pass. 7. Youth are NOT denied passes based on minor violations such as smoking, breaking of program rules, or any type of point or level system. <p>Note: There may be circumstances where a youth’s behaviors warrant additional examination of whether off campus visitation or home passes are appropriate, but may not fit specifically in the enumerated examples contained above. In those cases, the CFT may submit a written request to the Juvenile Justice Statewide Director for review and approval of the restriction/denial of youth going off campus.</p>

<p>D. Visits and passes for delinquent youth with a determinate commitments</p>	<ol style="list-style-type: none"> 1. Delinquent youth in custody who received a determinate commitment are not eligible for off campus visits or passes; however, the CFT may submit an off campus visitation or pass request to the JJ Statewide Director for review when special circumstances arise. 2. In order to assist the youth with community reintegration, youth with determinate commitments may be considered for home placement supervision or an early release from custody. Signed release papers from the judge are required. See <u>Protocol: Release Notification and Approval</u>, Section 6, for more information.
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<p>Forms:</p>	<p><u>CS-0058, Temporary Custody Agreement</u> <u>CS-0394, Youth Pass Request</u> <u>CS-0111 Approved Contact List</u></p>
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<p>Collateral documents:</p>	<p><u>16.43 Supervised and Unsupervised Visitation Between Child/Youth, Family, and Siblings</u> <u>1.25, Interstate Compact for Juveniles.</u> <u>ICJ Rules- Interstate Commission for Juveniles</u> <u>18.37 Determinate Commitments</u> <u>13.5, Electronic Monitoring Use on Youth Adjudicated Delinquent</u> <u>Interstate Compact for Juveniles Overview and Guide for Family Service Workers</u> <u>Protocol: Release Notification and Approval</u></p>
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Glossary:

Term:	Definition:
<p>Contract Agency:</p>	<p>An entity that contracts with DCS to operate and manage residential group homes, foster homes, youth centers or provide other required services.</p>
<p>Early Release from Custody:</p>	<p>A request to release a youth with a determinate sentence before the commitment expiration date; the youth will not be supervised by DCS, the case will be closed.</p>
<p>Release to Home Placement Supervision:</p>	<p>A youth with a determinate sentence who is placed at his/her home prior to the commitment expiration date and is in custody and under the supervision of DCS until the commitment expires.</p>