

Lancaster County Youth Intervention Center



Policy #326

Subject:	Professional Visitation Guidelines
Date:	7-2-09
Date Revised:	1-28-16
Document Reference:	Memos dated 7-2-09, 7-26-11. 9-18-12, 1-28-16

To Whom Policy Applies:

All Youth Intervention Center Employees

Policy:

The Youth Intervention Center prefers a minimum 24-hour notice for all professional visitations. Requests made with less than 24-hour notice, or “drop ins”, are not guaranteed to be accommodated due to staffing coverage issues and/or space limitations. Advanced planning on the part of the resident’s probation officer/caseworker and the Youth Intervention Center will ensure that a meeting space and adequate staff coverage are arranged. Due to emergency situations, exceptions may be granted on a case-by-case basis.

- The best time for the Youth Intervention Center to accommodate professional visitations is between the hours of 2:45pm-3:30pm (*Monday – Friday*), but understand the possible need for arrangements outside of these preferred times.
- All professional visitation requests for evaluations/assessments **MUST** be arranged through the Youth Intervention Center Case Manager. All calls requesting these types of visits should be forwarded to the Case Manager. These visits will be monitored by the Case Manager, unless previous arrangements have been made. The following information will be requested and logged on the Professional Visitation Schedule (*S:\Professional Visitation Schedules*):
 - Name of resident
 - Name of visitor(s)
 - Organization of affiliation
 - Requested visitation date and time
 - Estimated duration of visitation
- All professional visitation appointments (*Probation officer visits, CYA caseworker visits, placement interviews, guardian ad-litem visits, investigator interviews, etc.*) **MUST** be arranged through a Youth Intervention Center Supervisor by the resident’s probation officer or caseworker, unless we already have prior approval by the contracting agency. All calls requesting these types of visits should be forwarded to the Supervisor On-Duty. These visits will be monitored by a staff member, unless previous arrangements have been made. The following information will be requested and logged on the Professional Visitation Schedule (*S:\Professional Visitation Schedules*):
 - Name of resident

- Name of visitor(s)
 - Organization of affiliation
 - Requested visitation date and time
 - Estimated duration of visitation
- Third party providers (*counselors, caseworkers, guardian ad-litem, etc.*) who are approved by the contracting agency will be logged in JDC Case Notes for future reference.
 - Contracting agencies should inform their client's visitors of these guidelines, which can be viewed and downloaded at www.lcyic.com.
 - Visitors will be asked to present photo identification (*Lancaster County ID badge, driver's license and business card, or other work-related identification*). The Youth Intervention Center reserves the right to bar an individual from visitation if their identification is unable to be verified.
 - Any visitor who **DOES NOT** have a Lancaster County ID badge will be issued a Youth Intervention Center Visitor Pass. Visitor passes should be worn so they are in plain view, on the visitor's shirt or blouse.
 - **No items** are to be given to the resident unless pre-approved by the Supervisor On-Duty.
 - No cameras, audio, or video equipment are to be brought into the facility.
 - Personal property will be limited to items that will be needed during the visitation. All other items will be secured in a Main Lobby locker.
 - Visitors must maintain acceptable behavior or the visit will be terminated.
 - Visitors must always be accompanied by a Youth Intervention Center staff member.

Approved by:

