

## VISITOR'S GUIDELINES

### WELCOME STATEMENT

The Department of Corrections welcomes visitors to Washington Corrections Center (WCC). 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 incarcerated individual's visitor list before visiting. Each individual may have up to 3 approved visitors per visit. NOTE: The incarcerated individual may not be available for a visit. Visitors may avoid making an unnecessary trip or being turned away by pre-arranging visits with the incarcerated individual.

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

### DESIGNATED VISIT HOURS

#### Visiting

Units	Days	Check In Time	Check Out Time
Cedar, Evergreen, R-6 population unit - G&H tier only	Friday, Saturday, Sunday*, Monday	10:00 a.m.	6:45 p.m.
R-1, R-4 receiving units	Sunday Friday	10:00 a.m. 4:15 p.m.	2:45 p.m. 6:45 p.m.
R-2 receiving unit	Monday Saturday	4:15 p.m. 10:00 a.m.	6:45 p.m. 2:45 p.m.
R-3 receiving unit	Monday Saturday	10:00 a.m. 4:15 p.m.	2:45 p.m. 6:45 p.m.
R-5 receiving unit	Friday Saturday	10:00 a.m. 4:15 p.m.	2:45 p.m. 6:45 p.m.
R-6 receiving unit	Saturday Sunday*	10:00 a.m. 4:15 p.m.	2:45 p.m. 6:45 p.m.
Intensive Management Unit (IMU)	Sunday Monday	11:00 a.m. 4:15 p.m.	2:45 p.m. 6:45 p.m.

\*Sunday evening visits only occur when there are no banquets or activities.

#### Video Visiting

Where	Days	Check In Time	Check Out Time
Cedar and Evergreen Units	Daily	8:30 a.m. 7:00 p.m.	9:30 a.m. 9:00 p.m.

Incarcerated individuals 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 (provided by facility)

- Written directions: From north or south, take I-5 to exit 104 onto Highway 101 toward Aberdeen/Shelton. Just past Mud Bay, take the Shelton cut-off to stay on Highway 101. Continue on Highway 101 past the 3 Shelton exits and the Sanderson Field Airport on the left. Go approximately one more mile and watch for the green highway sign that says Washington State Patrol Academy/Washington Corrections Center. Turn left onto Highway 102. Go past the Washington State Patrol Academy. Go approximately one more mile, and you will come to the Washington Corrections Center on the left.
- You can contact WCC at (360) 426-4433 ext. 5227 during visiting hours. For Visiting questions, be sure to call Friday through Monday between 10:00 AM and 5:45PM to ensure you are taking to Visit Program Staff.
- The visitor may contact the facility at: (360) 426-4433 Ext. #5227
- Individuals with disabilities: When checking in with the tower at the speaker, inform the tower that you are disabled. The tower will direct you to the closest handicapped parking space.

## 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.

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 at WCC 15 minutes before visits and will check in at the visitor entrance.

From the parking lot, please proceed to the Visitor Entrance as indicated by the signs.

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 by visit employees).

### Searches

Visitors will be required to sign DOC 21-575 Acknowledgment of Visitor Search Requirements 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. Only five Offenders are allowed at the machines at a time.
    - Once opened, purchased food items must be removed from their packaging and placed on plates or napkins. Visitors and incarcerated individuals 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 incarcerated individual.
  - At facilities with debit vending machines, visitors will be allowed a vending machine debit card. The debit card limit is \$25.00 per person, based on vendor resources. Written information on obtaining the debit card are provided on the card vending machines. To obtain a debitec card, the visitor will have to use a five dollar bill. The visitor will push the black button on the machine, feed the five dollar bill into the slot. The machine will dispense a card. After receiving the card, the visitor will feed it into the appropriate slot and feed any of the following: \$1, \$5, \$10 and \$20. Coinage will not work.
  - 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 in provided lockers.
- 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. 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
- Two unopened plastic containers of formula, juice, or other infant-specific fluids (e.g., Pedialyte). 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): Visiting room employees will direct visitors to the appropriate area for clean-up and disposal of waste.
  - Feeding the dog in the following area: Public access area
    - Dog handlers will be allowed to secure dog food items in their assigned locker or their vehicle
  - Ensuring the dog remains on a leash under their control at all times
- Service dogs may not interact with incarcerated individuals or other visitors
- Dog handlers may be asked to remove the dog from the premises if the dog exhibits behavior that does not meet service animal requirements

## **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 two 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.
  - In limited circumstances, an individual and his/her visitor(s) may not have their visit ended (e.g., visitors who have traveled over 250 miles, rely on specialized public transportation).
- If an individual has already had a visitor(s), additional visits may not be allowed for that day. If a different visitor arrives during the offenders visit time the visit will be allowed if practical. The visit check-in booth is closed to new visitors at 1:45 PM- 4:00 PM and at 5:45 PM.

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 all individuals and promote a positive environment. Visitors 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 accessory.

- Any modifications to clothing once screened may cause delays in processing and may require the visitor to leave and change clothing or have their visit denied.

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

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

- Children must wear clothing that will not reveal underwear when they crawl, spin, etc. Shorts under dresses may be appropriate.
- Clothing will be free of reference to obscenity, alcohol, drugs, Security Threat Group (STG), violence, or sex in any form.
- All clothing must be clean and in good repair without rips or tears.
- Appropriate undergarments are required and will not be visible. Clothing will not reveal breasts or expose undergarments, cleavage, stomach/midriff, or bare chest including when arms are raised.
- Clothing will not reveal breasts or expose undergarments, cleavage, stomach/midriff, or bare chest or back, including when arms are raised.
- Sheer/transparent clothing is not allowed unless clothing worn beneath is not transparent and no undergarments (e.g., bra, underwear) are visible.
- Tactical and cargo pants are not allowed but carpenter pants are acceptable.
- Sagging of pants is not allowed.
- Camouflage, even in small decorative patches or lettering, and bibbed attire may not be worn.
- Outer garment shirts must have sleeves. Sleeveless garments must be worn with a sleeved outer garment for the duration of the visit. Cap sleeves are acceptable as an outer garment.
- Sweaters, blazers, and sweatshirts are permitted.

- Hooded garments are not allowed in the visit area.
- Shorts, dresses, skirts, capris, skorts, and slits in clothing must reach the top of the kneecap when standing.
- Items that protect against rain and other inclement weather (e.g., umbrella, hat, raincoat, ski jacket, top coat) are not permitted in the visit room.
- Shoes, sandals, flip flops, and boots must be in good repair, free of rips or tears.
  - Fur on the outside of the boot/shoe or steel-toed footwear is not allowed. Boots with fleece lining (e.g., Uggs) are permitted.
  - 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.
- Leggings/jeggings may only be worn under outer garments that must be mid-thigh or longer, front and back, when standing.
- The following accessories are permitted:
  - No more than 2 rings - a wedding set is considered one ring
  - One necklace
  - One bracelet
  - Religious and medically necessary head coverings are allowed, but are subject to search. If worn, head coverings must remain in place for the duration of the visit regardless of the visitor's age.
  - Belts are allowed unless they are money belts or have compartments or removable parts. Buckles may not be larger than 2"x2".
  - Piercings
    - Cuffed earrings and spiked gauges are not permitted
- Incarcerated individuals will wear state issued clothing, undergarments, and footwear into the visit area. Individuals will follow facility specific requirements for appropriate attire as follows: Khaki issue uniform (with or without sweatshirt) or unit coveralls.
  - The only jewelry permitted is a wedding ring, if married, and approved religious medallion
- Metal jewelry or accessories will need to pass the electronic detector and/or be searchable by hand, which may increase processing time.
- The following accessories are not permitted:
  - Jewelry that hides other items (e.g., broaches, locket, pins, ear coverings) or jewelry that resembles a key
  - Neck ties
  - Watches
  - Survival/paracord bracelets and similar in nature

<b>CONDUCT DURING VISITS</b>
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The Department intends to maintain visiting programs which help incarcerated individuals 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 on the premises:**

- 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
- Any disturbance or the creation of emergency situations within the facility
- Conduct/behavior that:
  - Threatens the health and safety of anyone
  - May result in damage to the facility premises or equipment
  - Is disrespectful or inappropriate towards facility employees

**The following is not allowed in the visit room:**

- Tobacco
- Gum
- Conduct/behavior that disrupts the visits of others
- Purchasing food and drinks for other visitors or incarcerated individual 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 incarcerated individuals 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, sexually suggestive behavior of any kind is not allowed.
  - In addition to brief, appropriate contact at the beginning and conclusion of each visit, an incarcerated individual 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 incarcerated individual's lap.
    - The incarcerated individual 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 incarcerated individual to discontinue the physical contact or return the child to the guardian/escort.
  - The Superintendent/designee may establish additional requirements for an individual/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)/individual to ensure everything is okay.

- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and caring family interaction. Visitors and incarcerated individuals will avoid loud, excessively emotional, or disruptive behavior.
- Visit areas are provided for all visitors. Visitors and incarcerated individuals will use furnishings for their intended use.
- Because time is limited, the focus and interaction must remain between the incarcerated individual and his/her own visitors and family. Conversations with other incarcerated individuals 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 incarcerated individual may supervise a child(ren) while the adult visitor uses the restroom or the vending machine, provided there is no restriction prohibiting the individual 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 incarcerated individual may supervise remaining children, provided there is no restriction prohibiting the individual 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>.