



JUDGE DANIEL G. HEATH  
JUDGE CHARLES F. PRATT  
MAGISTRATE SHERRY A. HARTZLER  
MAGISTRATE LORI K. MORGAN  
MAGISTRATE CAROLYN S. FOLEY  
MAGISTRATE DANIEL G. PAPPAS

ALLEN COUNTY JUVENILE CENTER

JAMIE L. MANN  
CHIEF OF PROBATION/SUPERINTENDENT

SHANE D. ARMSTRONG  
DIRECTOR OF DETENTION

**SPECIAL VISITATION**

DATE: \_\_\_\_\_

To provide for special exceptions to Allen County Juvenile Center visitation policy and procedure, all requests for such special exceptions are evaluated by the Superintendent or designee.

**PROCEDURE**

1. Parties requesting special exceptions to the standard visitation policy may submit requests in writing to the Allen County Juvenile Center Administration setting forth the details which include:

- a) Name of detained juvenile: \_\_\_\_\_ Unit: \_\_\_\_\_
- b) Name of person initiating request: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Relationship to Juvenile: \_\_\_\_\_
- c) Requested visitor's name: \_\_\_\_\_ Age: \_\_\_\_\_  
Requested visitor's address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relationship to Juvenile: \_\_\_\_\_ Phone: \_\_\_\_\_
- d) What are the special circumstances which merit special consideration? \_\_\_\_\_

2. Circumstances under which special visiting arrangements are considered include but are not limited to the following:

- a) The unavailability of parents or legal guardians to visit because of death, prolonged illness, or distance.
- b) A family member or close relative is visiting the area temporarily and otherwise lives a long distance away.
- c) A licensed juvenile probation officer in Allen County or another Region II county requests that a special visit be granted as a part of an overall treatment plan.
- d) A close relative in the hospital in critical condition may receive a visit by a detained juvenile with authorization of Allen County Juvenile Center Administration and an authorized Court Official (Director of Court Services and/or supervisor of Intake).

**FOR OFFICE USE ONLY**

Approved       Not Approved      Signature: \_\_\_\_\_

One Time Visit Only       Regular Visitation      Date of visit if one time visit only: \_\_\_\_\_