

Family Conflict Resolution Center
Supervised Visitation Services
Supervised Visitation and Neutral Exchanges
Information Packet

Family Conflict Resolution Center
3020 I Street, Suite 100
Sacramento, CA 95816
(916) 446-1500
(916) 446-1501 (F)

Dear Parent,

The purpose of this letter is to provide you with a brief description of the Supervised Visitation program and to let you know what information you need to bring with you for the orientation session. You must complete the orientation session before visits or exchanges can begin.

Each party completes the orientation session individually to determine the appropriateness, frequency, timing, and scheduling of the visits or exchanges. The staff will do all the scheduling of the visits and exchanges based on what time is available on the program's schedule, the referring agency's request, and input from all parties. Currently, the Visitation Center is open for visits and exchanges on Monday, Tuesday, and Saturday.

Administrative hours are from 9:00 to 4:00 Monday through Friday.

1. Read the enclosed information about the supervised visitation program thoroughly and bring this information with you to the orientation session.
2. Complete the Intake Form completely and return it in the enclosed self-addressed stamped envelope within 5 days.
3. Call the Visitation Center TODAY at (916) 446-1500 to schedule an orientation session.

PLEASE BRING THESE ITEMS WITH YOU TO THE ORIENTATION SESSION

1. Driver's License (or photo I.D.)
2. Total household income
3. This information packet (less the Intake Form mailed to the Center)
4. Health Insurance Card for minor child

We look forward to offering a safe, structured environment for your visit or exchange. Please feel free to ask any questions you might have during your orientation.

FREQUENTLY ASKED QUESTIONS

What is Supervised Visitation?

Supervised Visitation is the provision and maintenance of a safe, neutral setting in which the contact between a child(ren) and an adult (usually a parent) can be monitored by personnel able to protect the rights of the child(ren).

What is the Family Conflict Resolution Center?

FCRC is a mediation and family services organization. In addition to the Supervised Visitation and Exchange program, FCRC offers mediation, therapeutic services, psychoeducational groups and support groups to assist families in dealing with high conflict situations. Please visit www.familyresolutionctr.com for our listing of services. Our visitation program offers families a uniquely comfortable, reassuring, and homelike atmosphere in which a safe, structured, neutral alternative to unsupervised visits can be provided.

What are Supervised Neutral Exchanges?

Supervised exchanges are for parents who are not required to have supervision while visiting their children, but need to be able to make the exchange without interacting with the other parent. The child is escorted from one parent to the other by a visitation monitor.

How are families referred to the Family Conflict Resolution Center?

Families are referred to FCRC in a variety of ways. Family or Criminal Court, CPS, Attorneys or other community agencies.

What are the grounds for termination of Supervised Visits at Family Conflict Resolution Center?

Supervised Visitation may be terminated at the discretion of the Visitation Center staff if the client does not adhere to the policies set by the Visitation Center, or if the child, another client, or the staff's safety are jeopardized.

WHY ARE VISITS IMPORTANT?

The child is able to maintain a relationship with the non-custodial parent. The child sees that the non-custodial parent still love him/her and wants to visit with the child.

The visits allow a connection to remain between the non-custodial parent and the child so that the child does not feel abandoned.

The visits allow the child to see the visiting parent is all right, so that the child does not worry about the non-custodial parent's well being.

The visits allow the child to slowly come to terms with the separation or divorce of his/her parents, which can help in the healing process.

HELPFUL HINTS TO PREPARE THE CHILD FOR VISITATION

☺ It is important that the child understands that he/she has done nothing wrong and that it is not his/her fault that the supervised visitation must occur.

☺ Assist the child in becoming acquainted with the surroundings at the Visitation Center, so that he/she is comfortable with the atmosphere before the visitation begins. It is important that the child knows the staff at the Visitation Center is always available for him/her during the visit.

☺ Try to maintain a positive outlook about the visitation yourself. Children are very impressionable and they can sense how their parents are feeling. If they feel that you are comfortable with visitation, they may be more apt to be positive about the visitation themselves.

☺ Depending on the age of the child, it may be useful to explain to the child the purpose of the supervised visitations and the safety arrangements. This way, the child can feel informed and feel as though they have some control in the situation.

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Each Parent's Responsibilities To The Child

Help the child understand that he/she has done nothing wrong and that it is not his/her fault that the supervised visitation must occur.

Custodial Parent - Assist the child in becoming acquainted with the surroundings at the Visitation Center, so that he/she is comfortable with the atmosphere before the visitation begins. It is important that the child knows the staff at the Family Visitation Center is always available for him/her during the visit or exchange, but that staff is not involved in the decision-making process about custody and/or court ordered visitation or exchanges.

Maintain a positive outlook about the visitation yourself. Children are very impressionable and they can sense how their parents are feeling. If they feel that you are comfortable with visitation, they may be more apt to be positive about the visitation themselves.

Using an age-appropriate method, explain to the child the purpose of the supervised visitations and the safety arrangements. This way, the child can feel informed and feel as though they have some control in the situation.

Non-custodial Parent - Assist the child to feel comfortable during the visitation or exchange by not pressuring the child with questioning, inappropriate comments about the other parent, discussing adult issues or trying to force the child to demonstrate affection.

Parking

The Non-Custodial Party will park in the Family and Children First parking lot (gravel parking lot – side of building). Non-custodial parties must not use Market Street when arriving or departing the Family Visitation Center

The Custodial Party will park in on-street parking spaces on in front of 3020 I Street. Please be advised that if you park in a “metered” space, these meters are monitored. The Family Visitation Center cannot give change for the meters nor can the staff exchange bills for coins. When departing the Family Visitation Center, residential parties must leave the area using I to Alhambra.

All families must park in designated areas. Families may not wait in the parking lot/spaces or drive to the other parties parking lot.

POLICIES FOR SUPERVISED VISITATION AND EXCHANGE SERVICES

Preparing The Child For Visitation or Exchanges

Parking and Entrances

Which Entrance To Use

The Non-custodial Party will use the back door entrance sign in and wait in the Family room/Client library.

The Custodial Party will use the main door on the left side of the building. They will sign in and wait with monitor in the reception area.

If You Are Walking or Being Dropped Off

If you have someone dropping you off at the Family Visitation Center for visitation, you must use the appropriate parking lot/entrance area.

All individuals must complete an orientation before any visitation services can be scheduled. During the orientation and once a year thereafter, all participants agree to complete and sign all program forms and releases. Visitation Services are for the parties designated by the referring agency and will be discussed at the orientation. Additional parties desiring to participate in visitation services must obtain prior approval from the Family Visitation Center (and possibly from the referring agency) and complete and sign all forms, releases and an orientation. Residential parties should inform the staff at orientation if there is a possibility of small children (not involved in supervised visitation services) that may accompany adults during drop-off and/or pick-up. A state issued picture ID is required at orientation.

The Non-custodial Party will arrive 15 minutes prior to the scheduled visit/exchange time. Exchanges return at the exact time of the end of the visit.

The Custodial Party will arrive 5 minutes prior to the scheduled visit/exchange time. When the residential party returns to the Center to pick up the child from a visit or exchange, they must arrive 15 minutes prior to the end of the visit or exchange.

Individuals who exhibit potentially violent behavior, have a history of violent behavior, or who have consistently violated the Center's policies may be asked to remain at the Center until the other party has left the Family Visitation Center area.

Late and Early Arrival Policy

A party is considered “Late” or “Early” if the arrival time is more than 5 minutes before or after the above policy indicates is the correct arrival time. If either party arrives more than 15 minutes after the scheduled visit time, the visit or exchange may be canceled.

Late or Early arrivals/departures are a violation of the Center's policy. The Family Visitation Center may suspend or terminate visits or exchanges if parties continuously violate this policy.

ENTRY TO THE FAMILY VISITATION CENTER

The Family Visitation Center does not accept individuals that come to the door without scheduled appointments, visits or exchanges. Forms or letters can be faxed to the Center (Fax 916-446-1500)

Doors are kept locked at all times. Knock on window and wait for a staff member to respond.

Orientation

Arrivals and Departures

Please have your picture ID in hand and available when you come to the door.

A staff member will ask you:

- To identify yourself

- May ask you to hold your ID

- A staff member will ask if you have anything in your possession that is considered a weapon when you come to the door.

There are no purses, personal bags, or cell phones allowed in the Center. Please lock these items in the trunk of your car before coming to the Center.

Due to limited space in our waiting areas, there should be no more than one transporting adult for each visit/exchange. Visitors are not allowed to accompany visiting or transporting parties into the Center. The custodial (residential) parent will leave the Center after drop-off is complete.

All parties must sign in upon arrival. Please document the correct time you arrive, not the time of your visit or exchange. Staff will monitor arrival and departure times. If a child accompanies a transporting adult, the adult will sign that child's name below their name.

Custodial and Non-custodial parents/parties AGREE that they will remain separate, physically and visually, so that contact between them does not occur (includes transport parties and visitors).

Please respect the confidentiality of the other individuals using the Family Visitation Center.

No adult may physically discipline (spank), or threaten to physically discipline a child during supervised visits or exchanges. Time Outs are an approved method of discipline.

There are no derogatory remarks about either parent/guardian in front of a child tolerated. Inappropriate questioning or discussing the child's family members, school, residence, court cases, counseling, etc. are prohibited and this behavior will result in immediate intervention by staff. Staff will document derogatory remarks or inappropriate questioning.

Whispering, low tone talking, foul language, or swearing are not allowed anywhere on Family Visitation Center premises (inside or outside).

PETS, CHEWING GUM, AUDIO/VISUAL EQUIPMENT, DIGITAL CAMERAS and SMOKING are not allowed on the premises of the Family Visitation Center.

No money is to be given to a child and no money will be exchanged through the staff. Gift cards (in lieu of money) are suggested.

No unauthorized messages are to be sent to a parent through the child. The Center will forward important information to the other parent (child activities, illness, medications. Etc.)

RESTROOM AND DIAPER CHANGING POLICY

All children will be escorted to the restroom by the Family Visitation Center staff. If the child is old enough to go to the restroom alone, the visiting party has the option to wait in the hall with the monitor or in the visit room. If the child requests or needs assistance, the visiting party may help the child in the restroom as long as there is no previous sexual abuse allegations AND the monitor can see both child and visiting party and their behavior.

Visiting parties are responsible to change diapers (unless otherwise directed by staff). All diapers will be changed in the presence of staff and in the designated areas.

BEHAVIOR WHILE PARTICIPATING IN SUPERVISED VISITS OR EXCHANGES

There is always a minimum of two staff members present in the Center. Families are expected to take guidance and instruction from the staff members that are monitoring visits or facilitating the exchange.

For all non-emergency administrative questions/concerns, contact the Center between the hours of 9:00 am to 4:00 pm Monday through Friday. Do not engage staff in detailed conversations during visit and exchange hours. Use the "Request, Comment and Concern" forms available in each waiting area to communicate to staff your needs. You can submit the completed form to a staff member during visit and exchange hours. A follow-up call will be made to discuss our request, comment or concern. You may also e-mail the Center at info@familyresolutionctr.com, Staff will begin processing requests, comments or concerns forms within 2-3 business days.

Written records of observations during supervised visits/exchanges will be maintained by the Family Visitation Center. Monitoring reports will be submitted only to the Courts or referring agency. A summary of the reports goes to the Court or referring agency and each party's attorney.

Cancellations are to be made 24 hours prior to the scheduled supervised visit or exchange. If an emergency arises that affects your scheduled visit or exchange, call the Center as soon as possible. Multiple cancellations may jeopardize the capability to continue to use the supervised visitation program. A reason for cancellation is required.

Make-up visits or exchanges must be requested within 10 days following the cancellation. Make-up visits or exchanges will be scheduled if there is time available on Center's schedule and at the discretion of the Center's staff.

The Center will determine whether make-up visits and exchanges requested more than ten days following the canceled visit or exchange will be scheduled.

ONE NO SHOW (where one or both parties do not arrive for the visit/exchange and does not call the Center to cancel a visit or exchange) will jeopardize that family's ability to use the supervised visitation program.

Staff will hold individual's keys during supervised visits.

Families will be assigned a specific room to be used during the visit. Families cannot leave the assigned room without prior notification to a staff member.

Prior approval is needed for anything to be brought into the Center during a visit. This includes but is not limited to TOYS, MOVIES, GIFTS, CARDS, FOOD, BEVERAGES, CAMERAS AND EXCHANGE OF PHOTOGRAPHS OR ONES TO SHARE. Please fill out a request form (or call the Center) at least 48 hours prior to the day you would like to bring the item.

All gifts must come into the Center unwrapped (gift bags with tissue paper are allowed). No toys of destruction or war are allowed. Cards must be unsealed and will be read by staff. All bags (food, toys, etc.) will be checked upon entrance to the Center.

Only "G" rated movies are approved to bring into the Center.

FAMILY VISITATION
CENTER STAFF
DOCUMENTATION OF VISITS AND EXCHANGES
CANCELLATIONS, MAKE-UP VISITS AND EXCHANGES, NO SHOWS
SUPERVISED VISITS ONLY

The Family Visitation Center offers numerous items/activities (i.e.: games, books, toys, music, crafts, TV/VCR equipment, etc.) for use by visiting families. Usage is encouraged and respect for property is expected. All parties visiting are expected to clean up toys/equipment used and place them in their proper storage area. If the facility or toys/equipment in the Center are damaged due to lack of supervision or negligence by adult/parent, repair/replacement will be expected.

The Family Visitation Center may end a visit at any time if all policies, procedures and/or house rules are not being followed and/or if it is in the best interest of the child.

The Family Visitation Center Policies, Procedures and Rules for Supervised Visitation/Exchanges are in place to ensure that services are rendered in a safe and efficient manner.

Violations of the POLICIES, PROCEDURES and/or RULES

- will be noted in the monitoring reports and reported to the referring agency.
- could result in termination from the program
- could involve law enforcement officials when the safety or security of individuals or the program is challenged.

If any of the following rules are violated, the local law enforcement agency will be summoned and the referring agency and/or court will be notified.

Please initial each line

_____ I understand and agree if I arrive at the Family Visitation Center and am suspected to be under the influence of alcohol or drugs, my visit/exchange will be canceled.

_____ I understand and agree not to make any THREAT OF VIOLENCE while participating in supervised visitation services (before, during or after a visit or exchange). This includes but is not limited to fighting, harassment, loitering and/or confrontations with anyone.

_____ I understand and agree not to possess any WEAPONS while participating in supervised visits or exchanges. Pocketknives are considered a weapon.

_____ I waive the right to carry any concealed weapon onto the Family Visitation Center property (building or grounds). This includes any person licensed to carry a concealed weapon or law enforcement officer involved in the supervised visitation program.

_____ I understand that each family at the Family Visitation Center is unique and occasionally additional policies or procedures could be implemented by Family Visitation Center staff to keep children and other participants safe.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY ALL THE POLICIES AND HOUSE RULES OF THE Family Conflict Resolution Center.

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Party: _____

Date: _____

Party: _____

VIOLATIONS OF THE POLICIES AND RULES

ALL requests by visiting parties to bring cameras to take pictures while visiting at the Visitation Center must have prior approval from the administration. Please submit a written request form at least 2 working days prior to the desired date you want to take pictures. Approval for cameras is at the discretion of the Visitation Center staff.

CAMERAS/VIDEO/MONITORS

- A monitor will keep the camera in his/her possession at all times.
- A monitor will take all pictures.
- Visiting parents/parties are not allowed to take pictures.
- All photo-taking activities will be documented on the report form.
- After the photos have been taken, the monitor will keep the camera at the monitor's desk until the end of the visit. The monitor will return the camera to the visiting parent when that parent is ready to leave the Visitation Center. ALL requests by visiting parties to bring photos to be exchanged or to be viewed by a child during the visit must have prior approval from the Visitation Center staff. Please submit your request on a Request Form at least 1 week prior to the desired date you want to exchange photos or share the photos with a child. Staff will review photos before the photos are shown to a child. Approval for exchange of photos or viewing photos during a visit is at the discretion of the Visitation Center staff.
- During check-in for the scheduled visit, give the photos to the monitor to ensure they are appropriate.
- A monitor must facilitate the exchange or viewing of all approved photos.
- The exchange or viewing of photos will be documented on the report form.

Canceled Visits/Exchanges

The Family Visitation Center does not encourage canceled visits/exchanges; however we do understand that emergencies and conflicts arise.

The Family Visitation Center will attempt, but not guarantee, to schedule make-up dates for missed visits. Make-up visits/exchanges will be scheduled if there is time available on the Center's schedule and at the discretion of the Center's staff.

1.

Either party can request a make-up date by calling the Family Visitation Center or by turning in a completed "Request Form." These forms are available in both waiting areas.

2.

Make-up visits/exchanges must be requested within TEN days following the canceled visit or exchange.

3.

It is not the responsibility of the Family Visitation Center staff to automatically schedule make-up visits or exchanges that have been canceled. In the case of a cancellation made by the Family Visitation Center, make-up visits or exchanges will be scheduled as soon as the Center's schedule allows.

4.

If a make-up visit or exchange is canceled, no additional make-up visit or exchange will be scheduled.

VIOLATIONS of POLICIES and HOUSE RULES

Adult or Child Violations

Following are the violations we currently record and report to the courts or referring agency:

1. Sign-in procedure disregarded or incomplete
2. Used wrong entrance (door or street) or parking lot
3. No ID
4. Possession of a weapon at door, but returned to car
5. Brought a concealed weapon into the Visitation Center
6. Brought purse, personal bag, cell phone or other items into Center
7. Brought pet into Visitation Center
8. Did not give keys to staff
9. More than 1 transporting party in waiting area
10. Unauthorized person transported child
11. Attempted to make contact with other party
12. Waited in car or parking lot
13. Parent did not prepare/assist child to feel comfortable for visitation
14. Suspected to be under the influence of alcohol or drugs
15. Brought a wrapped gift
16. Brought toys/movies of violence
17. Brought items w/o prior approval
18. Brought a camera w/o prior approval
19. Brought audio/visual equipment or digital camera
20. Did not respect the confidentiality of others
21. Physical discipline (spank or hit) observed or threatened
22. Derogatory remarks made about other parent/family
23. Inappropriate questioning of child
24. Adult conversation topics initiated by parent
25. Whispering, low tone talking, foul language, swearing
26. Made promises regarding future visitation/living arrangements
27. Chewing gum or smoking on premises
28. Used child to send unauthorized message to other parent
29. Gave money to child
30. Did not encourage respect for toys or equipment
31. Did not clean up visit room or kitchen (when used)
32. Took child to restroom w/o supervision
33. Left visit room without staff notification
34. Would not adhere to additional policies instituted for safety
35. Spoke in a language other than English
36. Engaging staff in detailed non-emergency conversations
37. Disrespectful to staff - language or behavior
38. Ignored staff's request or directives
39. Left the Visitation Center w/o staff notification
40. Confrontation with child
41. Confrontation with staff
42. Made a threat of violence
43. Asked to end visit early
44. Other: see report form for details
45. Late cancellation (made less than 24 hours prior to visit)
46. Early arrival
47. Late Arrival

Family Conflict Resolution Center Intake Form

DEMOGRAPHIC INFORMATION:

Marital Status Single Married Divorced Widow(er) Separated (Please check only one)

Race or Ethnic Group:

- African American
 - Asian
 - Bi-racial
 - Caucasian
 - Hispanic
- (Please check only one)
- Native American
 - Other (please specify)

Education Completed:

Gross Annual Household Income:

Number of people living in your home:

Please fill in the following information COMPLETELY and return it to:

Family Conflict Resolution Center, 3020 I Street, Suite 100, Sacramento, California 95816.

Date: _____ Referred by: Juvenile Court Domestic Relations Court Domestic Violence Court

In which County is the Court or Agency located:

Are you the:

- Custodial Parent
- Non-Custodial Parent
- Other (please specify)

Name: _____

Current Address: _____

Street _____

City _____

State _____

Zip _____

Home Phone Number: _____

Cell Number: _____

When is the best time to contact you? _____

May we leave a message at Home Cell Work

Employer: _____

Occupation: _____

Work Phone Number: _____

E-mail: _____

Date Of Birth: _____

Social Security # _____

Spouse or Significant Other/Partner

Name: _____

Spouse/significant other/partner SSN #: _____

Date of Birth: _____

TRANSPORTATION INFORMATION Please list the automobile(s) you will drive (or the automobile(s) driven by the person providing transportation for you:

Year of Car: _____ Make/Model of Car: _____
Color of Car: _____ License Plate Number _____

Year of Car: _____ Make/Model of Car _____
Color of Car _____ License Plate Number _____

Will you be walking OR dropped off at the Family Visitation Center?

If being dropped off, who will provide transportation for you? Name: _____
Please list the automobile this person will drive in the space provided above.

HOUSEHOLD INFORMATION

Please list all children living in the home who will be participating in supervised visits or neutral exchanges:

CHILD #1

Name: _____ Gender: Female Male SSN: _____

Date of Birth: _____

Race or Ethnic Group:

- African American
- Asian
- Bi-racial
- Caucasian
- Hispanic
- Native American
- Other (please specify)

CHILD #2

Name: _____ Gender: Female Male SSN: _____

Date of Birth: _____

Race or Ethnic Group:

- African American
- Asian
- Bi-racial
- Caucasian
- Hispanic
- Native American
- Other (please specify)

CHILD #3

Name: _____ Gender: Female Male SSN: _____

Date of Birth: _____

Race or Ethnic Group:

- African American
- Asian
- Bi-racial
- Caucasian
- Hispanic
- Native American

Other (please specify)

If needed, list additional children involved in supervised visitation or neutral exchanges on the back of this page. Please list the names of other children living in the home that will not be involved in supervised visitation or neutral exchanges on the back of this form:

Please list additional adults Living in the Home: (Besides yourself and spouse/significant other)

ADULT #1

Name: _____ Gender: Female Male SSN: _____

Date of Birth: _____

Race or Ethnic Group:

- African American
- Asian
- Bi-racial
- Caucasian
- Hispanic
- Native American
- Other (please specify)

Relationship to child(ren) involved in supervised visitation or exchanges.

- Mother
- Father
- Stepmother
- Stepfather
- Grandparent
- Other relative
- Non-relative

ADULT #2

Name: _____ Gender: Female Male SSN: _____

Date of Birth: _____

Race or Ethnic Group:

- African American
- Asian
- Bi-racial
- Caucasian
- Hispanic
- Native American
- Other (please specify)

Relationship to child(ren) involved in supervised visitation or exchanges.

- Mother
- Father
- Stepmother
- Stepfather
- Grandparent
- Other relative
- Non-relative

If needed, list additional adults living in the home on the back of this page.

SCHEDULING AND VISITATION/EXCHANGE INFORMATION:

What days/hours do you work?

(Visits will be scheduled according to what days and times are available on the Visitation Center Schedule, and the days and times BOTH parties are available.)

Possible days/times for visitation/exchanges: _____

Explain past visitation or exchange arrangements: _____

Date you last visited with child(ren): _____

I have had no or very little contact with child(ren). Month/Year: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Attorney's Name: _____

Name: _____

Firm: _____

Address: _____

Street: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Fax: _____

Do you know your next Court Hearing date? Yes No If yes, give date: _____

In what County is your hearing being held?: _____

Is there a Minors Counsel involved with your case? Yes No Name: _____ Phone: _____

Additional person authorized to transport child(ren) (for custodial parents and exchanges only). (This party must attend an orientation and complete forms.)

Name: _____

Home Number: _____

Work Number: _____

Cell: _____

Relationship to child(ren) involved with supervised visits or exchanges: _____

ADULT HEALTH INFORMATION

Do you have any health-related illnesses/conditions/disabilities? Yes No

Person's Name: _____

Diagnosis: _____

Limitations: _____

List all medications you take: _____

Person's Name _____

Medication _____

Strength _____

Dosage _____

If needed, list additional medications on the back of this page

List all allergies: _____

Person's Name: _____

Allergy: _____

Limitations: _____

DOMESTIC VIOLENCE AND FAMILY VIOLENCE

Is there a history of domestic or family violence between the parties? Yes No

Is there a history of stalking? Yes No

Is there a safety plan? Yes No

If yes to any of the above questions, please explain: _____

Was anyone ever formally charged with Domestic Violence? Yes No

What were the charges? _____

Is there a Civil Protection Order (CPO/TPO) in place? Yes No

If yes, describe reason for CPO/TPO: _____

What County or City Court issued the CPO/TPO: _____

Has either party violated the CPO/TPO? Yes No

If yes, name of person: _____

Has the CHILD(REN) witnessed or experienced family violence (hitting, pushing, screaming, yelling, verbal fights, etc.)? Yes No

If yes, describe: _____

JAIL AND PRISON INFORMATION

Are you on...probation or parole? If yes, for how long?

PO Officer: _____

Have either party served any time in jail or prison? Yes No

If yes, Who? _____

Describe what the offense was, the amount of time served and where it was served:

Offense: _____

Dates/Time Served _____

Where Served _____

If needed please list additional jail/prison information back of this page.

THE NEXT STEPS ARE...

- ☺ Sign the form where indicated below
- ☺ Contact the Visitation Center at (916) 446-1500 for an orientation appointment.
- ☺ Return the form
- ☺ Bring your Driver's License (or photo ID) to the orientation session,).

I hereby certify the information on this intake form is true and accurate to the best of my knowledge. I agree to allow the Visitation Center to contact emergency medical personnel (911) if needed for my child(ren) or myself). I have listed all medical concerns to which emergency personnel should be made aware.

Signature: _____

Date: _____