



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER/SPANISH MANUALS

REVISION DATE
9/1/16

PAGE NUMBER
1 of 14

NUMBER
DOC 450.300

POLICY

TITLE
VISITS FOR PRISON OFFENDERS

REVIEW/REVISION HISTORY:

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- Revised: 6/1/13
- Revised: 2/2/15
- Revised: 11/21/15
- Revised: 9/1/16

SUMMARY OF REVISION/REVIEW:

Major changes including reorganization of the policy and moving to an electronic only visit application system.


APPROVED:

Signature on file

RICHARD "DICK" MORGAN, Secretary
Department of Corrections

8/26/16

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; RCW 9.94.010; [WAC 137-28](#); [ACA 4-4156](#); [ACA 4-4498](#); [ACA 4-4499-1](#); [ACA 4-4500](#); [ACA 4-4503](#); [ACA 4-4504](#); [DOC 100.560 Non-Discrimination and Accessibility for Visitors/Guests with Disabilities](#); DOC 150.150 Visits and Tours of Department Facilities and Offices; [DOC 420.340 Searching and Detaining Facility Visitors](#); [DOC 450.050 Prohibited Contact](#); [DOC 590.100 Extended Family Visiting](#); [DOC 460.000 Disciplinary Process for Prisons](#); [DOC 460.050 Disciplinary Sanctions](#);

POLICY:


- I. The Department recognizes the vital role families play in the reentry process and will support offenders in maintaining ties with family, friends, and the community by engaging them and setting reasonable criteria for personal visits.
- II. Visiting privileges will not be denied on the basis of race, religion, sex, national origin, sexual orientation, gender identity, or physical disability.
- III. For the purposes of this policy, immediate family will be defined as spouse/state registered domestic partner, parent, stepparent, sibling, stepbrother, stepsister, half brother, half sister, child, stepchild, grandparent, grandchild, and as documented in the offender's central file, person(s) acting in place of a parent and/or foster children.

DIRECTIVE:

- I. General Guidelines
 - A. The Department will provide visiting opportunities and programs and a secure and welcoming visit space for offenders and their families to provide as normal a family experience as possible by:
 1. Providing sufficient and safe space for contact visiting and, if necessary, no contact visiting consistent with custody level. Visit areas will be designed by taking the following into consideration:
 - a. Designated visit areas should include a section that has a child-friendly environment with toys and games suitable for interaction by family members of all ages.
 - b. Reasonable accommodation will be provided for visitors with disabilities per DOC 100.560 Non-Discrimination and Accessibility for Visitors/Guests with Disabilities.

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- 1) Service dogs that meet the requirements of the Americans with Disabilities Act will be allowed in visiting areas with their owner. The owner must accompany and supervise the animal during the entire visit.
 - c. Appropriate seating for all ages should be provided.
 - d. [4-4156] Space is adequately designed to permit screening and searching of both offenders and visitors.
 - e. [4-4156] Space may be provided for the proper storage of visitors' coats, handbags, and other personal items not allowed into the visiting area.
 2. Informing all visit employees of the importance of visiting to maintain ties with family and friends, and in some cases reunification of offenders with their families and significant others.
 3. Actively encouraging a collaborative working relationship with social service and other private community-based organizations providing transportation, housing, food, clothing, and other assistance to offenders and their families.
- B. Reasonable efforts will be made to ensure that the visiting facility is comfortable, pleasant, and permits informal communication and limited, appropriate physical contact. [4-4499-1]
- C. The Superintendent will establish a process to ensure:
1. All visitor information is entered in the Statewide Visit System including, at a minimum:
 - a. Visit application information
 - 1) Application status (i.e., pending, approved, denied, rejected) will be updated as soon as possible in the Statewide Visit System.
 - b. Record of each visit
 - c. Picture of visitor at the first visit, which will be updated when his/her appearance changes or every 2 years for minors
 2. The Statewide Visit Specialist is notified when visit room closures occur.

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D. Extended family visiting opportunities are available per DOC 590.100 Extended Family Visiting

E. Video visiting opportunities are available per Attachment 1.

II. Eligible Visitors

A. Visitors must be approved per the approval process identified in this policy and added to the offender's approved visitor list before being allowed to visit unless authorized by the Superintendent.

1. Professional visitors are identified as individuals working in a professional capacity (e.g., attorney, clergy, social worker not escorting a minor) and are not required to be on the offender's approved visitor list. Professional visitors will request visits per DOC 150.150 Visits and Tours of Department Facilities and Offices and may be required to provide credentials.

B. Approved minors (i.e., under 18 years of age and not legally emancipated) may participate when escorted by an individual on the offender's approved visitor list as follows:

1. An approved non-incarcerated parent/legal guardian,


2. A designated adult escort, who is approved by the Superintendent and listed on a notarized DOC 20-441 Parent/Guardian Consent for Minor Visit and/or Escort.

a. This form should be submitted before the date of the visit unless the Superintendent/designee approves submission at the time of the visit.


3. Another approved minor listed on the approved offender's visitor list when s/he is the parent of the minor and the visit is approved by the Superintendent/designee.

a. Unless the minor parent is legally emancipated, both the parent and child minor must be escorted by an approved adult on the offender's approved visit list.


4. An approved Department of Social and Health Services (DSHS) Social Worker/Visit Supervisor.

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- a. Requests by Social Workers/Visit Supervisors to escort an approved minor will be submitted to the Statewide Visit Specialist.
- C. The following individuals may not visit Prison offenders:
1. Minor aged victims of the offender, unless they have written approval from the Children’s Administration and/or sentencing court, the Superintendent, and the appropriate Deputy Director/designee.
 2. Domestic violence victims of the offender, either in the offense for which the offender is currently incarcerated or any other adjudicated offense.
 3. Other adult victims of the offender, determined on a case-by-case basis.
 4. Individuals associated with the offender in the commission of the offense for which s/he is incarcerated. Exceptions may be granted by the Superintendent for immediate family members or if there is a clear demonstration the visits would benefit the offender.
 5. Individuals restricted per the offender’s Judgment and Sentence, including conditions of community supervision that prohibit contact with an individual or category of individuals.
 - a. Although supervised visits may be allowed per the Judgment and Sentence, supervision by facility visit employees does not constitute supervised visiting as required by court orders.
 6. Individuals who have any conviction(s) for introduction of contraband into a jail or prison setting.
- D. Individuals with criminal records will not automatically be excluded from visiting.
1. The nature and extent of the total criminal record including recent criminal activity, unresolved court issues, and warrant status will be weighed carefully against the benefits of visiting.
 2. Failure to list previous criminal convictions on the visit application may result in denial of visiting privileges.
 3. The Superintendent/designee will retain final authority to review, assess, and approve/deny applications.
- E. Offenders on community supervision or individuals with pending charges will not be granted permission to visit.

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1. Exceptions may be made for immediate family members, who may be allowed to visit once a month by special approval from the Superintendent.
 - a. The immediate family member must attach a letter from his/her Community Corrections Officer recommending visiting privileges when completing the electronic visitor's application.
 2. Individuals who only owe Legal Financial Obligations are not subject to these requirements.
- F. Ex-felons will not be granted permission to visit for 2 years after expiration of sentence.
1. Immediate family members may be considered after one year.
 2. Immediate family members who were granted an exception during their period of supervision may be allowed to visit with Superintendent approval.
- G. Ex-misdemeanants will not be granted permission to visit for 6 months after expiration of sentence.
1. Immediate family members may be considered after 3 months.
- H. Current and former employees, contract staff, and volunteers may be approved for visits as follows:
1. Current Department employees, contract staff, and volunteers who wish to visit an offender require written approval from their Appointing Authority and the Superintendent using DOC 20-450 Approval for Visits by Current/Former Employee, Contract Staff, or Volunteer.
 2. Former Department employees, contract staff, or volunteers who wish to visit an offender require written approval from the Superintendent on DOC 20-450 Approval for Visits by Current/Former Employee, Contract Staff, or Volunteer.
 - a. Except as outlined in DOC 450.050 Prohibited Contact, the employee, contract staff, or volunteer will not be permitted to visit if there is evidence that s/he was involved in any inappropriate behavior with any offender before leaving the Department.
 3. If possible, visits should not occur at the facility where the employee, volunteer, or contract staff works or worked.


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III. Special Visits


- A. [4-4500] Special visits may be permitted for:
1. Visitors who travel a long distance (i.e., at least 300 miles one way) or from out of the country.
 2. Individuals who use special transportation services facilitated and contracted by the Department.
 3. Appointed members of local and/or statewide family councils who have missed visits due to participation in council meetings.
 4. Offenders who are in restrictive housing or hospitalized.
- B. [4-4500] Special visits will only be approved for individuals who are on the offender's approved visitor list unless approved by the Superintendent/designee.
- C. Special visits must be requested on DOC 21-787 Special Visit Request and should be submitted to the offender's Counselor as soon as possible before the requested visit date, but no less than 5 business days before the requested date.
1. All visitors who wish to participate in the special visit must be listed on the form.
 2. Employees will process requests before the requested visit date.
- D. The Superintendent/designee will coordinate adjustments to established times and days for individuals on the approved visitor list to accommodate special requests.
- E. Special visits will be subject to the Visitor's Guidelines (Attachment 2).

IV. Approval Process

- A. Each prospective visitor must apply for visiting privileges by completing an electronic visit application at <http://doc.wa.gov/docs/forms/visitor-application.htm>.
1. Parentage must be established for all minors over 2 months of age by attaching a copy of the minor's birth certificate to the visit application.
 - a. Infants under 2 months of age will be allowed to visit without a birth certificate. This 2 month period should be documented in the Statewide Visit System for tracking purposes.

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- 1) A visit application should be submitted as soon as the birth certificate is received.
 - b. The Superintendent/designee, in consultation with the Statewide Visit Specialist, may consider alternate forms of parental documentation in exceptional cases where a birth certificate is not available for a minor born outside of the United States (US).
 - 1) Documentation must be accompanied by a sworn affidavit from the parent stating the minor's birth date and place and that the minor is his/her child. Documentation may include:
 - (a) Orders entered by US Immigration and Customs Enforcement recognizing the minor is allowed in the US as a result of his/her relationship to the refugee parent,
 - (b) DSHS records showing family identity for the purposes of calculating support and entitlement payments, or
 - (c) A certified copy of an asylum or refugee application bearing the minor's name.
 - 2) The Assistant Secretary for Prisons/designee must approve any exceptions to these requirements.
 - c. Legal guardianship of all minors must be verified by providing a copy of the filed court order establishing legal guardianship.
 - 1) If there is no legal guardian or non-incarcerated parent, the Superintendent may accept a notarized Power of Attorney signed by the incarcerated parent and the individual granted temporary custody of the minor.
- B. Applications will be processed within 21 calendar days of receipt.
- C. National Crime Information Center (NCIC), Washington State Crime Information Center (WACIC), and District and Municipal Court Information Center (DISCIS) checks will be conducted, and the offender's electronic file will be reviewed to verify the individual's identity and ensure the accuracy of the visitor's application.
1. Subsequent background checks may be run when there is concern of new criminal activity or other concerns that would impact visitation.

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D. When an offender transfers to another facility before the visit application has been approved or denied, the facility that originally received the application will complete the approval process.

E. The approval process must be completed before a visitor is approved in the Statewide Visit System on the offender's visitor list.

V. Approved Visitor List

A. There is no limit to the number of visitors an offender may have on his/her approved visitor list, except at Washington Corrections Center (WCC) Reception Diagnostic Center, which will have a limit of 5 individuals.

B. Individuals may only be on one offender's approved visitor list unless they are immediate family members of more than one offender and approved by the Superintendent of each facility on DOC 20-438 Approval for Visits with Multiple Offenders.

1. The facility receiving the subsequent request will gather the completed forms and submit them to the Statewide Visit Specialist, who will work with the Superintendents to process the request.

2. If a child with incarcerated parents participates in visiting with both parents, the Superintendent may allow an exception for the adult guardian accompanying the child as an escort.

C. When an offender is transferred to another facility, his/her approved visitor list will remain active and be available in the Statewide Visit System.

1. Offenders will be responsible for notifying their visitors of transfers.

2. The receiving facility may conduct a review of each individual listed for updated law enforcement and intelligence data.

a. If new information is discovered, the visit approval may be denied.

3. When the receiving Superintendent believes visiting should be denied, the matter will be referred to the Assistant Secretary for Prisons for a final decision.

D. Offenders will use the KIOSK to view their approved visitor list.

1. For facilities without a KIOSK, the Superintendent will establish a process to notify offenders regarding their approved visitor list.

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E. An offender's visitor list will be closed out and no longer valid when s/he is released from confinement, passes away, or is on escape status. If an offender is re-incarcerated, all visitors must go through the approval process to create a new visitor list.

F. Individuals denied placement on an offender's approved visitor list will be informed, in writing, of the reasons for denial.

VI. Removal of Names from the Approved Visitor List

A. An offender who wishes to remove a visitor from his/her approved visitor list or a visitor who wishes to be removed from an offender's visitor list must send a written request to the Superintendent/designee.


1. To resume visits with a visitor the offender had removed, the offender must submit a written request, which will be scanned into his/her electronic imaging file.
2. If the visitor requested removal from the list and wishes to be added back, s/he must wait 90 days before applying to visit the same or another offender.
 - a. The Superintendent may waive the waiting period if the visitor never visited the offender or has not participated in a visit in over 90 days.

VII. Visit Processes

A. Visitors and offenders will be treated courteously. Rule enforcement will be polite and professional.

B. Copies of the Visitor's Guidelines (Attachment 2) will be available to all offenders and visitors at the facility and at <http://www.doc.wa.gov>. Information will also be provided concerning transportation to the facility. [4-4504]

1. Each facility will identify processes specific to their location in Attachment 2 to include:
 - a. Hours and days for personal visits, including appropriate arrival times.
 - b. [4-4498] The maximum number of visitors each offender is allowed during visiting hours and the length of visits, which may be limited

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only by facility schedule, space, and personnel constraints, or when there are substantial reasons to justify the limitations.

c. Check in process for visitors. [4-4503]

2. Requests for exceptions to the Visitor's Guidelines (Attachment 2) will be submitted to the appropriate Deputy Director for approval.

C. [4-4503] All visitors are subject to pat, electronic, and canine searches. Lockers used by visitors, as well as visitors' vehicles, purses, packages, briefcases, or similar containers which are brought onto the facility grounds may be searched per DOC 420.340 Searching and Detaining Facility Visitors.

1. All visitors should read DOC 420.340 Searching and Detaining Facility Visitors and are required to sign DOC 21-575 Acknowledgment of Visitor Search Requirements before the first visit with an offender.

2. A visitor found in possession of contraband may have their visit privileges suspended or terminated.

a. If the contraband is an illegal item, local law enforcement will be notified and the visitor may be detained and/or searched per DOC 420.340 Searching and Detaining Facility Visitors.

D. In addition to brief, appropriate contact at the beginning of each visit, an offender may have physical contact with his/her child(ren) 8 years of age and under.

1. The Superintendent may impose additional requirements that limit physical contact for an individual offender/visitor.

E. Visitors with minors are responsible for ensuring the minors they escort are accompanied and supervised during the entire visit.


F. Visitors will only bring limited items into the facility visit room and should dress appropriately per Attachment 2.

G. Offenders will wear state issued clothing (e.g., t-shirts, khakis, undergarments, with or without sweatshirt) for visits.


1. The only jewelry permitted is a wedding ring, if married, and approved religious medallion.

H. Watches and activity trackers (e.g., Fitbit) are not allowed in the visit areas.

VIII. Denial, Suspension, or Termination of Visits

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- A. While the Department intends to actively engage families in support of those under its jurisdiction, visiting may be denied, suspended, terminated, or restricted as a sanction for a guilty finding of visit-related infractions, violent offenses, or drug related behavior that presents a security or safety threat.
1. Sanctions will be imposed per DOC 460.050 Disciplinary Sanctions and will be shared with affected family members. Infractions that may result in suspension, termination, restriction, or denial of visit privileges include:
 - a. 501 - Committing homicide
 - b. 502 - Committing aggravated assault against another offender
 - c. 511 - Committing aggravated assault against a visitor or community member
 - d. 521 - Taking or holding any person hostage
 - e. 601 - Possessing, manufacturing, or introducing an explosive device or any ammunition, or any component thereof
 - f. 602 - Possessing, manufacturing, or introducing any firearm, weapon, sharpened instrument, knife, or poison, or any component thereof
 - g. 603 - Introducing or transferring any unauthorized drug or drug paraphernalia
 - h. 604 - Committing aggravated assault against a staff member
 - i. 611 - Committing sexual assault against a staff member
 - j. 633 - Assaulting another offender
 - k. 635 - Committing sexual assault against another offender, as defined in Department policy (i.e., aggravated sexual assault or offender-on-offender sexual assault)
 - l. 650 - Rioting, as defined in RCW 9.94.010
 - m. 651 - Inciting others to riot, as defined in RCW 9.94.010
 - n. 704 - Assaulting a staff member
 - o. 711 - Assaulting a visitor or community member
 - p. 752 - Possessing, or receiving a positive test for use of, an unauthorized drug, alcohol, or intoxicating substance
- B. An offender's visiting privileges with all visitors may be suspended after a guilty finding pursuant to a regular disciplinary hearing for violation of this policy
- C. The Superintendent or designee at the rank of Shift Commander or higher may deny entrance to visitors or terminate a visit in progress if:
1. There is prior knowledge leading to evidence that a visitor is attempting to smuggle contraband in or out of the facility. Local law enforcement will be contacted and allowed to handle visitor search procedures if there is sufficient information and time to coordinate efforts.

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2. There is a disturbance or emergency situation within the facility.
 3. There is clear and present or imminent danger to the health or safety of anyone.
 4. There is reasonable suspicion to believe that criminal conduct will result if entrance is allowed.
 5. The visitor appears to be under the influence of alcohol or drugs.
 6. The offender or visitor fails to abide by Department policies or the facility's rules or procedures.
- D. The Superintendent may suspend or terminate the visiting privileges of a visitor for a serious/repeated violation of this policy or serious/repeated abuse of visit privileges on the part of the visitor or offender.
1. The Superintendent may prolong a suspension if there remains a clear and present or imminent danger to the health or safety of anyone or risk to facility security.
- E. A letter will be sent to the offender and visitor within 15 days identifying the specific reason(s) for a denial, suspension, or termination (e.g., criminal history, no approved escort, investigation, current or past employee).
- IX. No Contact Provisions
- A. The Superintendent will establish procedures for no contact visiting in cases of substantiated security risk, [4-4499-1]
 - B. The Superintendent may impose no contact visit provisions for inappropriate or security threat related behavior displayed by the offender and/or visitor.
- X. Appeals for Visiting Privileges
- A. A visitor may appeal visiting privilege restrictions, in writing, to the Superintendent. The appeal should state the circumstances surrounding the suspension, denial, termination, or no contact provision, and state why visiting privileges should be restored. The Superintendent will respond with a written decision.
 - B. If the Superintendent upholds the decision on appeal, the visitor may appeal the Superintendent's decision to the Assistant Secretary for Prisons, who will have final approval on visiting privilege appeals.

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XI. Documentation

- A. All visit-related documentation will be scanned into the offender's electronic imaging file.
- B. The Statewide Visit Specialist will assist with document verification and processing, as necessary.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

- [Video Visiting \(Attachment 1\)](#)
- [Visitor's Guidelines \(Attachment 2\)](#)

DOC FORMS:

- [DOC 20-438 Approval for Visits with Multiple Offenders](#)
- [DOC 20-441 Parental/Guardian Consent for Minor Visit and/or Escort](#)
- [DOC 20-450 Approval for Visits by Current/Former Employee, Contract Staff, or Volunteer](#)
- [DOC 21-575 Acknowledgment of Visitor Search Requirements](#)
- [DOC 21-787 Special Visit Request](#)