

March 13, 2020

Due to the Coronavirus Disease 2019 (COVID-19), effective immediately, the Shelby County Regional Juvenile Detention Facility will halt contact visits with detainees until further notice. We have set up an alternative technology based means for non-contact visits to still occur. We are using the Skype and Zoom apps. Both apps are available on any smart phone or computer with camera and/or microphone capability. If you choose to utilize this method, please contact us with your username/email address so that we can initiate the call to you for your visit. These efforts will reduce exposure and keep all detainees, staff, and the public from being put at risk to contract COVID-19. We ask that you comply with the visitation policy moving forward and appreciate your cooperation at this time.

VISITATION POLICY

- A. A youth's parents or guardians shall be allowed to visit their child upon adequate proof of relationship unless:
1. The Juvenile Court having jurisdiction of the youth has directed otherwise.
 2. The person asking visitation is obviously under the influence of alcohol or drugs or is exhibiting any uncooperative or inappropriate behavior.
 3. Visitors will not be allowed to bring or give youth(s) anything.
 4. Consistent with the recommendations of the Centers for Disease Control and Prevention that precautions be taken to limit and/or avoid exposure to the virus, it is hereby ORDERED, ADJUDGED and DECREED that the following persons SHALL NOT enter into the Shelby County Regional Juvenile Detention Facility (SCRJDF):
 - a. Persons who have traveled to any of the following countries within the last fourteen (14) days:
 - i. China
 - ii. Iran
 - iii. South Korea
 - iv. Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City;

- v. And any other countries added to the CDC's Warning – Level 3, Avoid Nonessential Travel List, subsequent to the effective date of this order (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>)
 - b. Persons who reside with or have had close contact with someone who has traveled to one of the above areas within the last fourteen (14) days;
 - c. Persons who have been asked to self-quarantine by any doctor, hospital or health agency;
 - d. Persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19;
 - e. Persons with unexplained fever, cough or shortness of breath.
 - f. Persons in any of the above categories who have business at the SCRJDF or are in need of assistance shall promptly contact the Detention Manager, Tim Bullard, for assistance at (205)669-3990. Anyone attempting to enter the SCRJDF in violation of these protocols will be denied entry.
- B. A record of visitors will be maintained on the weekly visitation schedule form (this includes name, date and time of each visit).
- C. If for any reason visitors are asked to leave or denied visitation, a note of their action shall be made on an incident report and turned into Management for review.
- D. No youth shall be forced to meet with any visitor against his/her wishes.
- E. All visitations will be restricted to parent(s), grandparent(s) and/or guardian(s) unless special permission is obtained from the probation officer of the youth. If the parents do not live in the same household they may schedule separate visits.
- F. Youth will be limited to only two visitors at a time and must be approved by the JPO.
- G. All visitors must have an appointment with the Shelby County Regional Juvenile Detention Facility staff prior to the visit. Visits will be limited to 30 minutes.
- H. There will be ABSOLUTELY NO SMOKING BY ANYONE AT ANY TIME in the Detention Facility while visiting.
- I. All visitors and their belongings are subject to search by staff.
- J. All visitors must provide positive identification prior to each visit and sign in on the log provided.
- K. Special visitation may be granted by the Detention Manager and/or her designee on a case by case basis.

VISITATION HOURS

SATURDAY

9:00 A.M. UNTIL 11:00 A.M.

1:00 P.M. UNTIL 5:00 P.M.

SUNDAY

9:00 A.M. UNTIL 11:00 A.M.

1:00 P.M. UNTIL 5:00 P.M.

THERE WILL BE NO EXCEPTIONS TO THIS UNLESS YOU HAVE SPECIAL PERMISSION!

TELEPHONE NUMBER: 669-3990

****JUVENILE DETENTION STAFF HAVE THE RIGHT TO REFUSE VISITATION TO ANYONE VIOLATING THIS POLICY**

Follow these step-by-step instructions to use Skype

Step 1: Launching the app

To start Skype for Windows 10 - select the 'Start menu'. This is located on the bottom left of your screen. You can also scroll down the A-Z list and find Skype through there or search for Skype using the Cortana search bar.

If you have a microphone enabled on your computer, you can use Cortana by giving it a vocal command. Click on the Cortana search box, select the microphone icon and tell Cortana to "launch Skype". The shortcut for this is Windows + Q on your keyboard and this allows you to speak directly to Cortana.

For easier access you can Pin Skype to Start or Pin the app to your taskbar.

- To pin to start: Right click on the app and select Pin to start.
- To pin Skype to your taskbar: Press and hold (or right-click) and app, then select More > Pin to taskbar.

Step 2: Initialising Skype for the first time

When you start Skype for the first time you will receive a prompt for you to consent the app to allow access to your microphone and camera click on Allow or Block. Blocking this access will prevent you from video-calling and making voice calls. We recommend that you click 'Allow' to gain the full benefits of using Skype.

First download Zoom from App Store or Play Store or from your computer:

<https://zoom.us/support/download>

Sign in and Join

After launching Zoom, click Join a Meeting to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click Sign In.

To sign in, use your Zoom, Google, or Facebook account. You can also log in using SSO. If you don't have an account, click Sign Up Free. If you have a Zoom account but cannot remember your password, click Forgot.

Home

After signing in, you will see the Home tab, where you can click these options:

- **New Meeting: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.**
- **Join: Join a meeting that is in progress.**