

# MISSION CREEK CORRECTIONS CENTER FOR WOMEN VISIT GUIDELINES

The Department of Corrections welcomes you to Mission Creek Corrections Center for Women (MCCCW). 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 facilities are chewing gum and tobacco free. Please read these guidelines carefully so you may have an enjoyable visit.

## WHO CAN VISIT

Each offender may have up to three (3) approved visitors per visit. NOTE: 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.

**Visitor Reminder: If you no longer wish to be on the approved visitor list, please submit a written request for removal to the Visiting Sergeant.**

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

## WHEN YOU CAN VISIT

### Visiting Times

Days	Wing	Check- in	Begin Time	End Time
Monday	All Rooms	5:30 p.m. – 6:00 p.m.	6:00 p.m.	8:30 p.m.
Friday	All Rooms	5:30 p.m. – 6:00 p.m.	6:00 p.m.	8:30 p.m.
Saturday	Mission Creek Unit Rooms 174-186	7:30 a.m. – 8:00 a.m.	8:00 a.m.	10:00 a.m.
Saturday	Mission Creek Unit Rooms 187-196 <hr/> Bear Creek Unit Rooms 145-147	11:00 a.m. – 11:30 a.m.	11:30 a.m.	1:30 p.m.
Saturday	Bear Creek Unit Rooms 102-120	2:30 p.m. – 3:00 p.m.	3:00 p.m.	5:00 p.m.
Saturday	Bear Creek Unit Rooms 121-144	6:00 p.m. – 6:30 p.m.	6:30 p.m.	8:30 p.m.
Sunday	Bear Creek Unit Rooms 102-120	7:30 a.m. – 8:00 a.m.	8:00 a.m.	10:00 a.m.
Sunday	Bear Creek Unit Rooms 121-144	11:00 a.m. – 11:30 a.m.	11:30 a.m.	1:30 p.m.
Sunday	Mission Creek Unit Rooms 174-186	2:30 p.m. – 3:00 p.m.	3:00 p.m.	5:00 p.m.
Sunday	Mission Creek Unit Rooms 187-196 <hr/> Bear Creek Unit Rooms 145-147	6:00 p.m. – 6:30 p.m.	6:30 p.m.	8:30 p.m.

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

Visitors are only allowed to visit during their authorized visit time.

Visitors, once you arrive at the Public Access desk, you will be asked for your keys and current identification. The officer will direct you to the waiting/visit room. Take this time to purchase vending goods in the event the shift commander moves you to another area for your visit.

## **HOW YOU GET THERE**

### **Facility Location Information**

From I-5, Northbound or Southbound:

Take Exit 132 (Highway 16 exit).

Follow Highway 16 approximately 26 miles until you come to the Highway 3 South exit (on the left).

Take the Highway 3 South exit until the first traffic light.

Turn left on WA-3. After going about 8 miles, turn right at the Belfair stoplight onto NE Clifton Lane.

NE Clifton Lane becomes WA-300 (continue straight at the 4 way stop). Stay on WA-300 until you come to NE Sand Hill Road.

Turn right onto NE Sand Hill Road. The entrance for Mission Creek is 3.8 miles on the right.

Phone number for MCCCW: 360-277-2400

## **WHAT TO DO WHEN YOU ARRIVE**

### **Vehicles/Parking**

The speed limit on facility grounds is 5 mph. Thank you for not speeding.

Pets and persons not visiting may not wait in vehicles. Vehicles should be secured. Visitors may not return to their vehicles until they have signed out of the visiting area, or have been authorized to leave by correctional staff.

Visitors with limited mobility may ask the correctional staff for assistance, if needed. Handicapped parking is located to the far side as you enter the parking lot.

# MISSION CREEK CORRECTIONS CENTER FOR WOMEN

## VISIT GUIDELINES

### Visitor Check In

Visitors are welcome to arrive 30 minutes prior to visits. Please check in at the public access area located in the lobby of the Administration Building. Visitors arriving after the check-in time must have approval of the Shift Sergeant to visit.

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 years of age and older will be asked to show current photo identification (e.g., driver's license, passport, military or government identification, tribal identification, alien registration, student identification). Expired or non-photo identification will not be accepted.

### Searches

Visitors will be required to sign a search permission form prior to their first visit. Electronic, pat, vehicle, personal property, and/or canine searches may be conducted. Failure to comply with searches may result in cancellation or suspension of your visiting privileges.

- Money – Cash is required for vending machine purchases, each visitor will be allowed \$15.00 in change or bills in denominations of \$5.00 or less. You may bring your money in a clear plastic coin purse or plastic bag.
- Keys – Will be given to the Visit Staff and will be secured inside the Secure Office
- Identification – All required visitor personal identification will be given to the Visit Staff.
- Medical – Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period. The visitor must provide proof of a medically authorized need.

### 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 formula.
- One plastic "sippy" 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.

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- One non-quilted child blanket.
- One change of baby clothing, onesies snapped undershirts or sleepers are approved.
- Three disposable diapers.
- 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.
- 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.

### Clothing

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:

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, and stomach/midriff, bare back when arms are raised or bare chest.

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- 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
- Sleeveless blouses or shirts
- 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 skorts and cutoffs

Dresses, culottes, or skirts must be no shorter than at the top of the knee. Slits in clothing must not fall more than at the top of the knee.

Visitors may be prohibited from bringing hooded or heavy, parka style coats into the visit room. Such items should be placed in one of the lockers provided.

### 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, lockets, pins) or jewelry that looks like a key is not allowed.
- The following items are permitted:
  - Four pieces of jewelry in piercing (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.

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- 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.

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 may be used for purchases from vending machines by both offenders and visitors.

Visitors are reminded to take all unspent money 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.

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- Grooming of children's hair may be done during visits (unless visiting occurs in the dining room).
- 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 be 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.