

**DEPARTMENT OF CORRECTIONS
WCC VISIT GUIDELINES
PER DOC 450.300 REVISED 12/08
Attachment 1**

WELCOMING STATEMENT

The Department of Corrections welcomes you to Washington 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 five (5) approved visitors per visit. Note: An 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

TIME	FRIDAY	SATURDAY	SUNDAY	MONDAY
10:15 A.M. TO 3:00 P.M.	CEDAR R-4 R-5	CEDAR R-6&7 R-2 IMU 1200-3PM Visits may be shortened due to volume @ 1230	CEDAR R-4&5 R-1 Visits may be shortened due to volume @ 1230	CEDAR R-6&7 R-3
4:15 P.M. TO 7:45 P.M.	CEDAR R-6&7 R-1 IMU	CEDAR R-4&5 R-3	CEDAR R-6&7 BANQUETS ACTIVITIES	CEDAR R-4&5 R-2

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

HOW YOU GET THERE

IN CASE YOU GET LOST You can contact WCC at (360) 426-4433 Ext # 5227 during visiting hours (see above).

I-5 North or South: From Olympia take the Hwy 101 exit, Aberdeen/Ocean Beaches. Just past Mud Bay, take the Shelton cut-off at exit 104. Bypass all 3 Shelton exits and pass Sanderson Field Airport on the left. Go approximately 1 more mile and watch for green highway sign that says Washington State Patrol Academy/Washington Corrections Center. Turn left onto Highway 102. Go past the State Patrol Academy. Approximately 1 more mile you'll come to the Corrections Center on the left.

PARKING INFORMATION As you enter the institution's driveway, proceed to the speaker box located in the turn-out to your right and receive instructions on where to park. You will be asked your reason for coming and directed to the lot on the left hand side of the driveway. Please utilize the parking spots forward towards the buildings, marked visitor. If you have a disability, tell the tower when checking in and you will be directed to the appropriate handicap parking area. To ensure the safety of all, persons not visiting including children and pets must not be left in cars.

WHAT TO DO WHEN YOU ARRIVE

VISITOR CHECK-IN

Visitors are welcome to arrive 15 minutes prior to visits. Note that cell phones are not allowed inside the institution and should be secured in your vehicle at all times. Once your vehicle is locked, please check-in at the front visit desk located next to the scanner at the main entrance.

DOC VISIT GUIDELINES

- Visitors who leave authorized visitor areas during any visit period will not be allowed to return until the next authorized visit period
- First time visitors, who wish to use the vending machines, must bring a five dollar bill to purchase a vending card with. The machine will dispense a card with \$3.00 credit on it. The visitor then may add to the card in other denominations of \$1.00- \$20.00 bills. This is a durable card and can be used for all visits at WCC. Visitors can bring up to \$15.00 per person visiting, including the offender, to place on their card. None of the machines accept change. Visitors will not be allowed to exit the visit room to place more money on their card once they enter the visit room.
- Visitors, who must share bad or sad news, please inform staff in advance.

VISIT TYPES There are two main types of visits at WCC.

- Receiving units 1-3 and IMU are non-contact, which means the visit will be in a booth with glass between the visitor and the offender. Upon checking into the visit room, the visitor will be asked to set at the front table to await the offender being escorted to the booth. The visit room officer will announce that the offender has arrived to the visitor who will proceed to the assigned booth. There is a maximum capacity of three in the booth at a time.
- IMU visitors will be pre-assigned a booth at the scanner. After checking in with the desk officer, IMU visitors will be directed down the hallway at the B-4 gate to the IMU non-contact booth to await IMU staff placing the offender in the booth. At the end of the IMU visit, an officer will come and notify the visitor on the time to leave. Visitors are encouraged to make their goodbyes brief and proceed back to the B-4 gate to be checked out by the visit room officer.
- The other type of visiting at WCC applies to receiving unit 4-7 and Cedar hall. Upon checking in with the desk officer the visitor will be assigned a table. After the visitor is assigned their table they are free to use the vending machines, select a game if desired and proceed to their assigned table to await arrival of the offender. On arrival of the offender, he may engage in a brief hug and kiss with his visitor. At the table he may hold hands with his visitor at the table keeping the hands in plain sight and on top of the table. During the visit the offender may accompany the visitor to

the vending machines as far as the brown line to select food items. Once the selection is made the offender must return to his assigned table while the visitor uses the microwave.

IDENTIFICATION All visitors, 16 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).

SEARCHES

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

CARRY-INS

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- 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 substances or being in possession of contraband.
- Visitors and/or offender following DOC visit guidelines and rules.
- 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/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 of 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, bare back when arms are raised, or bare chest. Examples of inappropriate clothing are: Tight fitting, low cut tops or bottoms, sheer, see-through or mesh, camisole type tops, halter tops, or tank tops, • Dresses or skirts must be no shorter than at the top of the knee.

FOOTWEAR

- Shoes, sandals and boots must be in good repair. We are unable to allow flip flop/ thongs, shower shoes, slippers, or quilted or fur lined snow boots or shoes.

ACCESSORIES

- Four pieces of jewelry in piercings (e.g.: one nose, one lip, two ears, or the combination of four pieces of pierced jewelry).
- One watch.
- Wedding ring set and one ring.
- Two necklaces.
- Two bracelets.
- Two pair of eyeglasses.
- Belts may be worn excluding money belts or belts with compartments.
- Headgear or excessive hair ornaments, 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 (e.g.: excessive pockets, padding or layering of one outer garment over another).
- Jewelry that hides other items (e.g.: broaches, lockets, 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 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 a zip lock plastic bag prior to visit.

COURTESY DURING VISITS

The following visit room guidelines are in place to ensure that visitors are a safe and 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 furnishings for their intended use.
- Because time is limited, your focus and interactions must remain between your own visitors and family.
- During visitation money may be used for purchases from the vending machines by the visitor for the inmate.

- Visitors are reminded to take all unused money 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 rest room.) Roughhousing and horseplay will be stopped immediately by the supervising 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 to your children, holding and playing with your visiting child promotes positive family interaction. Please remember to be considerate of other visitors and your public surroundings. In addition to brief, appropriate contact at the beginning of each visit, an offender may have physical contact with his/her child(ren) up to age 8 in a manner that respects the child's feelings and physical boundaries. Facility visiting staff will monitor the child(ren) for signs of disengagement (e.g., pulling away, crying, screaming, etc.) and will, if appropriate, instruct the offender to discontinue the physical contact or return the child to the guardian. The child may sit on the offender's lap. The offender may show affection toward the child (e.g., hugs or kisses).

- 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). Please throw trash and recyclables in containers provided at the end of your visit. Leave your visit area as you would want to find it.

SUGGESTION/ COMMENT FORMS ARE AVAILABLE IN THE VISIT ROOM