

TITLE 83 - JAIL STANDARDS BOARD - STANDARDS FOR JUVENILE
DETENTION FACILITIES

CHAPTER 14 - MAIL, VISITING, TELEPHONE

001 Volume Limit. The length, source, or volume of mail a juvenile may send or receive, at his or her own expense, shall not be limited, except where there is clear and convincing evidence to justify the limitation for reasons of public safety, facility order, or security.

002 Reading of Mail. Juvenile mail, both incoming and outgoing, shall not be read or rejected, except where there is reason to believe that such correspondence threatens the safety and security of the facility, another juvenile, any public official or the general public, or is being used in the furtherance of illegal activities.

003 Inspection of Mail. Incoming mail shall be opened and inspected for contraband. Cash, checks, and money orders shall be removed from incoming mail and promptly credited to the juvenile's account. Outgoing mail may be inspected for contraband prior to its sealing. If contraband is discovered in either incoming or outgoing mail, it shall be removed and its disposition properly recorded.

004 Rejection of Mail. If any publication, correspondence, or any contents of a package, or any other form of mail is rejected, the sender and the person to whom it is addressed shall be notified in writing of the item rejected and the reasons for the rejection. Any item which is rejected shall be returned to the sender or placed in the juvenile's property, unless it contains illegal matter and is kept for evidence.

005 Confidential Mail, Outgoing. Juveniles shall be permitted to send sealed letters to attorneys, courts, government officials, and officials of the confining authority.

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006 Confidential Mail, Incoming. Incoming correspondence from attorneys, courts, government officials, officials of the confining authority, or administrators of grievance systems may be opened only to inspect for contraband, but shall not be read unless there is probable cause to believe the contents of the correspondence poses a threat to the safety and security of the facility, another person, or is being used in the furtherance of criminal activities. Such correspondence shall be opened only in the presence of the juvenile to which it is addressed.

007 Confidential Mail, Indigents. Indigent juveniles shall be provided with writing supplies and postage for all letters to their attorneys, the courts, government officials, or officials of the confining authority.

008 Non-confidential Mail, Indigents. Indigent juveniles shall be provided with writing supplies and postage for a minimum of two (2) one-ounce letters per week to maintain family and community ties.

009 Delivery. Incoming mail shall be delivered to juveniles within twenty-four (24) hours, excluding weekends and holidays. Outgoing mail shall be delivered to the postal service daily, excluding weekends and holidays. The facility shall attempt to forward mail if juvenile has been released.

010 Telephone Service, General. All juveniles, except those restricted as a result of disciplinary action, shall be provided the opportunity to make at least one telephone call daily to maintain family and community ties.

010.01 At least ten minutes shall be allotted for each telephone call.

010.02 Telephone calls shall not be monitored, unless otherwise authorized by law.

010.03 The facility may require that any costs for telephone calls be borne by the juvenile or the party called.

011 Telephone Service, Privileged. Juveniles shall be allowed to make a reasonable number of telephone calls to their attorneys, caseworkers, probation or parole officers, and counselors at the juvenile's expense unless the juvenile has no funds.

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011.01 Privileged telephone calls shall be of reasonable duration.

011.02 Privileged telephone calls shall not be monitored.

011.03 Privileged telephone calls shall not be revoked as a disciplinary measure.

012 Visitation Schedule. The facility shall have an established visiting schedule with sufficient hours set aside weekly to fulfill the visiting opportunities of all juveniles in the facility.

012.01 Time for visiting shall be scheduled on at least two (2) days each week, one of which must be during the weekend.

012.02 Each juvenile, except those restricted as a result of disciplinary action, shall have the opportunity for at least two (2) hours of visiting each week in two or more visits.

012.03 Opportunities for visits shall be at least thirty (30) minutes in duration.

012.04 The number of visitors a juvenile may receive shall be limited only by facility space constraints, except where there are substantial reasons to justify limitations.

012.05 Persons under the age of eighteen, when accompanied by a parent or legal guardian, may be permitted to visit juveniles.

013 Visiting Restrictions. Visitors may be excluded for one or more of the following reasons:

013.01 The parents/legal guardians, probation officer, parole officer, or the court of jurisdiction have imposed restrictions on who may visit a juvenile;

013.02 The visitor refuses to register and show proper identification, consent to search, or to abide by the visiting rules;

013.03 The visitor represents a reasonable danger to the facility;

013.04 The visitor has a past history of disruptive conduct at the facility;

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013.05 The visitor appears to be under the influence of alcohol or drugs; or

013.06 The juvenile refuses the visit.

014 Visiting Rules. Written rules governing visitors' conduct and responsibilities shall be conspicuously posted in the visitors' area.

015 Visitors' Register. Visitors shall be required to register prior to admission to the visiting area.

016 Special Visits. The facility administrator may make special arrangements for persons who must travel over 150 miles to visit a juvenile when such visits cannot reasonably coincide with regular visiting hours.

017 Visiting Area. A secure and suitable area shall be provided for juveniles and visitors to converse at normal voice levels. Provisions for contact visits are encouraged except in cases of substantiated security risks.

018 Search of Visitors. Visitors may be subject to a pat and/or strip search prior to a contact visit if probable cause exists.

019 Confidential Visits. The facility shall provide juveniles adequate opportunities to meet with attorneys, probation and parole officers, counselors, caseworkers and the clergy.

019.01 Attorneys, probation and parole officers, counselors, caseworkers and clergy shall be permitted to visit juveniles at reasonable hours other than during regularly scheduled visiting hours.

019.02 Visits with attorneys, probation and parole officers, counselors, caseworkers and clergy shall not be monitored, except that facility employees may visually observe the visitation as necessary to maintain appropriate levels of security.

019.03 Visits with attorneys, probation and parole officers, counselors, caseworkers or clergy shall be of the contact type unless otherwise indicated by the juvenile or visitor, or the facility administrator determines there is a substantial security justification to restrict the visit to a non-contact type. When a contact visit is not allowed, the reasons for the restriction shall be documented.

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019.04 A private area or room so as to allow confidential communication for up to four people with adequate writing space shall be provided for visits with attorneys, probation and parole officers, counselors, case workers or clergy.

019.05 Attorneys, probation and parole officers, counselors, case workers and clergy may be subject to search prior to a contact visit.

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