 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS <h1 style="text-align: center;">POLICY</h1>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 12/31/12	PAGE NUMBER 1 of 4	NUMBER DOC 150.150
	TITLE VISITS AND TOURS OF DEPARTMENT FACILITIES AND OFFICES		

REVIEW/REVISION HISTORY:

Effective: 5/22/02
 Revised: 8/8/05
 Revised: 5/1/06
 Revised: 5/2/07
 Reviewed: 8/26/08
 Revised: 11/23/09
 Revised: 3/18/11
 Revised: 12/31/12

SUMMARY OF REVISION/REVIEW:


Removed I.F. on requirements for Field Office visitors
 Section II. - Combined sections and adjusted title for clarification
 II.A.2. - Added optional form usage
 II.A.3. & F. - Adjusted search requirement applicability
 II.B.1. - Adjusted that NCIC/WACIC checks are not needed for federal/state/local agency staff accessing an area inside a facility's secure perimeter while on official business
 II.C. - Adjusted that visitors must provide photo identification prior to being issued an ID card
 Added II.D. that visitors will sign in/out of the facility per policy

APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

11/27/12
 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [ACA 4-4503](#); [DOC 150.100 Public Information and Media Relations](#); [DOC 400.025 Identification Cards](#); [DOC 420.160 Staff Accountability](#); [DOC 420.340 Searching and Detaining Facility Visitors](#)

POLICY:

- I. [4-4503] The Department has established expectations for individuals and groups who visit or tour Department facilities and offices. This policy does not pertain to offender personal visits.

DIRECTIVE:

- I. General Information
 - A. Unannounced visits (e.g., health inspectors, law enforcement, fire department, Labor and Industries) will be referred to the Superintendent/Community Corrections Supervisor (CCS)/Office Supervisor or designee.
 - B. A facility/office will coordinate with the Office of Executive Policy using DOC 05-812 Dignitary or Elected/Appointed Official Visit, Speaking Engagement, or Tour:
 1. When inviting a dignitary or state or federal elected and/or appointed official for a visit, speaking engagement, or tour, and
 2. Through the chain of command upon receiving notice that a dignitary or official plans to visit or tour.
 - C. News media access will be handled per DOC 150.100 Public Information and Media Relations.
 - D. Businesses are not permitted to solicit in Department facilities or offices except as allowed by the Washington State Executive Ethics Board.
 - E. Minors are not authorized in Department offices or the administrative section of facilities, except for:
 1. Mentoring, when approved by the Appointing Authority.
 2. Children and grandchildren of employees/contract staff/volunteers, and other approved minors, for special events (e.g., Take your Daughter or Son to Work Day).

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3. Relatives or friends of employees/contract staff/volunteers only for a brief duration (e.g., lunch, stopping by after school or work).
4. Minors authorized by the Superintendent/CCS/Office Supervisor as part of a tour group.
5. Children of offenders accompanying the offenders when they report, if authorized by the CCS.
6. Minors participating in a Department program.


II. Visits and Tours of Prisons/Work Releases

A. Visit/tour requests must be pre-arranged and pre-approved. [4-4503]

1. The individual/group requesting access will submit a written request to the Superintendent/CCS or designee at least 2 weeks prior to the planned tour. [4-4503] The request should include:
 - a. Full name of individual(s),
 - b. Date of birth of individual(s),
 - c. Social Security number of individual(s),
 - d. Purpose of visit,
 - e. Desired duration of visit,
 - f. Approval from parent or legal guardian for minors, and
 - g. Other information deemed appropriate by the Superintendent/CCS.
2. The Superintendent/CCS or designee will specify the areas of the facility that the tour group may access, the duration of the tour, and the employee/contract staff who will conduct the tour. DOC 21-489 Notice of Visitor may be used to document the approval.
 - a. Offenders will be given advance notice when tours are expected to include living areas.
3. In Prisons, the tour sponsor for an approved tour will be provided a copy of DOC 420.340 Searching and Detaining Facility Visitors. [4-4503]

B. National Crime Information Center and Washington Crime Information Center (NCIC/WACIC) checks will be conducted on all group/tour members who will enter the facility's secure perimeter. [4-4503]

1. NCIC/WACIC checks are not needed for federal, state, or local agency staff on official business.

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- C. Each visitor must provide approved current photo identification prior to being issued a visitor identification card, which will be worn so that it is visible at all times per DOC 400.025 Identification Cards.
- D. Visitors will sign in/out of the facility and when entering and leaving each building/ area per DOC 420.160 Staff Accountability.
- E. Minors may not enter the facility's secure perimeter without the Superintendent's approval.
- F. Prison visitors are subject to search per DOC 420.340 Searching and Detaining Facility Visitors. A visitor has the option of refusing to be searched. Refusal to be searched will result in the visitor not being allowed access to the facility.
 - 1. Approval for any carry-in items will be considered on a case-by-case basis. These items are subject to search.
- G. For tours, the assigned employee/contract staff conducting the tour will remain with the group at all times. The tour should be conducted in a manner that does not disrupt the regular activities of the areas being toured. The Superintendent/ CCS may authorize exceptions to the tour group requirements.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 05-812 Dignitary or Elected/Appointed Official Visit, Speaking Engagement, or Tour](#)
[DOC 21-489 Notice of Visitor](#)