



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
PO BOX 41100 • Olympia, Washington 98504-1100

October 11, 2019

TO: All Superintendents
HQ Visit Unit

FROM: Robert Herzog, Assistant Secretary Prisons Division [Signature on file]

RE: Changes in policy regarding former volunteers and visitation requirements

This memorandum is to serve as an update to policy direction in applicable areas noted below. Unless specifically noted, all other policy direction remains in place.

Changes noted below will be included in emergent policy updates to:

- DOC 450.050 *Prohibited Contact*
- DOC 450.300 *Visits for Incarcerated Individuals*
- DOC 490.860 *Prison Rape Elimination Act (PREA) Investigation*

Effective November 15, 2019, those who have held “Volunteer” status with the Department of Corrections at any time in the past may apply to visit an incarcerated individual (that is not an immediate family member) as follows:

- One year from last date of volunteer status for former volunteers with no history of PREA allegations against them, or those with any PREA investigation findings of Unfounded or Unsubstantiated in which they are the accused; and
- Three years from last date of volunteer status for former volunteers with any PREA investigation findings of SUBSTANTIATED in which they are the accused.

Any individual applying to visit an incarcerated individual would still have to meet criteria to become an approved visitor, including no pending investigations.

DOC 490.800 *Prison Rape Elimination Act (PREA) Prevention and Reporting* defines staff as “Department employees, contract staff, volunteers and any other person providing services in Department facilities or offices.”

For those former volunteers with any substantiated allegations of either sexual intercourse or staff sexual misconduct, both as defined in DOC 490.800 *Prison Rape Elimination Act (PREA) Prevention and Reporting*, a one year restriction on telephone and mail communication, including eMessaging, will be implemented.

Cc: All Deputy Directors
Lisa Flynn, Correctional Program Administrator
Beth Schubach, PREA Coordinator
Liz Hainline, Statewide Visit Specialist