



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
11/23/18

PAGE NUMBER
1 of 4

NUMBER
DOC 150.150

POLICY

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
 Revised: 11/23/18

SUMMARY OF REVISION/REVIEW:

Terminology updated throughout
 I.B., I.E.2. & 3., I.E.5., II.A.1. - 3., II.A.2.a., II.B. & C., II.C.1., II.E. through G. - Adjusted language for clarification
 Added I.E.2.a. that special events minors attend will not involve incarcerated individuals
 Added I.F. that professional visitors will be processed per local procedures and must provide credentials
 Removed I.E.1. that minors are authorized when mentoring, as approved by the Appointing Authority
 II.A.1. - Adjusted list of items that should be included in a request
 II.B.1. - Removed that carry-in items will be considered on a case-by-case basis


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

10/25/18

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [DOC 150.100 Public Information and Media Relations](#); [DOC 400.025 Identification Cards](#); [DOC 420.340 Searching and Detaining Facility Visitors](#); [DOC 450.300 Visits for Incarcerated Individuals](#)

POLICY:

- I. The Department has established expectations for guests and groups who visit/tour Department facilities and offices. This policy does not pertain to personal visits for individuals under Department supervision.

DIRECTIVE:

- I. General Requirements
 - A. Unannounced visits (e.g., health inspectors, law enforcement, fire department, Washington State Department of Labor and Industries) will be referred to the Superintendent/Community Corrections Supervisor (CCS)/office supervisor/designee.
 - B. Facilities will notify the Legislative Policy Manager by submitting DOC 05-812 Notice of Official or Dignitary Facility/Office Visit:
 1. When inviting a dignitary or state/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/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/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. Children and grandchildren of employees/contract staff/volunteers, and other approved minors, for special events (e.g., Take your Child to Work Day, employee recognition).
 - a. These special events will not involve incarcerated individuals.



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- 2. Relatives or friends of employees/contract staff/volunteers for brief periods (e.g., lunch, stopping by after school/work).
- 3. Minors authorized by the Superintendent/CCS/office supervisor as part of a tour group.
 - a. Minors may not enter the facility's secure perimeter without the Superintendent's approval.
- 4. Children of individuals under Department supervision accompanying them when reporting for community supervision requirements, if authorized previously by the CCS.
- 5. Minors participating in a Department program.
- F. Professional visitors (e.g., attorney, clergy, social worker not escorting a minor) visiting a Department facility will be processed per local procedures.
 - 1. Professional visitors must provide current, valid credentials before being allowed access and are not required to be on an approved visitor list per DOC 450.300 Visits for Incarcerated Individuals.

II. Visits and Tours of Prisons/Work Releases

- A. Visit/tour requests must be pre-arranged and pre-approved.
 - 1. The guest/group requesting access will submit a written request to the Superintendent/CCS/designee at least 2 weeks before the planned visit/tour. The request should include:
 - a. Full name of guest(s),
 - b. Date of birth of guest(s),
 - c. Last 4 digits of the Social Security number of guest(s),
 - d. Purpose of visit, including an individual's name and DOC number, if applicable,
 - e. Desired duration of visit, and
 - f. Other information deemed appropriate by the Superintendent/CCS/designee.
 - 2. The Superintendent/CCS/designee will specify the areas of the facility that the guest or tour group may access, the duration of the visit/tour, and the employee/contract staff who will escort/conduct the visit/tour. DOC 21-489 Facility Guest Access may be used to document the approval.

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- a. When possible, incarcerated individuals will be given advance notice when tours are expected to include living areas.
3. All approved guests for an approved tour in a Prison will be provided a copy of DOC 420.340 Searching and Detaining Facility Visitors prior to the tour/visit.
- B. Prison guests and any items brought into the facility are subject to search per DOC 420.340 Searching and Detaining Facility Visitors.
 1. A refusal to be searched will result in denial of access from any Prison.
- C. National Crime Information Center/Washington Crime Information Center (NCIC/WACIC) background checks will be conducted on all guests who wish to enter the facility's secure perimeter.
 1. NCIC/WACIC checks are not needed for federal, state, or local agency personnel on official business.
- D. Each guest 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.
- E. Guests will check in/out of the facility/office and when entering and leaving each building/area within the secure perimeter.
- F. The assigned employee/contract staff escorting/conducting the visit/tour will remain with the guest/group at all times.
- G. The visit/tour will not disrupt the regular activities of the area(s) being visited/toured unless authorized by the Superintendent/CCS/designee.

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 Notice of Official or Dignitary Facility/Office Visit](#)
- [DOC 21-489 Facility Guest Access](#)