

# Posted Operational Rules – Visitor In-Processing

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**Welcome** Welcome to the Clallam Bay Corrections Center. Our goal is to make your visit enjoyable and to provide a family friendly environment. To do this there are some measures we must take to ensure your visit is safe and pleasant. Please observe these rules and ask the Visit Room staff, if you have any questions or concerns.

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**Check in Times** Visits with offenders are allowed in accordance with the schedule below. Visitors may check in at Public Access from 10:15 am to 1:25 pm and 2:15 pm to 7:00 pm on Mondays and Fridays and from 10:15 am to 1:25 pm and 3:15 pm to 7:00pm on Saturdays and Sundays.

**Notice:** There will be no movement to or from the Visit Room during Formal Counts, i.e. 4:25 pm until count clears, or between 1:15 pm and 2:15 pm, during staff shift change. Visit Room staff will evaluate emergency situations.

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**Facility Entrance** Please ensure you have locked your vehicle and secured all electronic devices, e.g. cell phones; pagers, blackberries, etc., in your vehicle.

**Notice:**

- Persons not entering the facility for a visit must depart the facility grounds.
  - Pets may not be kept in your vehicle during your visit.
  - Individuals who appear to be under the influence of intoxicants will not be allowed access to the facility or Visit Room.
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**Prohibited Items**

The following items are prohibited on facility grounds:

- Explosives
  - Weapons – implements that could cause serious bodily injury.
  - Firearms and ammunition
  - Alcoholic beverages
  - Illegal drugs and drug paraphernalia.
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**Public Access**

At the Public Access desk you will be asked to fill out two forms, Consent to Search (green) and Offender Visit Form (yellow).

**Notice:**

- All visitors 16 years and older must provide current photo identification, such as a Passport, Driver's License, State I.D. card, Military I.D. card, etc.
  - Children under 18 may visit only when accompanied by a parent/guardian or an approved escort.
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## Search Requirements

All vehicles on facility grounds are subject to visual and canine search.

All property not authorized in the Visit Room must be secured in a visitor locker in Public Access. Visitors must clear a walk through metal detector scanner and submit to a pat search. A hand held metal detector may be utilized, if you don't clear the walk through scanner. Visitors may then proceed to the Visit Room, where staff will assist in seating and any other needs or questions.

**Notice:** Visitors with cardiac pacemakers will not be required to pass through the metal detector scanner. Please bring your doctor's card.

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## Carry-Ins

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

- Money – Each visitor is allowed \$20 in quarters and \$20 in quarters to purchase items for the offender they are visiting.
- Medical – Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period, if the visitor provides proof of prescription or medically authorized need.

**Notice:** Tobacco products are prohibited in the Visit Room.

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## Number of Visitors

Only four adult visitors at a time are allowed to visit an offender during regular visit hours. There are no established limits for the number of children. If more than four adults arrive, the additional adults may wait at, and rotate from, the Public Access waiting area.

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## Visitor Dress

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

**Notice:** Violation of dress code may result in termination or suspension of visiting privileges.

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## General Clothing Guidelines for Visitors 5-years and Older.

Clothing, including footwear, must be clean and in good repair, e.g. free from holes and tears, and fit appropriately. All buttons or closures will be fastened to the degree necessary to maintain modesty. Undergarments must be worn. Male visitors must wear boxer shorts, briefs, or long underwear. Female visitors must wear briefs and brassieres, as appropriate. (Bikini swim tops are not brassieres.)

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## Clothing Not Allowed

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:

- Clothing that might expose undergarments; cleavage; stomach/midriff, bare back, when arms are raised; or bare feet.
- Tight fitting clothing, including spandex, Lycra, rubberized or elastic fabric.
- Low cut tops or bottoms
- Clothing that is sheer, see through, or mesh (other than hosiery)
- Fish net stockings.
- Camisole type/halter or tank tops, even if worn under clothing.
- Camouflage, bibbed attire, cargo or painter pants, hooded shirts or jackets, or any clothing that might be considered difficult to search, e.g. excessive pockets, padding, or layering of one garment over another.
- 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.
- Clothing referring to obscenity, alcohol, drugs, gang references, or sex in any form.
- Headgear or excessive hair ornaments, unless religious or medically necessary with written verification.
- Flip flops, slippers, and quilted or fur lined snow boots/shoes.

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## Accessories

Accessories allowed are:

- Jewelry
  - Four pieces of jewelry in piercings, e.g. one nose, one lip, 2 ears, or the combination of 4 pieces.
  - One watch.
  - Wedding ring set and one right hand ring.
  - Two necklaces.
  - Two bracelets.
- One belt.
- One pair of eyeglasses (no eyeglass cases)

**Notice:** The following accessories are not allowed:

- Jewelry that hides other items, e.g. broaches, lockets, pins, etc.
- Jewelry that looks like a key.
- Money belts or belts with compartments.

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## Items for Infants & Toddlers

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

- 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 objects.
- One non-quilted child's blanket.
- One change of baby clothing.
- One disposable diaper per hour of visit.
- Baby wipes must be transferred to a zip lock plastic bag prior to the visit.


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## Violation of Rules

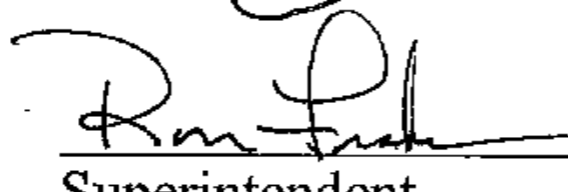
Visits may be suspended or restricted for violation of these visiting rules or misuse of the visiting privilege.

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## Signatures

  
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Visit Room Sergeant

5.4.09  
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Date

  
\_\_\_\_\_  
Superintendent

5/5/09  
\_\_\_\_\_  
Date