

VISITOR'S GUIDELINES

WELCOME STATEMENT

The Department of Corrections welcomes visitors to **Larch Corrections Center (LCC)**. We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure each visit is safe and pleasant. The number of visitors allowed at one time may vary from one facility to another. Reading these guidelines carefully is strongly encouraged to promote an enjoyable visit.

WHO CAN VISIT

Visitors must have submitted a visitor's application, be approved, and added to the offender's visitor list before visiting. Each offender may have up to **four (4)** approved visitors per visit. NOTE: The offender may not be available for a visit. Visitors may avoid making an unnecessary trip or being turned away by pre-arranging visits with the offender.

Minors under 18 years of age may visit with a parent/guardian or an approved escort only.

DESIGNATED VISIT HOURS

Facility Visit Times

Where	Days	Check In Time	Check Out Time
LCC Visiting Area	Friday, Saturday, Sunday and Monday unless events have been scheduled – Elkhorn and Silver Star units will alternate between Saturday and Sunday of each week.	<u>Morning</u> 8:00 to 8:10 AM 9:00 to 9:10 AM 10:00 to 10:10 AM <u>Afternoon</u> 1:00 to 1:10 PM 2:00 to 2:10 PM	LCC Visiting closes at 3:30 PM, unless operational issues occur to end sooner.

Video Visit Times

Where	Days	Check In Time	Check Out Time
Elkhorn and Silver Star Living Unit Day Rooms	Sunday through Saturday	<u>Morning</u> 8:30 AM <u>Afternoon</u> 12:30 PM <u>Evening</u> 6:00 PM	Up to 10:45 AM Up to 4:00 PM Up to 8:00 PM

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Offenders may request arrangements for special situations, such as friends or family traveling from extended distances.

If a visitor leaves during any visit period, s/he may be allowed to return during the next authorized visit period.

Visiting may be interrupted or cancelled due to facility needs. Visitors may avoid making unnecessary trips or being turned away by going online or signing up to receive visit updates via Twitter at <http://twitter.com/@wadocvisits>. This page contains basic information including where to go to view facility guidelines. Visitors may also get information by calling the facility.

DIRECTIONS

Facility Information

Written directions: **Take Exit 4 (78th Street exit). Drive east on 78th St., which will become Padden Parkway. Continue east on Padden Parkway, crossing 152nd Avenue. Padden Parkway turns north and flows directly into Ward Road/NE 182nd Avenue. Continue north on NE 182nd Ave. Turn right (east, toward hills) on 139th Street. You will reach a stop sign on 212th Avenue. Continue up the hill on 139th which becomes Rawson Road. Follow Rawson Road all the way to Larch Corrections Center, keeping to the left if in doubt. The road climbs, levels off and starts back down the hill. Larch sits near the road and will be visible. (Note: This entire route is paved right up to the Larch parking lot)**

From Oregon via I-205 Northbound and I-205 Southbound toward Vancouver:
From I-205 take the Padden Parkway exit (#32). Go east on Padden Parkway. Continue east on Padden Parkway, crossing 152nd Avenue. Padden Parkway turns north and flows directly into Ward Road/NE 182nd Avenue. Continue north on NE 182nd Ave. Turn right (east, toward hills) on 139th Street. You will reach a stop sign on 212th Avenue. Continue up the hill on 139th which becomes Rawson Road. Follow Rawson Road all the way to Larch Corrections Center, keeping to the left if in doubt. The road climbs, levels off and starts back down the hill. Larch sits near the road and will be visible. (Note: This entire route is paved right up to the Larch parking lot.)

- The visitor may contact the facility at: **360-260-6300**
- Individuals with disabilities: **Those with mobility concerns may drive up to the gate and notify the control officer that you will be dropping off a visitor and then returning to park your vehicle in the designated area. If you have a handicap permit, we do have two slots that will be made available to visitors on a first-come, first-serve basis.**

ARRIVAL ON FACILITY GROUNDS

Vehicles/Parking

The speed limit on facility grounds is 15 mph. The Department thanks drivers for not speeding.

Vehicles must be secured. The Department will not be liable for lost or stolen property.

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Individuals dropping off a visitor should ensure the visitor has been allowed access, but may not wait in vehicles or on facility grounds after the visitor has been processed for visiting.

Pets are not permitted to wait in vehicles or on facility grounds.

Visitor Check-In

Visitors are welcome to arrive **thirty (30)** minutes before visits and will check in at the visitor entrance.

For employee and visitor convenience, there is a light installed on the side of the visitation building facing the parking lot. The light will turn green when visitors can exit their vehicles and proceed to the visiting room for check-in. This will keep visitors from having to make trips down to wait during inclement weather.

The employee parking lot will no longer be available for visitor parking as of October 1st, 2016. All visitors will be required to park in the visitor's parking lot outside of the LCC gates. (Those requiring assistance, please see above: Individuals with disabilities.)

Visitors should inform visit personnel in advance when difficult news will be shared during a visit. Visit personnel will attempt to make a suitable seating arrangement for the visit.

Identification

Visitors who are 18 years of age and older must present identification (ID) that is valid with a current photo (e.g., driver's license or state ID card, passport, military or government ID, tribal ID, alien registration). Other forms of ID may be authorized by the Superintendent/designee. Expired or non-photo ID will not be accepted unless the Superintendent/designee approves in exceptional situations (e.g., the ID is recently expired, and the visitor is known to visit personnel).

Searches

Visitors will be required to sign a search permission form before visiting. Pat, vehicle, personal property, and/or canine searches may be conducted. Visitors should read [DOC 420.340 Searching and Detaining Facility Visitors](#) before the first visit.

Visitors may bring the following items in a clear plastic coin purse or bag:

- Cash as follows:
 - During visitation, money or vending machine debit cards may be used for vending machine purchases by visitors. **At LCC there are "out-of-bounds" red lines seen around the vending machines and visitor restrooms. Offenders will not be authorized to go beyond the red lines and approach the vending machines, but may approach up to the red lines with their visitors to see the contents.**
 - **As an important reminder, offenders are not authorized to handle any cash cards that are used in the vending machines.**

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- Once opened, purchased food items must be removed from their packaging and placed on plates or napkins. Visitors and offenders may not share items from the same plate, napkin, or container.
- Any unopened items may be taken home by the visitor.
- At facilities where cash is required for vending machine purchases, visitors will be allowed \$20.00 in change or bills in denominations of \$5.00 or less and may also bring an additional \$20.00 for the offender.

At facilities with debit vending machines, visitors will be allowed a vending machine debit card. The debit card limit is **\$80**, based on vendor resources. **Vending machines are accessible to visitors only. The vending machines use "LCC vending machine debit cards" that can be purchased and reloaded. The visitor keeps the debit card and may use it on return visits. To purchase an initial debit card, a \$5.00 bill is required. After the initial purchase the card can be reloaded with bills only in increments of 1's, 5's, 10's, and 20's.**

No cash is allowed in the visiting area. Any other money will be stored in a locker. Visitors may have access to reload cards during their visit with visiting employee approval.

- Visitors will take all unspent money and vending machine debit cards with them when they leave.
- Keys - Drivers may keep one car key and/or remote on a single ring key chain. The keys will be secured facility specific.
- ID - Visitors may be allowed to have one form of ID in the visiting area.
- Medical - Visitors are allowed medications or medical equipment that is needed during the visiting period, if proof of prescription or medically authorized need is provided. Prescription medication must be in the original container and only in the limited amount needed during the visit. The original container must list the visitor's name and the names of the medication, pharmacy, and prescribing physician. **Visitors will store medication in the Visitation lockers.** If a visitor cannot clear screening due to a medical device/condition, an additional search will be required.
- Small comb or brush.
- Two pair of eyeglasses, including one pair of reading glasses, or non-reflective sunglasses for facilities allowing outside visits.

Items for Infants and Toddlers up to 36 months)

The following items are allowed for infants and toddlers and must be stored in a clear plastic bag or container:

- Two empty, clear plastic bottles that can be filled with water, juice, milk, or formula.
- One plastic Tupperware-type child's cup with lid.

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- Two unopened plastic containers of formula, juice, or other infant specific fluids (e.g., Pedialite). Breast milk may be allowed if it is in a clear plastic bottle that employees are able to inspect.
- Two unopened plastic containers of baby/snack food in their original packaging with one plastic baby spoon.
- Two bibs.
- Two pacifiers or teething objects.
- One non-quilted child's blanket.
- One change of baby clothing.
- One disposable diaper per hour of the visit.
- Baby wipes that have been transferred to a zip lock plastic bag before the visit.

If facility resources are available, nursing mothers may be asked to relocate to a non-restroom location identified by facility employees. If there is no suitable location for nursing, mothers may nurse in the visit room, provided they maintain reasonable modesty while nursing.

Service Dogs

Service dogs must meet the requirements of the Americans with Disabilities Act (ADA). Support animals and in-training service animals do not meet ADA requirements and will not be allowed.

The dog's owner is responsible for the animal, including:

- Cleanup of waste and disposal in the following area(s): **Information regarding cleanup of waste and disposal will be provided by visitation employees.**
- Ensuring the dog remains on a leash under their control at all times.

Service dogs may not interact with offenders or other visitors.

OVERCROWDING IN THE VISIT ROOM

When the visit room reaches maximum capacity, the following practice will be implemented to allow as many visitors as possible the opportunity to visit:

- Visit personnel will maintain a log of visitors entering the visit room and the time that they arrive.
- After a visitor has been in the visit room for **2 hours**, s/he may be instructed to leave the visit room to allow another visitor(s) to enter. Visit personnel will ask for volunteers before ending any visits.

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- In limited circumstances, an offender and his/her visitor(s) may not have their visit ended (e.g., visitors who have traveled over 300 miles, rely on specialized public transportation).
- If an offender has already had a visitor(s), additional visits may not be allowed for that day.

When the visit room drops below maximum capacity, these limitations will be suspended.

CLOTHING STANDARDS

Dress standards are necessary to ensure the safety and security of visitors and offenders and to promote a positive environment. Visitors must wear appropriate clothing and should wear clothing that is conservative in nature in order to maintain a respectful visiting environment and ensure processing time is kept to a minimum. The Visiting Sergeant/Shift Commander/designee will make the final determination regarding the appropriateness of any clothing, footwear, or accessories.

To ensure the safety of all individuals if an emergency arises, clothing that resembles state issued offender clothing (e.g., red shirts, khaki pants, gray sweatpants and sweatshirts) or Department uniforms is not allowed.

Children must wear clothing that will not reveal underwear when they crawl, spin, etc. Shorts under dresses may be appropriate.

The following guidelines apply to visitors 8 years of age and older:

- Clothing will be free of reference to obscenity, alcohol, drugs, Security Threat Group (STG), violence, or sex in any form.
- Buttons or closures will be fastened to the degree necessary to provide proper coverage.
- All clothing must be clean and in good repair, free of holes, rips, or tears. A rip that does not show skin is acceptable.
- Undergarments must be worn, to include bras and panties for females, and briefs or boxers for males. Underwire bras are permitted, but may require additional search.
- Clothing will not reveal breasts or expose undergarments, cleavage, stomach/midriff, or bare chest or back, including when arms are raised.
- Camouflage, bibbed attire, and pants with multiple side pockets may not be worn. While camisoles or light layering of T-shirts/sweaters is allowed, excessive layering that could conceal contraband is not allowed.
- Outer garment shirts must have sleeves.
- Sweaters, blazers, and sweatshirts are permitted.
- Hooded clothing is not allowed.

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- Watches are not allowed
- Shorts, women's dresses, skirts, capris, skorts, and slits in clothing must not fall more than 3 inches above the middle of the kneecap when standing.
- Visitors may be prohibited from bringing hooded or heavy, parka style coats into the visit room. These items will be **hung on coat racks in the lobby area. However, space is very limited, there are only a few spaces for visitor's extra jackets that will not fit in the provided lockers.**
- Shoes, sandals, flip flops, and boots must be in good repair, free of holes, and rips or tears. Quilted, fur lined, or steel toed footwear is not allowed. High heels must be no more than 3 inches high from the heel of the visitor's foot to the ground.
 - Socks/stockings are not mandatory, but visitors will be asked to remove shoes to clear the electronic detector, and feet will come into contact with the floor area where other visitors have been processed.
- Accessories
- The following items are permitted:
 - No more than 3 rings.
 - One necklace.
 - One bracelet.
- Religious and medically necessary head coverings are allowed, but are subject to search. Searches will be conducted in a private area by a person of the same gender.
- Belts are allowed unless they are money belts or have compartments or removable parts. Buckles may not be larger than 2"x 2".
- Metal jewelry or accessories will need to pass the electronic detector and/or be searchable by hand, which may increase processing time.
 - Visit employees may request that bulky or heavy jewelry, that represents a safety or security concern, be removed and secured prior to the visit.
- The following items are not permitted:
 - Jewelry that hides other items (e.g., broaches, locketts, pins) or jewelry that resembles a key
 - Scarves, neck ties, hats, and gloves
 - Watches and activity trackers (e.g., Fitbit)
 - Survival/paracord bracelets and similar in nature

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CONDUCT DURING VISITS

The Department intends to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all participants is encouraged. Visitors should be respectful, courteous, and follow all instructions given by facility employees. The following visit room guidelines will help to ensure that visits are a pleasant experience for all participants.

The following is not allowed:

- Criminal activity
- Weapons or objects that present danger of any kind
- Visitors that have consumed alcohol, marijuana, and/or any illegal substance
- Alcohol, marijuana, and illegal drugs are not allowed on the premises
- Gum and tobacco
- Any disturbance or the creation of emergency situations within the facility
- Conduct/behavior that:
 - Threatens the health and safety of any visitor, offender, or others
 - May result in damage to the facility premises or equipment
 - Is disrespectful or inappropriate towards facility employees
 - Disrupts the visits of others
- Purchasing food and drinks for other visitors or offender the visitor is not currently visiting

General Guidelines:

- A brief hug and kiss (i.e., no more than 4-5 seconds in length) are permitted at the beginning and conclusion of visits. During the visit, the only physical contact allowed between offenders and adult visitors is holding hands with hands in plain view. While seated at a table, hands must be on or above the table top. As visiting areas are family friendly environments, caressing and/or sexually suggestive behavior of any kind is not allowed.
 - In addition to brief, appropriate contact at the beginning and conclusion of each visit, an offender may have physical contact with his/her minor visitor(s) 8 years of age and under in a manner that respects the child's feelings and physical boundaries.
 - The child may sit on the offender's lap.
 - The offender may show affection toward the child (i.e., hugs or kisses).
 - Visit personnel will monitor the child for signs of disengagement (e.g., pulling away, crying, screaming) and will, if appropriate, instruct the offender to discontinue the physical contact or return the child to the guardian/escort.
 - The Superintendent/designee may establish additional requirements for an individual offender/visitor.
- Visitors that cause significant concern during their visit may be suspended from visiting privileges.
- Visits may become emotional at times. If visit personnel observe this, they may check in with the visitor(s)/offender to ensure everything is okay.

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- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and caring family interaction. Visitors and offenders will avoid loud, excessively emotional, or disruptive behavior.
- Visit areas are provided for all visitors. Visitors and offenders will use furnishings for their intended use.
- Because time is limited, the focus and interaction must remain between the offender and his/her own visitors and family. Conversations with other offenders and/or their visitors are not allowed with the exception of very brief (i.e., one or two words) courteous statements (e.g., hello, please, thank you).
- Unless specifically authorized, notes and letters are not authorized to be brought in or out of the visit room.
- If restrooms are located outside the visit room, visitors may be subject to additional search.
- Visitors should put away all items used during visits (e.g., games, toys, books) and throw trash and recyclables in provided containers at the end of the visit.

General Supervision of Children:

- Children must be under direct supervision and within sight of the visiting parent or guardian/escort at all times. Children should remain at the table or in authorized play or break areas at all times. Roughhousing and horseplay will be stopped immediately by the visiting minor's guardian/escort.
- The offender may supervise a child(ren) while the adult visitor uses the restroom or the vending machine, provided there is no restriction prohibiting the offender from being alone with the child(ren).
- For health and safety purposes, children under 5 years of age must have an adult escort them when they use the restroom. While an adult visitor escorts the child to the restroom, the offender may supervise remaining children, provided there is no restriction prohibiting the offender from being alone with the child(ren).
- Verbal corrections and time-outs are the only allowable forms of discipline during visits. Department employees are required by law to report suspected child abuse and neglect.
- Showing affection, holding, and playing with visiting children promote positive family interaction. Visitors should be considerate of other visitors and public surroundings.
- Grooming of children's hair may be done during visits, unless visits occur in a dining hall.
- When changing children's soiled garments, please use the provided changing areas.
- Adult escorts are expected to encourage children to return play items to their proper locations after use.

Suggestion/Comment forms are available in the visit room and online at
<http://www.doc.wa.gov/family/visits.asp>.