



New Hampshire Division for Children, Youth and Families Policy Manual
2070 YOUTH VISITATION

Chapter: **Sununu Youth Services Center**
Section: **Safety and Security**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **22-09**

Effective Date: **June 2022**

References Of Note

Federal Authority:

Statutes: [RSA 621](#), and [RSA 621-A](#)

Administrative Rules:

Case Law:

This policy establishes practices to promote safety and security relevant to visitors of the youth at SYSC.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. Visitor access to SYSC will be managed without prejudice or preferential treatment of any individual.
- II. All youth will have the opportunity to receive family visits, as approved by their assigned JPPO.
 - A. SYSC will provide reasonable and confidential access for youth to communicate and visit with their approved visitors, pursuant to the SYSC Guiding Beliefs and Principles (Form 1028) and the requirements of the Prison Rape Elimination Act (PREA)ⁱ.
- III. Requests for special visitation or for alternative dates, times, or locations will be evaluated on a case-by-case basis, and granted at the discretion of the SYSC Administrator.
- IV. Staff will ensure that all visitors are processed through the required security screenings prior to being allowed access to the secure facility.
- V. Staff monitoring visits will ensure that all visitors:
 - A. Are approved to enter the facility;
 - B. Abide by visitor rules (as noted in Form 2069 Visitor Rules);
 - C. Are in compliance with the standards for appropriate dress and possessions when entering the secure area of the facility;
 - D. Sign the Visitor Log/Visitor Consent to Search (Form 2070); and

- E. Have a staff escort to and from the location of the visit.
- VI. Any concerns rising to the level of consideration for termination of a visit will be:
 - A. Addressed by the On-Duty Supervisor; and
 - B. Reviewed by the SYSC Administrator.
- VII. Any concerns and requests to suspend face-to-face visits will be immediately submitted to the SYSC Administrator for approval.
- VIII. For any visitor previously approved, but later determined to be inappropriate, Clinical staff will:
 - A. Update the JPPO and arrange a meeting to discuss the matter with the youth; and
 - B. Relay visitation suspension recommendations made during this meeting to the SYSC Administrator for consideration.
 - C. Update YouthCenter to reflect the non-approved visitor status.
- IX. Staff will conduct all required searches consistent with policy 2058 Searches prior to reintegrating the youth from visits to their assigned residential unit.

Standard Operating Procedures		
SOP	Title	Applicable Disciplines
2070.1	Visitation Approvals	SYSC Staff
2070.2	Staff Visitation Duties	SYSC Staff
2070.3	Professional Visits	SYSC Staff

Applicable Forms	
Form	Title
1028	Beliefs and Guiding Principles – Sununu Youth Services Center
2069	SYSC Visitor Rules
2070	Visitor Log / Visitor Consent to Search

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date

ⁱ 28 CFR 115.353(d)