

ELIGIBILITY REQUIREMENTS FOR VISITORS

Eligible Visitors

Professional visitors must be credentialed, licensed, and working in a professional capacity (e.g., clergy, attorney, social worker not escorting a minor, tribal/other government officials).

1. Except for members of the media (e.g., bloggers, authors, reporters) and professional visitors hired to supervise minors, professional visitors are not required to be on the approved visit list and will request visits per DOC 150.150 Visits and Tours of Department Facilities and Offices.
 - Members of the media and hired professional visit supervisors must be approved for visit privileges through the regular application process.
2. Proof of valid certification/licensure and other applicable documentation must be provided upon request or visit privileges may be denied.

Approved minors (i.e., under 18 years of age and not legally emancipated) may participate in visiting an incarcerated individual when escorted by someone on that individual's approved visit list, who is:

1. A designated adult escort (e.g., an approved non-incarcerated parent/legal guardian, approved government designated escort,) listed on DOC 20-441 Parent/Guardian Consent for Minor Visit and/or Escort.
 - This form must be submitted before the date of the visit to the Statewide Visit Unit at dochqvisitunit@doc.wa.gov.
 - A government-designated escort (e.g., guardian ad litem, court-appointed special advocate, government caseworker/visit supervisor), who has submitted DOC 20-182 Government Designated Escort Application to escort an approved minor. The Statewide Visit Unit will verify the authenticity of the applicant.
 - Escorts approved as part of a contract (e.g., Girl Scouts Beyond Bars) may escort children on an individual's visit list per the contract.
 - ♦ Escorts do not have to be on the individual's visit list for the child to be added to an individual's visit list.

Current and former Department employees, contract staff, and volunteers who are immediate family may be considered for visit privileges.

1. Current Department employees, contract staff, and volunteers who are not immediate family are not eligible to visit incarcerated individuals.
 - Employees/contract staff/volunteers may participate in a program or special event as a guest if approved by the Superintendent/Reentry Center Community Corrections Supervisor (CCS).
2. Immediate family must provide documentation reflecting the relationship with the individual they want to visit.

3. A Statewide Visit Unit employee will verify the relationship and complete DOC 20-450 Approval for Visits by Current/Former Employee, Contract Staff, or Volunteer and send it to:
 - The Statewide Visit Specialist if there are no known Prison Rape Elimination Act (PREA) concerns, or
 - The appropriate Assistant Secretary for consideration when PREA concerns have been identified.
4. Volunteers cannot volunteer and be on the visit list of an individual at the same facility per DOC 530.100 Volunteer Program.
 - Volunteers must gain written approval in advance from the Superintendent/CCS and Community Partnership Program Coordinator (CPPC), when applicable, at the facility where they volunteer, and the Superintendent/CCS at the facility where the individual is housed.
5. If a visitor is employed or volunteers for the Department after being approved to visit, the employee/contract staff/volunteer must submit appropriate documentation and be authorized to visit per to DOC 850.030 Relationships/Contacts with Individuals.
6. Former Department employees, contract staff, and volunteers who are not immediate family may request visiting privileges after one year has elapsed from the last date of employment/work/volunteering for the Department.

Ineligible Visitors

The following are ineligible to visit incarcerated individuals:

1. A victim of the incarcerated individual's current offense(s) or any previous adjudicated offense.
 - Exceptions may be granted for immediate family members by the appropriate Assistant Secretary.
 - A minor may be denied due to the nature of a crime of conviction if the minor is profiled as comparable to that of a victim.
 - Victims may participate in a one-time visit per DOC 390.300 Victim Services Program.
2. Persons involved with the incarcerated individual in the commission of the offense for which the individual is incarcerated when the visitor has been charged and found guilty of an associated crime.
 - Exceptions may be granted by appropriate Assistant Secretary or their designee for immediate family members with official documentation of the relationship.
3. Persons restricted per the Judgment and Sentence, including conditions of community supervision that prohibit contact with an individual or category of individuals.

- Although supervised visits may be allowed per the Judgment and Sentence, supervision by facility visit employees does not meet court requirements for supervision.

1. A non-incarcerated parent/guardian may hire a professional visitor for supervision.

4. Persons who have any conviction(s) for introduction of contraband into a jail or prison setting.
5. Persons with pending/open charges.

Persons with felony convictions are not eligible to apply for visiting privileges for 2 years after expiration of the sentence, community supervision, or conditions of a deferred sentence. All court-imposed obligations must be fulfilled, and the case must be closed with the following exceptions:

1. Immediate family members with proof of relationship may be considered for visit privileges one year from the date of closure or with permission from their Community Corrections Officer (CCO) after successfully completing one year of supervision.
2. Persons on unsupervised probation/deferrals may be considered for visit privileges 2 years from the date of sentencing with permission.
3. Persons who only owe Legal Financial Obligations are not subject to these requirements.

Persons with misdemeanor convictions are not eligible to apply for visiting privileges for 6 months after expiration of sentence. All court-imposed obligations, except for fines, must be fulfilled and the case must be closed with the following exceptions:

1. Immediate family members with proof of relationship, may be considered after 3 months from the date of closure or with written permission from their CCO, Parole Officer, or the court after successfully completing one year of supervision.
2. Persons who only owe Legal Financial Obligations are not subject to this requirement.

Persons identified as being a safety/security concern, or who have facilitated/allowed an individual to violate Department or court-ordered conditions while in the community, may be denied all facility visit privileges.