

# VISIT GUIDELINES

## CEDAR CREEK CORRECTIONS CENTER VISITOR GUIDELINES

The Department of Corrections welcomes you to Cedar Creek Corrections. 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. The number of visitors allowed at one time may vary from one facility to another. All Department of Corrections facilities are tobacco-free. Please read and focus on the guidelines carefully so you may have an enjoyable visit.

**Directions:** From I-5 take Maytown – Littlerock exit (#95) and go toward Littlerock past the Littlerock Grocery. At the top of the hill, take a left onto Mima Road. Travel about 1 mile and take a right onto Bordeaux Road (the facility is located about 5 miles down on the right where Bordeaux dead ends). (Note: Bordeaux Road is a DNR road). Stay to the left whenever there is a “Y” in the road. Go past the first entrance on the right (this leads to our Timberline Building). The Public Control Office (PCO) is located directly across from the parking lot (on the left). Check in at the PCO. CCCC phone number is (360)359-4100 or 359-4179.

### Transportation

Transportation is not provided to Cedar Creek Corrections Center. The only available transportation from the Olympia area is:

- DC Cab and their number is (360)-786-5226

### Vehicles/Parking

1. All vehicles are to be parked and locked in the visitor parking lot.
2. Visitors will not return to their vehicles until they have signed out of the visiting area, or unless authorized to leave the visiting area by correctional staff.
3. Persons not on the visiting list who are providing transportation for visitors are to leave the premises immediately after dropping off the visitor(s). They will return promptly to pick up the visitor (s) at the end of the visiting period.
4. Pets and persons not visiting may not wait in the vehicles. Vehicles should be secured.
5. Handicapped parking is available in visitor’s parking lot.
6. The speed limit on facility grounds is 15 mph. Thank you for not speeding.

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

### VISITING DAYS

Friday	Cascade and Olympic Unless family activities are scheduled	6:00 pm-8:30 pm
Saturday	Alternates each week Cascade-Afternoon Olympic-Evening OR Olympic-Afternoon Cascade-Evening	Afternoon: 12:00 pm-4:30 pm  Evening: 6:00 pm-8:30 pm

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Sunday	Alternates each week Olympic-Afternoon Cascade-Evening OR Cascade-Afternoon Olympic-Evening	Afternoon: 12:00 pm-4:30 pm  Evening 6:00 pm-8:30 pm
Monday	Cascade and Olympic	6:00 pm-8:30 pm

### VISITOR CHECK IN

1. Visitors are welcome to arrive 30 minutes prior to visits. Please check in at the visitor entrance.
2. Visitors who arrive 30 minutes prior to the end of a visiting period will not be allowed to participate in the visiting program.
3. All visitors are expected to be off the premises no later than 10 minutes after the visiting period has ended. Taking all debit cards when they leave.
4. Visitors must be on the offender's approved visiting list and may visit only one offender per visit. No more than five visitors may visit at any one visiting period (this number does not include infants ages 18 months or younger).
5. No more than five visitors may visit at any one visiting period (this number does not include infants age 18 months or younger).
6. Persons under-18-years of age must be supervised during the entire visit by their non-incarcerated parent or guardian or notarized power of attorney.
7. If the under-18-year-old visitor is here to visit their parent, a visiting adult who is on the visiting list of the same offender must supervise the underage visitor and must have notarized written consent from the under-18-year-old visitor's parent or guardian.
8. Visitor's 16 years of age and older are required to show positive picture identification and to provide the license plate number of the vehicles in which they arrived.
9. Staff will check visitors in and out of the visiting area.
10. 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.

#### Acceptable forms of identification are:

Current valid Driver's License  
Passport  
Alien Registration Receipt Card  
Federal Agency Identification

Military Identification  
State Identification  
Tribal Identification

### Searches

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

You may bring the following items in a clear plastic coin purse or plastic bag:

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- Money – No cash will be allowed in the visit room. Visitors must buy a debit card in the lobby prior to entering the visit room.
- Keys – Drivers may keep one manual car key on a single ring key chain. **Each facility will determine where keys may be secured. Lockers will be provided to secure keys, wallets, etc.**
- Identification – All visitors will be allowed to have one form of identification with them in the visiting area.
- 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.

### **Items for Infants and Toddlers**

Infant and toddler items must be stored in a clear plastic bag or container. The following items are allowed:

- 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 blanket.
- One change of baby clothing.
- One disposable diaper per hour of visit.
- Baby wipes that have been transferred to a zip lock plastic bag prior to visit.

### **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:**

- Visitors arriving without having consumed alcohol and/or an illegal substance, or being in possession of contraband.
- Visitors and/or offender following the Visit Guidelines, policy, and procedures.

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- 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 or 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, or accessories allowed. The following guidelines apply to visitors 5 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, boxers, 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.
- Tight fitting clothing
- 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 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.

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Visitors may be prohibited from bringing hooded or heavy, parka style coats into the visit room. Such items may need to be hung on coat racks in the lobby area.

### **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, locket, pins) or jewelry that looks like a key is not allowed.
- The following items are permitted:
  - Four pieces of jewelry in piercings (e.g., one nose, one lip, 2 ears, or the combination of 4 pieces of pierced jewelry).
  - One watch.
  - Wedding ring set and one ring.
  - Two necklaces.
  - Two bracelets.
- Two pairs of eyeglasses, to include one non-reflective pair of sunglasses for outside visits only.
- Belts may be worn, excluding money belts or belts with compartments.
- Religious and medically necessary head coverings may be allowed with written verification.

### **COURTESY DURING VISITS**

The Department intends to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all participants is encouraged. The following visit room guidelines will help to ensure that visits are a pleasant experience for all participants:

- A brief hug and kiss (i.e., 4-5 seconds in length) 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.
- Visit areas are provided for all visitors. Please use furnishings for their intended use.

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- Because time is limited, the focus and interaction must remain between the offender and his/her own visitors and family. Speaking to other visitors or offenders will not be permitted.
- During visitation, money or debit cards may be used for purchases from vending machines by both offenders and visitors, depending on the facility.
- Visitors are reminded to take all unspent money and debit cards with them when they leave.
- Children must be under direct supervision and within sight of the visiting parent or guardian at all times, including children using the restroom. Offenders may supervise their visiting children while the adult visitor uses the restroom. Roughhousing and horseplay will be stopped immediately by the visiting parent.
- Verbal corrections and time-outs are the only allowable forms of discipline during visits.
- For safety and proper identification, offenders will wear their identification at all times.
- Showing affection, holding, and playing with visiting children promotes positive family interaction. Please remember to be considerate of other visitors and your public surroundings.
- Grooming of children's hair may be done during visits, unless visits occur in dining areas.
- When changing children's soiled garments, please use the provided changing areas.
- Visits may become emotional at times. Should this happen, staff will check in with you and is available to assist as necessary.
- Please put away all items used during visits (i.e., games, toys, books). Please throw trash and recyclables in provided containers at the end of your visit.

Suggestion/Comment forms are available in the visit room of the facility you will be visiting.