



**COMMUNITY SUPERVISION
AGENCY FACILITY ONSITE YOUTH
CONTACT GUIDELINES**

This handbook has been developed for the Community Supervision Officers (CSO), as a guideline of what to expect when visiting a juvenile offender at one of the Kansas Juvenile Correctional Facilities (JCF). While not completely exhaustive, it will serve as a general framework of visitation protocol. This is a compilation of the guidelines at all three facilities, as each facility may have slightly different visitation protocol. Please review this handbook carefully, as it will make your visits to the JCF smoother and more efficient.

Scheduling a visit

- All visits between the CSO and Juvenile Offender are to be scheduled at least 48 hours prior to when the visit is taking place. If 48-hour notice is not possible, arrangements should be made as early as possible. Early notice allows the facility to plan for staff coverage and room availability.
- All visits are to be scheduled with the youth's social worker/group leader at the respective facility. See page 4 for phone numbers to each facility.
- When possible, check with the facility social worker/group leader about optimal times of day to visit the youth. There are some parts of the day (count time) that are difficult to get youth escorted to their locations.
- Please arrive approximately 10-15 minutes before the scheduled visit, as this allows time for the CSO to pass through the security checks and for the youth to be escorted to visitation.
- If the CSO is running late for the meeting, call approximately 30 minutes prior to the meeting to inform the social worker/group leader. If you cannot reach the social worker/group leader regarding your arrival, please contact the facility operator who can relay the message to the appropriate individual.

Security

All visitors must pass through a security check, including a metal detector, x-ray machine (for bags), and a possible pat down search. Please follow these guidelines to ensure quick processing into the facility.

- All CSOs must wear their county identification. It must be worn in an area that is easy to see, such as the collar or shirt pocket.
- No tobacco products, alcohol or drugs are allowed into the facilities. Violations will result in termination of the visit and future visitation privileges.

- Prescription drugs may be allowed in the visit, but only in the amount that is necessary for the duration of the visit.
- No food is allowed in the visit.
- No packages, purses, backpacks, or bags will be allowed into the visit.
- **No cell phones, Blackberries or pagers allowed in the visit.**
- You may have no more than \$10.00 cash on your person.
- At some facilities, car keys will be left at Central Control, or the point of entry. Please check with the facility to determine if this applies.

Notebooks, writing utensils and necessary paperwork are allowed into the visit as long as they are work-related.

If an exception is needed to these rules, as to what can be brought into the visit, prior arrangements may be made with the facility superintendent.

Dress

As a representative of your community supervision agency and a role model for the youth, a CSO will dress appropriately for the visit at all times. The following dress will be considered inappropriate and should not be worn during the visit:

- Short shorts, short dresses, or short skirts
- Garments with plunging necklines or that expose any part of the abdomen, lower chest area, or the back below the shoulder blades
- Garments that fit very tightly, including spandex, slacks, leggings or tight knit tops
- Garments with pictures or language that may be considered profane or offensive. This includes articles of clothing that encourage or promote the use of illegal drugs or alcohol
- Some facilities request that visitors not wear certain specific articles of clothing (grey or light blue polo shirts), so please check with the facility you are visiting for more information.
- Nice jeans may be worn. No jeans with holes allowed.

Kansas Juvenile Correctional Complex – WEST (Female)

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Larned Juvenile Correctional Facility

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