



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

EFFECTIVE DATE
8/1/14

PAGE NUMBER
1 of 3

NUMBER
DOC 100.560

POLICY

TITLE
**NON-DISCRIMINATION AND ACCESSIBILITY
FOR VISITORS/GUESTS WITH DISABILITIES**

REVIEW/REVISION HISTORY:

Effective: 8/1/14

SUMMARY OF REVISION/REVIEW:

New policy. Read carefully!


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

6/30/14

Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.91.010](#); [RCW 49.60.030](#); [Governor's Executive Order 96-04](#); [DOC 100.500 Offender Non-Discrimination](#); [DOC 690.400 Offenders with Disabilities](#); [DOC 810.005 Diversity/Inclusion/Non-Discrimination](#); [DOC 840.100 Disability Accommodation and Separation](#); [Americans with Disabilities Act of 1990](#)

POLICY:

- I. The Department prohibits discrimination or unfair/illegal treatment based on the presence of a physical, mental, or sensory disability.
- II. The Department will enforce and comply with all applicable federal and state laws, regulations, and Executive Orders regarding non-discrimination and accessibility for individuals with disabilities.
- III. This policy applies to members of the public who enter any Department facility/office or participate in any Department sponsored program, service, or activity as a visitor and guest, including offender visitors.
 - A. Offender non-discrimination and accommodation are addressed in DOC 100.500 Offender Non-Discrimination and DOC 690.400 Offenders with Disabilities.
 - B. Employee, contract staff, and volunteer non-discrimination and accommodation are addressed in DOC 810.005 Diversity/Inclusion/Non-Discrimination and DOC 840.100 Disability Accommodation and Separation.

DIRECTIVE:

- I. Non-Discrimination
 - A. The Department will provide access to services available to visitors and guests in a fair and impartial manner. Appointing Authorities, facility/office supervisors, and others involved in providing access to visitors/guests will:
 1. Help prevent discrimination from occurring by identifying practices or procedures that could have the effect of discrimination, and
 2. Prohibit discrimination when providing access to Department programs, services, and/or activities.
- II. Requests for Accommodation
 - A. Individuals with disabilities requiring reasonable accommodations should contact the facility they will be visiting as soon as possible, but no later than 72 hours before their scheduled visit.

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III. Public Notice

- A. Appointing Authorities and facility/office supervisors will ensure that the information contained in the Notice to the Public Concerning the Americans with Disabilities Act (Attachment 1) is posted in all reception and/or public access areas. The information will also be posted on the Department's website, as well as facility websites.

IV. Grievance Process

- A. Members of the public who believe that a program, service, or activity is not accessible due to their disability may follow the grievance procedure outlined in Attachment 1.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

[Notice to the Public Concerning the Americans with Disabilities Act \(Attachment 1\)](#)

DOC FORMS:

None