VISIT GUIDELINES

WELCOME STATEMENT

The Department of Corrections welcomes you to Washington State Penitentiary. 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. 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 **15** approved visitors per visit. The offender may request an exception to this number. The written request will be made to the Visiting Room Sergeant prior to the scheduled 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 Public Access, Washington State Penitentiary, 1313 N. 13th Ave., Walla Walla, WA 99362.

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

WHEN YOU CAN VISIT

East Complex: Visiting days/hours are Saturday through Tuesday, 9:15 a.m. to 7:00 p.m. You may leave at any time but you may only enter the facility during a scheduled processing time. If you are late or miss a scheduled processing time, you will be required to leave the facility. You are welcome to return for the next scheduled processing time. Processing times are:

In Processing

9:15 a.m. to 10:15 a.m.

11:15 a.m. to 12:00 p.m.

2:00 p.m. to 2:30 p.m.

5:00 p.m. to 5:30 p.m.

Out Processing

Due to facility structure, visitors and offenders will be processed out on the hour.

NOTE: Due to facility structure, if you have made arrangements to pick up property belonging to an offender, your visit must end at 6:30 p.m.

West Complex: Visiting days/hours are Saturday through Tuesday 9:15 a.m. to 7:00 p.m. You may only enter during a scheduled processing time. If you are late or miss a scheduled processing time, you will be required to leave the facility. You are welcome to return for the next scheduled processing time. Processing times are:

In Processing

9:15 a.m. to 10:15 a.m.

12:30 a.m. to 1:00 p.m.

2:00 p.m. to 2:30 p.m.

5:00 p.m. to 5:30 p.m.

Out Processing

Due to facility structure, visitors and offenders will be processed out on the hour.

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NOTE: If you have made arrangements to pick up property belonging to an offender, please check with the West Complex Public Access Sergeant.

Minimum Security Unit (MSU): Visiting days/hours are Saturdays and Sundays and state holidays that fall on a Monday or Tuesday. MSU has specific visit periods. You may only enter the facility at an in-processing time. You are welcome to return for the next scheduled visit period. Processing times are:

In Processing	Out Processing
8:00 a.m. to 9:00 a.m.	10:30 a.m.
12:00 a.m. to 12:30 p.m.	3:30 p.m.
5:00 p.m. to 5:30 p.m.	8:30 p.m.

Segregation and Intensive Management Unit (IMU):

- No-Contact visits are possible for immediate family members of offenders housed in IMU or Segregation. Please see specific unit information below.
- Visits are based on space availability on a first-come, first-served basis. No more than two people may visit an offender at one time.
- The visit must be scheduled at least twenty-four (24) hours in advance by calling (509) 525-3610 extension 6131 or 6167 (EC segregation) and 5058 or 5031 (WC IMU) between the hours of 5:45 a.m. and 10:15 p.m., seven days a week.
- All scheduled appointments are tentative and may be cancelled due to an offender's negative behavior prior to the announced visit. ***On the day of the visit***, visitors should call the facility one hour in advance to confirm the visit.
- When visiting Segregation or IMU, visitors are not permitted to bring money/smart card. Visitors must comply with the visitor's dress code and may bring 1 key to their visit. All visitors are required to bring a current identification card.
- A visitor or an offender may end the visit at any time. The offender will be returned to his cell at the end of the visit.
- Typically, visits for these units are one (1) to two (2) hours in duration. You may only enter the facility at one of the processing times. Processing times are:

IMU North/South	12:30 p.m. to 1:00 p.m.
Segregation	12:00 p.m. to 12:30 p.m.

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Segregation Unit Visits

1. Offenders assigned to the Segregation Units will be allowed no-contact visits as follows:

a.	Isolation	No visits
b.	Administrative Segregation	1:00 p.m. – 3:20 p.m.
c.	Disciplinary Segregation	1:00 p.m. – 3:20 p.m.
d.	Infraction No Contact	1:00 p.m. – 2:00 p.m.

2. Administrative and disciplinary segregation offenders will be allowed one (1) visit per week and only during the regularly scheduled visit day (i.e., offenders that were in Units 7, 8, WC or MSU will visit on quadrant A, Units 7 and 8 visit days. Offenders that were in Unit 6 or from another institution will visit on Quadrant B, Unit 6 visit days).

3. Segregation offenders will remain in restraints during the visit.

Intensive Management Unit (IMU) Visits

1. Offenders assigned to the IMU will be allowed no-contact visits as follows:

   a. Level 1 (Isolation) - No visits.

   b. Level 2 - One, 1 hour visit per week; immediate family members only.

   c. Level 3 - One, 2 hour visit per week, immediate family members only.

   d. Level 4 - Two, 2 hour visits per week; immediate family members only.

   e. Offenders subject to the death penalty (ISDP) assigned to Level 2, 3, 4, or 5 - Two, 2 hour visits per week; immediate family and/or friends.

2. Depending upon the offender's IMU program level, he may be required to remain in restraints for the duration of the visit.

HOW YOU GET THERE

The Washington State Penitentiary is located at 1313 N. 13th Avenue, Walla Walla, WA 99362

- From Westside of the state: Take I-5 to I-90. Take I-90 East toward Spokane. Go over Snoqualmie Pass to Ellensburg. From Ellensburg, take I-82 South to Richland.

- From Richland, take I-182 East to Pasco (also posted as Highway 12). Continue on Highway 12 all the way to Walla Walla. Take the Dell Avenue exit (on the left) to the "T" intersection one block north. Go right on Dell Avenue about six blocks to the intersection of Dell and 13th Avenue North. Turn left on 13th Avenue North. If visiting in the EC, Segregation or MSU, turn left into the entrance of the lower parking lot of the Washington State Penitentiary. If visiting in the WC or IMU North/South, turn left into the West Complex visitor parking lot.

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- Coming from east of Walla Walla, take Highway 12 West to the 2nd Street exit. Turn right on 2nd Street then right onto West Pine Street. Go approximately ½ mile and then turn right onto 13th Avenue North. If visiting in the EC, Segregation or MSU, turn left into the entrance of the lower parking lot of the Washington State Penitentiary. If visiting in the WC or IMU North/South, turn left into the West Complex visitor parking lot.

- Coming from South of Walla Walla, take Oregon Highway 11 into Washington. Turn slightly right onto WA 125 North and continue on for approximately 6 miles. Turn left onto West Pine Street. Go approximately ½ mile and turn right onto 13th Avenue North. If visiting in the EC, Segregation or MSU, turn left into the entrance of the lower parking lot of the Washington State Penitentiary. If visiting in the WC or IMU North/South, turn left into the West Complex visitor parking lot.

- If you need additional directions or assistance please call: (509) 525-3610. If you will be visiting with an East Complex, MSU, or a Segregation offender, ask for extension 6131. For questions regarding the West Complex or IMU North/South, ask for extension 5058 or 5031.

WHAT TO DO WHEN YOU ARRIVE

Vehicles/Parking – see attached parking lot map

The speed limit on facility grounds is 15 mph. Thank you for not speeding.

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

- Park your vehicle in the section marked "visitor parking."

- Physically Challenged Information – If you need special assistance, please call (509) 525-3610, extension 6131 at least one hour prior to your visit and report 15 minutes earlier than regular processing time to arrange for special transportation from the handicapped parking section at the west complex. (All visitors that need physical assistance will be required to park at the West Complex.)

Visitor Check In

Visitors are welcome to arrive 30 minutes prior to visits. Please check in at the visitor entrance.

However, you must wait in the parking lot until your respective processing time begins. Lock your vehicle. If visiting the EC, MSU, or Segregation please proceed up the stairs to the Main Gate House. Show your identification to the Correctional Officer and s/he will direct you to the Public Access area. If visiting the WC or IMU North/South, enter the West Complex through the Visitor entrance. Show your identification to the Public Access Staff.

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.

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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. Per DOC form 21-575 visitors may be subject to electronic searches to include property being x-rayed and metal detector searches.

You may bring the following items in a clear plastic coin purse or plastic bag:

- Vending Machine Debit Card – Each visitor to Washington State Penitentiary will be allowed to purchase a vending machine debit card with a limit of $40.00
- **Once the card is purchased, it becomes the property of the visitor. Neither the state nor Swire Classic Vending will give a refund should the card be lost or stolen.** It is recommended that the purchaser write their name on the card immediately after purchase. In the event a machine does not vend the selected product, proper refunds will be made.
- Keys – Drivers may keep one manual car key on a single ring key chain. **Keys will be secured in designated locked boxes.**
- Identification – All visitors will be allowed to have one form of identification with them in the visiting area.
- 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 object.
- 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.

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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.

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.

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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.

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 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.
- 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.

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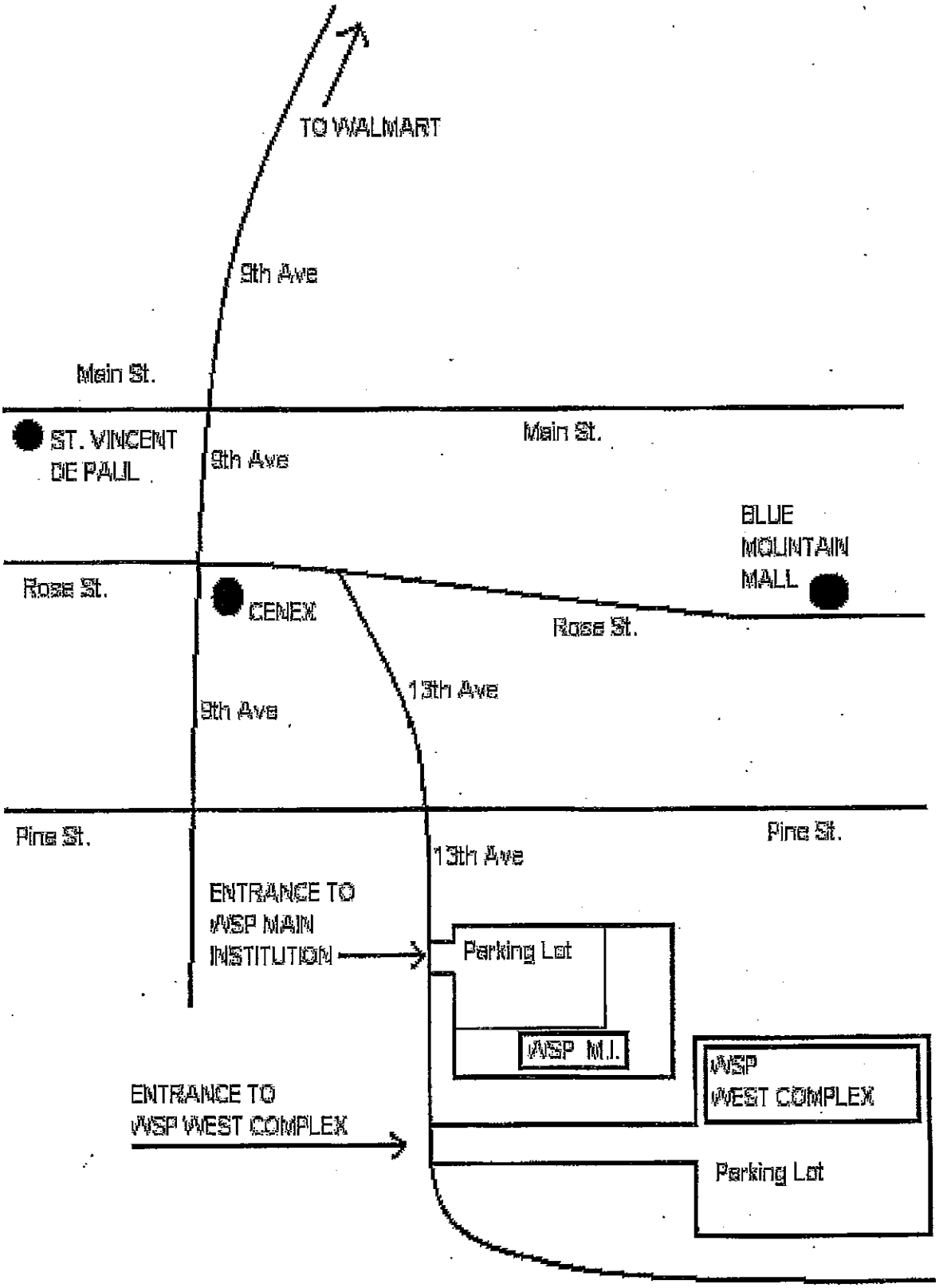
- During visitation, debit cards may be used for purchases from vending machines by both offenders and visitors, depending on the facility.
- Visitors are reminded to take all debit cards with them when they leave.
- Children must be under direct supervision and within sight of the visiting parent or 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.
- Facility staff will gather Offender ID's prior to entry into the visiting room and return them when the offender exits the visit.
- 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 are 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.

WSP PARKING MAP