

Department of Corrections VISIT GUIDELINES

The Department of Corrections welcomes you to McNeil Island 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. The allowable number of visitors at one time may vary from one facility to another. 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.

WHO CAN VISIT

Each offender may have up to 5 approved visitors per visit.

Note: 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 the approved visitor list, please submit a request to be removed in writing.

Minors may visit with an approved escort only.

WHEN YOU CAN VISIT

Visiting Times

Main Institution Units Rotate on Weekends (see attached weekend schedule).

WHERE	DAYS	CHECK-IN TIME	CHECK-OUT TIME
Main Institution (weekend unit rotation Saturday & Sunday) see attached	Friday thru Monday	8:50 - 9:20 a.m	12:10 p.m.
		10:00 -10:30 a.m.	1:10 p.m.
		11:00 -11:30 a.m.	2:30 p.m.
		12:00 -12:30 a.m.	3:55 p.m.
		2:15 - 2:50 p.m.	5:25 p.m.
		3:00 - 4:10 p.m.	6:40 p.m.
		4:20 - 5:35 p.m.	7:20 p.m.
	<i>Chapel Service</i>	<i>Sunday</i>	8:50 – 9:20 a.m.
E-Unit Visitation	Friday & Monday	2:15 - 2:50 p.m. 3:00 - 4:10 p.m. 4:20 - 5:35 p.m.	3:55 p.m. 5:25 p.m. 6:40 p.m. 7:20 p.m.
	Saturday & Sunday	Same as Main Institution	
Segregation	Friday thru Monday	8:50 – 9:20 a.m.	Determined by Custody Level
Medical Van	Friday, Saturday & Sunday	8:00 a.m. – 8:15 8:15 a.m. - 8:45	1:00 p.m.

The offender you are visiting can make arrangements for special situations.

HOW YOU GET THERE

FROM NOTRH:

- South on I-5 to Exit 129
- Turn right off ramp onto 74th St W.
- Follow 74th St until it turns into Custer Rd
- Follow Custer Rd to 88th and turn right on 88th St
- Go down 88th (it becomes Steilacoom Blvd) until you pass Western State Hospital (WSH) on right (big park on left)
- Turn right onto Sentinel St (gas station on corner)
- WSH parking area is first right (across from high school)

FROM SOUTH:

- North on I-5 to Exit 119.
- Turn left off ramp, cross I-5 to second traffic light.
- Turn right onto DuPont-Steilacoom Rd.
- As you enter the Town of Steilacoom, you will turn right onto Rainier St.
- Follow St through town, making a sharp right followed by a sharp left onto Steilacoom Blvd.
- Follow Steilacoom Blvd and take a left onto Sentinel St (gas station on Corner).
- WSH parking area is first right (across from high school).

- If you get lost, telephone (253) 588-5281 ext. 1518

Parking Information

To ensure the safety of all, persons not visiting including children and pets must not be left in cars.

Physically Challenged Information:

- All physically challenged visitors must be on the offender's approved visiting list.
- Physically challenged visitors will be processed through the normal visit sign-in procedures.

- The Superintendent must approve any special needs for electric equipment, battery powered wheelchairs, or oxygen tanks prior to approval of participation in the Physically Challenged Visitor Program.
- A physically challenged visitor, who requires assistance, must be accompanied by an approved adult visitor at all times who is able to assist. McNeil Island Correction Center staff members are not authorized to physically assist visitors.
- Visitors requiring use of the medical van must call **(253) 512-6585** and leave a voice message to make a reservation, a minimum of 24 hours prior to the anticipated transportation need. This is necessary due to limited space. Please supply the following information:
 - *Visitor's name.
 - *Offender's name.
 - *Anticipated visiting day.
 - *Any other special needs, i.e., oxygen bottles.
 - *Name of the assistant (if needed).
- Physically challenged segregation visits are one (1) hour in length. At the conclusion of the visiting period, segregation visitors are escorted to the main visiting room to wait for their Physically Challenged transportation.

WHAT TO DO WHEN YOU ARRIVE

Visitor Check-in

Once your vehicle is locked, please check-in at the visit entrance.

Visitors, who must share bad or sad news, please inform staff in advance.

Identification

All visitors, 16 and older, will be asked to show current photo identification. Examples: Driver's license, passport, military or government identification, tribal identification, alien registration, student identification.

Searches

Visitors will be asked to sign a search permission form. 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:

- Money - Each visitor is allowed a vending machine debit card. All vending machine purchases are via the Debt-Tech Card system. You will need a \$5.00 bill to purchase a Debit-Tech Card. The card will hold up to \$75.00 for vending food purchases and may be retained for future visits.
- Keys - The drivers of vehicles may keep one manual car key on a non-charmed key ring. This item may not be permitted inside the secured perimeter.
- Small comb or brush
- 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.

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;
- 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.

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 or 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

- All clothing must be clean and in good repair free from holes, rips or tears.
- Undergarments must be worn to include briefs and brassieres for females. Males must wear briefs, boxers or long underwear.
- Clothing must be worn that does not expose undergarments, cleavage, stomach/midriff, or bare back when arms are raised, or bare chest. For example: Tight fitting, low cut tops or bottoms, sheer, see-through or

mesh, or camisole type tops, halter tops, tank tops, sleeveless blouses or shirts.

- Dresses or skirts must be no shorter than at the top of the knee.

Footwear

- All visitors must wear socks, stockings or pantyhose.
- Shoes, sandals and boots must be in good repair. We are *unable* to allow flip flop/thongs, shower shoes, slippers or foul weather style boots or shoes.

Accessories

- Jewelry
 - A. Four pieces of jewelry in piercings, for example one nose, one lip, two ears or the combination of four pieces of pierced jewelry
 - B. One watch
 - C. Wedding ring set and one ring
 - D. Two necklaces, one of which may be religious, medical or military
 - E. Two bracelets, one of which may be religious, medical or military
- Two pair of eyeglasses, to include one non-reflective pair of sunglasses.
- Belts may be worn *excluding* money belts or belts with compartments.
- Headgear or excessive hair ornamentation, when medically required with written verification, or part of a religious practice.

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 or sex in any form, and clothing that is difficult to search, for example: excessive pockets, padding or layering of one outer garment over another.

- Jewelry that hides other items for example: broaches, locket, pins or jewelry that looks like a key.

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
- One pacifier 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 are permitted at the beginning and conclusion of visits.
- During the visit the only physical contact allowed is holding hands with hands in plain view.
- Conversations should remain quiet without harsh language or swearing, encouraging pleasant and caring family interaction.
- Visit areas are provided for all visitors, 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.
- 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 unused money or debit cards with them when they leave.
- Children must be under direct supervision and visual control 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 discipline 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 your 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.
- Please use the changing areas for children, which are provided.

- At times visits may become emotional. Should this happen, a staff member may check on your visit.
- Please put away all items used during visits, i.e. games, toys, books, etc. and throw trash away at the end of your visit.

Suggestion/Comment forms are available in the Visit Room and at the Western State Depot Processing Center.

Mailing Information:

Mail Completed Applications to:

McNeil Island Corrections Center
Attention: Visit Staff
P. O. Box 88900, MS WT-01
Steilacoom, WA 98388-0900

Questions or Concerns:

Contact Diana Burton
Visit Program Sergeant
(253) 588-5281 ext. 1211