



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

ALLEN COUNTY JUVENILE CENTER

SHANE D. ARMSTRONG
DIRECTOR OF DETENTION/OPERATIONS

APRIL J. WINFIELD
CHIEF OF PROBATION

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: _____