| WEST VIRGINIA DIVISION OF JUVENILE SERVICES | POLICY NUMBER: 510.01 | PAGES: 2 |
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| **CHAPTER:** Juvenile Services | **REFERENCE AND RELATED STANDARDS:** WV Code Chapter §49-5E-1 et seq. | |
| **SUBJECT:** Pre-Release Visits / Off-Campus Visitation | | |
| **DATE:** July 1, 2014 | | |

## POLICY

This Policy provides for Pre-Release Visits and Off-Campus Visitation of Division of Juvenile Services residents off facility grounds prior to release.

## CANCELLATION

This policy has been reviewed and supersedes Policy 510.01 dated October 1, 2009.

## APPLICABILITY

This Policy applies to all Division of Juvenile Services' adjudicated programs.

## PROCEDURES

1. Upon final approval by the facility security director and Facility Superintendent/Director, a Pre-Release Visit for current DJS residents may be scheduled. Reasons for a pre-release visit may include:

    a. Enrollment in public school, college, GED program, or vocational school.
    b. Military recruitment.
    c. Job applications, interviews, and follow-up activities.
    d. Visiting a mental health/counseling agency, meet therapists, and arrange services.
    e. Apply for Social Security or DHHR benefits and services.
    f. Obtain an ID card from the Division of Motor Vehicles, a birth certificate from the local courthouse, or a social security card.
    g. Other visits as deemed necessary.

2. The following criteria must be met in order for a resident to be eligible for a pre-release visit or an off-campus visitation:

a. No less than a Phase IV
b. No less than 45 days of residency
c. No Class I or II or pending Class I category offenses over the previous 60 days
d. A resident should meet all three of the eligibility criteria before being allowed a pre-release visit. An exception can only be given by the Facility Superintendent/ Director based upon the circumstances surrounding the exception and the need for the visit.

3. If the Request for Pre-Release Visit is approved, the Facility Superintendent/Director or designee will notify in writing all parties involved in this process providing them with the name of the staff supervising/completing the trip, the resident's name, destination, date of departure, and approximate times for leaving and returning.

4. Staff transporting the resident will abide by Policy 314.00 – Transportation of Residents.

5. For off-campus visitation the following conditions apply:

   a. Only approved family/legal guardians may sign out residents for off campus visitation.

   b. Only those approved through DJS may participate in the off campus visitation but friends and significant others are strictly prohibited for off campus visits.

6. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

## RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

**APPROVED:** _____ 7/1/14
**Director** **Date**