

Visitation Procedures and Schedules

We believe it is important to keep families and caregivers engaged. Most often, your son or daughter will be motivated to do well by having regular contact and visits with family members. We encourage involvement from family and other supportive people. If you are unable to attend visitation in person, please speak with your child's CCII about availability of video visitation.

Visitation hours are every Saturday and Sunday, from 8:00am to 4:00pm. We also invite visitors on holidays, as approved by the Superintendent. Visits are scheduled using a block schedule: either a 2-hour or a 4-hour visit in the morning or the afternoon on either a Saturday or Sunday. Space is limited in our visitation rooms, so if a table is not available at the time requested, your CCII will accommodate you with the next best time.

NOTE: If for some reason, you are late to your scheduled time we will still allow the visit, but the time it was scheduled to be over will still apply or you may choose to wait until the next available block schedule.

Visitation Procedures

- ◆ Persons wishing to visit must complete a visitor application, which can be obtained from your child's CCII. (Coming soon: you will be able to find this application on the KDOC website: www.doc.ks.gov/juvenile-services/facilities/kjcc).
- ◆ To schedule a visit, please go to www.icsolutions.com from any internet enabled device to login to your existing [ICSolutions®](http://www.icsolutions.com) account or create a new account. All visits must be scheduled 72-hours prior to the desired visit time.
- ◆ If you cannot attend visitation during the days/hours listed above, we do allow special visits to occur during the week, pending approval from the Superintendent. Please work with your child's CCII to make this request.
- ◆ Please bring a photo ID or driver's license with you to visitation. You will be asked to exchange that for a visitor's badge. Please wear the visitor's badge while in the facility. We will return your photo ID/driver's license to you at the conclusion of your visit. Any visitors over 16 years of age need to provide a form of photo ID (state ID, driver's license, school ID, etc.).
- ◆ You will be asked to successfully pass through the metal detector prior to your visit.
- ◆ If you choose to exit the facility during your visit time, you will not be allowed back into the visitation room.
- ◆ Please talk in a normal conversational tone to help keep noise levels down.
- ◆ A brief embrace is acceptable at the beginning and end of each visit.
- ◆ **Smoking is prohibited on all KDOC properties. This includes the KJCC parking lot.**



Visitation Procedures and Schedules, cont.

Inappropriate dress includes, but is not limited to:

- ◆ Tank tops, tube tops, or spaghetti strap tops
- ◆ Revealing, low cut, or see-through clothing
- ◆ Skirts/skorts/shorts that are shorter than 3 inches above the crease on the back of the person's knee
- ◆ Attire that displays gang affiliation, promotes drug/alcohol use, and/or otherwise portrays an inappropriate message



KJCC reserves the right to deny entrance to any visitor when it is determined that the visitor's attire is unacceptable. This decision will be made by the highest ranking officer on duty.

Conduct during visitation:

- ◆ All visits are monitored by KJCC staff and by cameras. All visits are subject to video recording and these video recordings may be used in prosecution if required in the event of legal charges.
- ◆ Please do not bring any items to be left for your child during visits. These must be sent through the U.S. mail system and must follow KJCC mail guidelines.
- ◆ Children must be supervised at all times by the parent or responsible adult. The parent or adult is responsible for the child's conduct while in the visitation room. You may bring in one diaper, one bottle, one blanket, one pacifier and a small amount of wet wipes. All other items may be placed in the assigned locker, including the diaper bag.
- ◆ Touching is limited to a brief embrace at the beginning and end of each visit. Any other displays of physical affection that is considered inappropriate for the family style visitation environment (i.e. kissing, petting, etc.) will not be tolerated and visits will be terminated. Staff supervising the visitation area has the discretion to end visits in this event.
- ◆ Your child is allowed to hold their own infant/toddler during the visit.
- ◆ Supervising staff may terminate a visit at any time due to inappropriate behavior, language or conversation, violation of visitation rules, behavior that is disruptive to the visitation room and other visitors, or any behavior that breaches the safety/security of the visitation room and visitors.
- ◆ If staff for any reason terminates a visit, no future visits may be scheduled until your child's treatment team reviews the termination. There may be further restrictions or corrective action, depending on the reason for the termination.

Visitation Procedures and Schedules, cont.

Because we care about the safety of your child as well as our staff, please do not bring the following items into the facility:

Cigarettes or Tobacco Products, including matches or lighters

Any personal electronic device, including cell phones, cameras, recorders, radios, MP3 players, etc. This also includes smart watches that are Bluetooth compatible

Batteries or Personal Tools

Alcohol, Narcotics, or Illegal Drugs

Guns, Knives or Weapons

Personal Restraints or Personal Restraint Keys

Pets (Unless Used to Assist a Disabled Visitor)

Purses or Packages (Family Visitors)

If you have any questions regarding what is allowed in the facility, please feel free to ask and we are more than happy to let you know!

You may bring in cash, currency or coin, not to exceed \$10.00 in total, to purchase food from the vending machines for your child.

No money may be given to your child.

No outside food may be brought into the facility. The only food/drink items you may provide for your child is what is purchased in the facility vending machines.

Half of all income received from the vending machine goes into our youth benefit fund. This fund is used for incentives and rewards, to purchase recreational equipment and other activities that occur throughout the year.



Your feedback is important to us! A suggestion box is located in the front lobby. We welcome any suggestions you may have. There is also a separate locked box where you can drop off money orders when you are at the facility for a visit.

Pictured right: one of our para-professionals assists a student with their class work

