

# WASHINGTON CORRECTIONS CENTER FOR WOMEN VISIT GUIDELINES

## WELCOMING STATEMENT

The Department of Corrections welcomes you to the Washington Correction Center for Women. 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 MAY VISIT

Each offender may have up to 6 approved visitors per visit. Larger groups will need to be coordinated with the Visit Sergeant prior to the date of visit.

**Note:**

- The offender may not be available for a visit, so to avoid making an unnecessary trip or being turned away, pre-arrange your visits with the offender.
- If you no longer wish to be on the approved visitor list, please submit a written request to be removed.
- Minors may visit with an approved escort only.
- Offenders are responsible for notifying visitors when their living unit has changed.

## VISITING HOURS

**10:30am to 1:30pm and 4:45 to 7:30pm**  
**\*Immediate Family Only**

DAY	CCU	SEG*	TEC	MA	MB	J	K	L	RDC*
FRI	10:30	10:30	4:45	4:45	4:45	10:30, 4:45	10:30,4:45	10:30,4:35	
SAT	4:30	10:30	10:30	10:30	4:45	10:30	4:45	4:45	10:30,4:45*
SUN	10:30	4:45	4:45	4:45	10:30	4:45	10:30	10:30	10:30, 4:45*
MON	4:45	4:45	10:30	10:30	10:30	10:30, 4:45	10:30,4:35	10:30, 4:45	

- CCU** = Close Custody Unit  
**J, K, L Units** = Minimum Security Units  
**MA** = Medium Security Unit/A Pod  
**MB** = Medium Security Unit/B Pod  
**RDC** = Reception and Diagnostic Center  
**SEG** = Segregation  
**TEC** = Treatment and Evaluation Center

- Visitor check in time will begin at 10:00 am up until 12:45 pm for the first session and at 4:00 pm up until 6:45 pm for the second session.
- The 4:45 pm visit session will start as soon as count clears and offenders are allowed to move.
- Once visitors check in and process through the scanner, they may go directly to the visit room located in A Building.
- The offender you are visiting may make arrangements for special situations.

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- Visitors who leave the authorized visitor areas during any visit period will not be allowed to return during the next authorized visit period.
- Physical Challenges – Please check-in with Visit Staff if there is need for special accommodation concerns.

### DRIVING INSTRUCTIONS TO WCCW

#### From I-5 / North or South

1. Take Exit 132, Highway 16, toward Bremerton;
2. Cross the Narrows Bridge and follow the signs toward Bremerton;
3. Take the N. Rosedale/Burnham Drive Exit;
4. Enter the round-a-bout to the right;
5. Take the 5<sup>th</sup> exit, which takes you across Highway 16;
6. At the next round-a-bout, your destination is straight across;
7. Enter the round-a-bout, take the 1<sup>st</sup> exit and go to the stop sign;
8. This is Sehmel Drive NW. Turn left and go approximately one half mile;
9. Turn left onto Bujacich Road;
10. It is .8 mile from there to the left turn into the WCCW parking lot.
11. Park and lock your vehicle.
12. You will enter the facility at Public Access, R Building, under the large sign that reads.

### “WASHINGTON CORRECTIONS CENTER FOR WOMEN”

#### From Highway 16 North

1. Take the N. Rosedale/Burnham Drive Exit
2. Enter the round-a-bout, take the 1<sup>st</sup> exit and go to the stop sign;
3. This is Sehmel Drive NW. Turn left and go approximately one half mile;
4. Turn left onto Bujacich Road;
5. It is .8 mile from there to the left turn into WCCW parking lot.
6. Park and lock your vehicle.
7. You will enter the facility at Public Access, R Building, under the large sign that reads,
8. Telephone (253) 253-858-4200 if you become lost.

#### Parking Information

- To ensure the safety of all, persons not visiting including children and pets must not be left in vehicles.
- The front entrance of WCCW is located at the northwest corner of the parking lot and is clearly labeled.
- Handicapped parking is available near the front of the parking lot.

### WHEN YOU ARRIVE

#### Visitor Check-in

Visitors are welcome to arrive 30 minutes prior to visits. Once your vehicle is locked, please check-in at the Visit Desk located in the Public Access Building.

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### 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.

### Keys

Lockers are available in Public Access to secure all keys to include vehicle keys.

### 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 for available vending machines. (A \$5 bill is required at the initial card purchase. Additional amounts may be added.)
- **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.
- Please leave all other personal items secured in your vehicle.

### DURING YOUR VISIT

The following guidelines are in place to ensure a safe and pleasant visit. Continuation of your visit 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.
- Please notify staff in advance if you must share bad or sad news.

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.

# WASHINGTON CORRECTIONS CENTER FOR WOMEN

## VISIT GUIDELINES

### **Offender Clothing**

The following items and guidelines are authorized for all offenders.

- All clothing must be clean and free from holes, rips, or tears.
- Undergarments must be worn to include briefs, brassieres or sport bra.
- Clothing must be worn that does not expose undergarments, cleavage, stomach/midriff, bare back when arms are raised, while standing or sitting. Examples of inappropriate clothing are: Tight fitting, low cut tops or bottoms, sheer, see-through or mesh, camisole type tops, halter tops, tank tops, sleeveless blouses or shirts.
- Dresses and skirts will be no shorter than the top of the knee or below.
- Shorts are not allowed.
- Undergarments will not be visible above waistband or visible through the fabric while standing or sitting.
- Jacket, coat, sweater, rain coat, wind breaker, clear plastic rain hat.

### **Offender Footwear**

- Shoes regular or athletic, sandals,
- Socks will be worn,
- Flip flop/thongs, shower shoes, slippers, or foul weather style boots or shoes are not allowed.

### **Offender Accessories**

- One ring or wedding band,
- One religious medallion with chain,
- Medical alert bracelet with authorized Health Status Report,
- One pair of prescriptions eyeglasses,
- One pair of sunglasses,
- Offender Identification badge with or without room key,
- Photo chits,
- Medical accessories, i.e. wrist brace, knee brace, etc. with authorized Health Status Report.

### **Visitor Clothing**

The following guidelines apply to visitors 5 years and older:

- All clothing must be clean and 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, 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, tank tops, sleeveless blouses or shirts.
- Dresses and skirts will be no shorter than the top of the knee or below.
- Shorts are not allowed.
- 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.

# WASHINGTON CORRECTIONS CENTER FOR WOMEN

## VISIT GUIDELINES

### Footwear

- All visitors will wear socks, stockings or hosiery,
- Shoes, sandals and boots must be in good repair,
- Flip flop/thongs, shower shoes, slippers, or foul weather style boots or shoes are not allowed.

### Accessories

- Jewelry
  - Four pieces of jewelry in piercing (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, to include one non-reflective pair of sunglasses for outside visits only.
- 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.
- 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 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 (**4 to 5 seconds**) 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.

## **WASHINGTON CORRECTIONS CENTER FOR WOMEN VISIT GUIDELINES**

- Because time is limited, your focus and interactions must remain between your own visitors and family.
- During visitation, debit cards may be used for purchases from vending machines for both offenders and visitors.
- Visitors are reminded to take the debit card 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 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.
- Please use the changing areas for children, which are provided.
- At times visits may become emotional. Should this happen, a staff 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.

**Suggestion/Comment forms are available in the Visit Room.**