

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 05-16	Effective Date: 10/15/04	Revision Date: 03-22-16
Subject: Facility Access		

I. Policy Statement

Access to Division facilities and programs shall be restricted to Division staff, staff of allied agencies, and other persons with direct responsibility for services. Members of the general public shall only be granted access to Division facilities with prior approval from the Assistant Program Director (APD), or if they are accessing JJS services. News media representatives shall be granted access to Division Facilities with prior approval from the Division Director.

II. Rationale

The purpose of this policy is to ensure that the security of the Division facilities is maintained and that confidentiality of juveniles and their families is preserved.

III. Definitions

“Allied agencies” are community partners and providers that contract with the Division or provide services for the juveniles in Division care.

A member of the “general public” is any person who has no direct connection with or responsibility to the Division or the Division’s clients.

IV. Procedures

A. Division staff shall not allow unauthorized visitors to enter any secure area of a Division facility/program without prior approval from the APD.

1. Approval for access to the secure area of the facility shall be limited to individuals and groups who provide a specific service to the Division and its clients.
2. Family or friends of Division staff, who are visiting the staff, shall remain in the reception area and be met by the staff member in this area. Family and friends shall not be allowed access to the secure area of the facility.
3. Division staff shall deny access to persons, who do not have legitimate business at the facility.
4. In order to maintain safety, security and supervision, Division staff shall refrain from lingering at a facility/program where he/she is not scheduled to work.

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- B. Known felons shall not be granted access to any Division facilities or programs. Exceptions may be made for volunteers who have met the security and clearance requirements of Code of Ethics for Volunteers, policy 01-02A, only interact with a group of juveniles who are directly supervised by Division staff. Such exceptions must be approved in writing, in advance by the APD. This restriction on access does not apply to prohibit visits by parents or family members of juveniles in the care, custody, and/or control of the Division.
- C. Individuals and groups may be allowed to participate in special events in a Division facility/program with prior approval from the APD in accordance with Volunteer Code of Ethics policy, 01-02A.
- D. Division staff shall prohibit visitors from using facility equipment or being involved in any facility programming, unless otherwise approved by the APD.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This Policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

3-22-16

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

3-22-16

Signature Date