

APPLICABILITY DEPARTMENT WIDE

EFFECTIVE DATE PAGE NUMBER 8/1/14 1 of 3

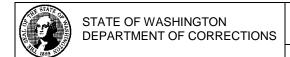
NUMBER DOC 100.560

TITLE

POLICY

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	
	6/30/14
BERNARD WARNER, Secretary	Date Signed
Department of Corrections	-



APPLICABILITY	
DEPARTMENT	WIDE

EFFECTIVE DATE PAGE NUMBER NUMBER 8/1/14 2 of 3 DOC 100.560

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REFERENCES:

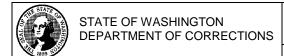
DOC 100.100 is hereby incorporated into this policy; <u>RCW 9.91.010</u>; <u>RCW 49.60.030</u>; <u>Governor's Executive Order 96-04</u>; <u>DOC 100.500 Offender Non-Discrimination</u>; <u>DOC 690.400 Offenders with Disabilities</u>; <u>DOC 810.005 Diversity/Inclusion/Non-Discrimination</u>; <u>DOC 840.100 Disability Accommodation and Separation</u>; 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.



APPLICABILITY
DEPARTMENT WIDE

EFFECTIVE DATE PAGE NUMBER NUMBER 8/1/14 3 of 3 DOC 100.560

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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