

# PINE LODGE CORRECTIONS CENTER FOR WOMEN

## VISIT GUIDELINES

### WELCOME STATEMENT

The Department of Corrections welcomes you to Pine Lodge Corrections Center for Women (PLCCW). 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 six (6) 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 Superintendent / designee.**

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

### WHEN YOU CAN VISIT

#### Visiting Times

Where	Days	Check In Time	Check Out Time
Inmate Services Center (ISC) Visiting Room	Friday	12:45 PM	03:45 PM
ISC Visiting Room	Friday	06:30 PM	08:30 PM
ISC Visiting Room	Saturday	08:30 AM	11:00 AM
ISC Visiting Room	Saturday	12:30 PM	03:45 PM
ISC Visiting Room	Sunday	08:30 AM	11:00 AM
ISC Visiting Room	Sunday	12:30 PM	03:45 PM
ISC Visiting Room	Monday	12:45 PM	03:45 PM
ISC Visiting Room	Monday	06:30 PM	08:30 PM

**NOTE: Do not arrive in the parking lot more than 15 minutes before the start of the visiting session.**

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.

### HOW YOU GET THERE

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### DIRECTIONS TO PINE LODGE CORRECTIONS CENTER FOR WOMEN

- **ADDRESS: 751 S. Pine Street, Medical Lake, WA 99022-0300**
  - **TELEPHONE: 509-299-2300**
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- **FROM SPOKANE:** Head West on I-90 toward Seattle.
- Take the Medical Lake Exit # 272.
- At the stop sign, turn Right onto Highway # 902.
- Travel 5.6 miles on Highway # 902 into the city of Medical Lake, and cross the railroad tracks.
- Take the first Left turn at LeFavre and Brooks intersection.
- Travel 1.7 miles, (still on Highway 902), through the Medical Lake city center.
- Turn Right at Fancher Connection, (you will see the PLCCW sign on your right).
- Travel 7/10 of a mile to Oak Street; turn Right.
- The speed limit on facility grounds is 15 miles an hour. Thank you for not speeding.
- Drive to the greenhouse and turn Right.
- Take the next Right to the large Gold building.
- Do not arrive in the parking lot more than 15 minutes before the start of the visiting session.

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### SPOKANE TRANSIT AUTHORITY (STA)

If the STA bus is taken to PLCCW, the bus stop is directly adjacent to the facility. Visitors will report to Control (directly across from the bus stop) and a staff member will direct the visitor on how to get to the Visiting Room. At no time can a visitor walk next to the perimeter fence of the facility; if this happens, the visit may be denied by the Visiting Sergeant or Shift Sergeant.

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- **FROM SEATTLE:** Head East on I-90 toward Spokane.
  - Take the Medical Lake Exit # 264 (Salnave Road).
  - At the stop sign, turn Left onto Salnave Road and cross over the freeway.
  - Follow Salnave Road for approximately 4 to 5 miles, until you pass Lakeland Village.
  - Continue for approximately 1 mile, until you come to Fancher Connection Road.
  - Turn Left at Fancher Connection (you will see the PLCCW sign on your right).
  - Travel 7/10 of a mile to Oak Street; turn Right.
  - The speed limit on facility grounds is 15 miles an hour. Thank you for not speeding.
  - Drive to the greenhouse and turn Right.
  - Take the next Right to the large Gold building.
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### PARKING INFORMATION

**To ensure the safety of all, persons not visiting, especially children and pets, will not be left in cars, and / or unattended, at any time.**

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- Once parked in the parking lot, as you look at the building, the visiting entrance is located at the right hand, (West), side of the building. Before leaving your vehicle, be sure all windows are rolled up. Once you've exited your vehicle, be sure it is locked.
- Physically Challenged Information: If you have any issues regarding parking, special accommodations, and / or entrance for check in, please contact Visiting prior to arrival at 509-299-2300.

### WHAT TO DO WHEN YOU ARRIVE

#### Vehicles / Parking

The speed limit on facility grounds is 15 miles per hour. Thank you for not speeding.

Pets and persons not visiting may not wait in vehicles. Vehicles should be secured.

#### Visitor Check In

Visitors are welcome to arrive 15 minutes prior to visits. Please check in at the visitor entrance.

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 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:

- Money – Each visitor will be allowed \$15.00 in change or bills in denominations of \$5.00 or less.
- Keys – Drivers may keep one manual car key on a single ring key chain. The key will then be turned into the Visiting Officer for a table assignment.
- Identification – All visitors will be allowed to have one form of identification with them in the visiting area.

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- 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 objects.
- 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.
- 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.

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- 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.

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.

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### 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.
- 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 may be used for purchases from vending machines by both offenders and visitors. No food or drink will be taken out of Visiting.
- Visitors are reminded to take all unspent money with them when they leave. No other items may be taken out of visiting, except authorized photos.
- 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.