

AIRWAY HEIGHTS CORRECTIONS CENTER VISIT GUIDELINES

The Department of Corrections welcomes you to Airway Heights Corrections Center. We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. All Department of Corrections facilities are chewing gum and tobacco-free. Please read and focus on the guidelines so you may have an enjoyable visit.

VISITOR APPROVAL PROCESS

Visitor questionnaires will be mailed at the offender's expense to each prospective adult visitor or to the parent/legal guardian of each prospective visitor under 18 years of age. Before a name may be placed on an offender's visitor list, the application approval process must be completed.

- Please note the offender's visiting list is confidential; inquiries concerning approved visitors cannot be discussed by AHCC staff over the telephone.
- Parentage of all individuals under 18 years of age must be verified by providing a certified copy of the minor's birth certificate. A notarized and certified copy of the birth certificate will be accepted. A back to back copy of the birth certificate is required. If you choose to send the original birth certificate a self addressed stamped envelope will be required to return the certificate back to you.

The Visitors Questionnaire must be complete with all questions answered. All entries on the questionnaire must be legible. The PARENT GUARDIAN CONSENT portion of the questionnaire must be notarized. Questionnaires will be processed within 10 business days of receipt.

WHO CAN VISIT

Each offender may have up to four adults, no limit on children approved visitors, at the same time visiting. Note: Due to work, school or other required programming, the offender may not be available for a visit. Visitors may avoid making an unnecessary trip, or being turned away by pre-arranging visits with the offender.

Reminder: If you no longer wish to be on an offenders approved visitor list, please submit a request to be removed in writing.

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

WHEN YOU CAN VISIT

MAIN INSTITUTION VISITING DAYS AND TIMES:

VISITING DAYS	HOURS 12:00-3:30PM	HOURS 5:00-8:30PM
FRIDAY	UNITS- K L R	UNITS- M N T
SATURDAY	UNITS- M N T	UNITS- K L R
SUNDAY	UNITS- K L R	UNITS- M N T
MONDAY	UNITS- M N T	UNITS- K L R

MSU C-2 INSTITUTION VISITING DAYS AND TIMES:

VISITING DAYS	HOURS 12:30PM-3:30PM	HOURS 5:00PM-8:30PM
FRIDAY	UNITS C4 & C5	UNITS C4 & C5
SATURDAY	UNITS C4 & C5	UNITS C4 & C5
SUNDAY	UNITS C4 & C5	UNITS C4 & C5
MONDAY	NO VISITING	UNITS C4 & C5

Offenders may request arrangements for special situations such as friends or family traveling from extended distances.

Visitors who leave during any visit period may be allowed to return during the next authorized visit period for the offender.

HOW YOU GET HERE

AHCC is located in Airway Heights, WA which is a few miles West of Spokane. From I 90 take the Fairchild AFB/Spokane int. Airport/Hwy 2 exit. Travel West approximately 3 ½ miles to the stop light at Hayford Road. Turn right (North) onto Hayford Road and travel 1 mile to the stoplight Sprauge. Turn left (west). Drive ½ mile and the entrance to AHCC will be on your left. The phone number to AHCC is (509) 244-6700. The Spokane Transit Authority (STA) provides limited transportation to AHCC. STA's phone number is (509) 328-RIDE. Spokane also has several taxi companies if you wish to use that form of transportation.

Parking Information

Visitor Parking sign is posted. As you enter AHCC visitor parking # lot will be to your right of the flag poles. Both Main and MSU institution visitors will park in this area.

No person(s) or pets are allowed to wait in the car while visitation is in progress. All vehicles must have the windows rolled all the way up and secured (locked). Vehicles are not to be left running unattended for any reason. From there, the Main institution is the two-story building slightly to your left. The MSU C-2 institution will be to your right, at the end of the parking lot. Please use the concrete sidewalks to both of these areas. Do not cut through the vehicles in the parking lot

All persons and/or vehicles entering Airway Heights Corrections Center grounds are subject to search. Intoxicants, narcotics, dangerous drugs, firearms, explosives or dangerous weapons are

prohibited on facility grounds. Any person knowingly possessing a deadly weapon, narcotic drug or controlled substance upon entering the Airway Heights Corrections Center premises is guilty of a felony. Violators will be prosecuted under RCW 72.23.300.

Physically Challenged parking (you must have a state authorized sticker) is available at the Main Institution. Drive towards the two story Main Institution, and just before you get to the half circle drive it would be to your left just in front of the concrete sidewalk, (signs are posted in front of each parking place). If you would like you may drive into the half circle to the front of the two story Main institution to drop off a visitor. For Physically Challenged parking at the MSU Institution, you will enter the Visitor Parking area and park at the West end of the lot, in front of the Visiting and Programming building.

WHAT TO DO WHEN YOU ARRIVE

Visitor Check-in

Visitors are welcome to arrive in the parking lot 15 minutes prior to visits. Once your vehicle is secured, please check-in at Public Access for offenders in the Main and C-2 for offenders at MSU. Visitors will not be processed in after 3:00pm and 8:00pm in the Main or MSU. Please inform staff in advance if you intend to share difficult news during your visit. Staff will attempt to make a suitable seating arrangement for your visit.

Identification

All visitors, 16 and older, will be asked to show current valid photo identification. The only identification authorized is: driver's license, passport, military or government identification, tribal identification, and alien registration. Expired or non-photo identification will not be accepted.

Searches

Visitors will be asked to sign a search permission form which is required for visiting. Pat searches, vehicle searches, personal property searches and/or canine searches may be conducted.

Carry-Ins

The following items must be contained in a clear plastic coin purse or plastic bag:

- Each visitor is allowed 1 (one) zip key (\$19.00 maximum) per visitor, locker key and identification.
- Medical – Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period, if the visitor provides proof of prescription of medically authorized need.
- Small comb or brush.
- All other items will be secured in lockers at Public Access and C-2 visitor intake area.

HOW TO ENJOY YOUR VISIT

The following guidelines are in place to ensure a safe and pleasant visit.

Continuation of your visit and visiting privileges will depend on:

- Arriving without having consumed alcohol and /or illegal substance or being in possession of contraband.
- Visitors and/or offender following DOC Visit Guidelines, policy, and procedures
- Compliance with search procedures.
- No disturbances or emergency situations within the facility.
- No clear and/or immediate danger or suspicion of criminal conduct that threatens the health and safety of any visitor, offender, or staff.
- Weapons of any kind are not permitted.
- Families are encouraged to be considerate of other visitors. Please avoid loud, excessively emotional, or disruptive behavior.

Dress standards are necessary to ensure the safety and security of visitors and offenders to promote a non-offensive, family oriented environment and to provide efficient processing of visitors. The visiting Sergeant/designee will make the final determination regarding the appropriateness of any clothing, footwear, accessories allowed. The following guidelines apply to visitors five years and older:

Clothing

Appropriate, modest clothing should be worn by all visitors. Buttons or closures should be fastened to the degree necessary to maintain modesty. All clothing must be clean and in good repair, free of holes, rips, or tears. Undergarments must be worn, to include briefs and brassieres for females, and briefs, or long underwear for males. Examples of inappropriate clothing include:

- Clothing that might expose undergarments, cleavage, stomach/midriff, bare back when arms are raised, or bare chest.
- Low cut tops or bottoms.
- Tight fitting clothing
- Clothing that is sheer, see through, or mesh (other than hosiery)
- Fish net stockings
- Camisole type/halter or tank tops, even if worn under other clothing
- Camouflage, bibbed attire, cargo or painter pants, or any clothing that might be considered difficult to search (e.g., excessive pockets, padding, or layering of one outer garment over another)
- Clothing referring to obscenity, alcohol, drugs, gang references, or sex in any form
- Wraparound clothing with full length openings.
- Shorts, including culottes and cutoffs

Dresses, skirts and slits in clothing must not fall more than 3 inches above the knee.

Visitors may be prohibited from bringing hooded or heavy, parka style coats into the visit room.

Footwear

Shoes, sandals, and boots must be in good repair. Flip flops, slippers, and quilted or fur lined snow boots will not be allowed.

Accessories

- Jewelry that hides other items (e.g., broaches, locketts, pins) or jewelry that looks like a key is not allowed.
- Jewelry
 1. Four pieces of jewelry in piercings (e.g.: one nose, one lip, two ears, or the combination of four pieces of pierced jewelry).
 2. One watch.
 3. Wedding ring set and one ring.
 4. Two necklaces.
 5. Two bracelets.
- One pair of eyeglasses.
- Belts may be worn excluding money belts or belts with compartments.
- Religious and medically necessary head coverings may be allowed with written verification.

Clothing and accessories listed below, or other items considered to be a threat to the security and safety of offenders, visitors or staff as determined by the Superintendent/designee, will prevent your visit.

- Camouflage, wrap around clothing, bib attire, shorts, clothing referring to obscenity alcohol, drugs, gang references, sex in any form, and clothing that is difficult to search (e.g.: excessive pockets, padding or layering of one outer garment over another).

Items for Infants and Toddlers

Items for infants and toddlers will be carried in a clear plastic bag or container.

- Two clear plastic bottles containing water, juice, milk, or liquid formula.
- One plastic Tupperware-type child's cup with lid.
- Two unopened plastic containers of baby food in their original packaging with one plastic baby spoon.
- Two bibs.
- Two pacifiers or teething object.
- One non-quilted child's blanket.
- One change of baby clothing.
- One disposable diaper per hour of visit.
- Baby wipes must be transferred to zip lock plastic bag prior to visit.

COURTESY DURING VISITS

It is the intent of the Department of Corrections to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all individuals is

essential. The following visit room guidelines are in place to ensure that visits are a pleasant experience for all.

- A brief hug and kiss (**4 to 5 seconds**) are permitted at the beginning and conclusion of visits.
- During the visit the only physical contact allowed between offenders and adult visitors is holding hands with hands in plain view on or above the table top As visiting areas are family friendly environments, caressing of any kind will not be allowed.
- Conversations should remain quiet without harsh language or swearing, encouraging pleasant and caring family interaction.
- Please use visit room furnishing for their intended use.
- Because time is limited, your focus and interactions must remain between your own visitors and family. Speaking to other visitors or offenders will not be permitted.

- During visitation, Zip money keys will be used for purchases from the vending machines by the visitor only at the Main Institution. At the MSU C-2 visitation the offender and visitor may purchase from the vending machines. Visitors are reminded to take all Zip money keys and locker key with them when they leave. Visitors with minors are responsible for supervising the minors at all times. For safety and proper identification offenders will wear their identification at all times.
- Showing affection to your children, holding and playing with your visiting child promotes positive family interaction. Children ~~40~~ 8 and under may sit on the offenders lap. Please remember to be considerate of other visitors and your public surroundings. Grooming of children's hair may be done during visits.
- When changing children's soiled garments, please use the provided changing areas.
- At times visits may become emotional. Should this happen, a staff may check on your visit.
- Please put away all items used during visits (i.e.: games, toys, books). Please throw trash and recyclables in containers provided at the end of your visit.
- When your visit is over you will say goodbye at your table, then the offender will sit down and wait until the visitor is out of the visiting room door. At that time the offender will clear his table, put any games and toys away and report to the offender processing area to be processed back to his unit.

THE VISITING ROOM RULES ARE SUBJECT TO CHANGE