



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
FACILITY/SPANISH MANUALS

REVISION DATE
3/20/24

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POLICY

TITLE
EXTENDED FAMILY VISITING

REVIEW/REVISION HISTORY:

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- Revised: 9/15/16
- Revised: 5/1/20
- Revised: 3/20/24

SUMMARY OF REVISION/REVIEW:

Major changes to include updated procedures and eligibility requirements. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

2/21/24

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 7.105.010](#); [RCW 9.94.010](#); [RCW 9.94A.030](#); [RCW 10.99.020](#); [RCW 26.50.010](#); [RCW 71.105.010](#); [RCW 72.02.280](#); [RCW 72.09.015](#); [RCW 72.09.470](#); [RCW 72.09.490](#); [WAC 137-28](#); [WAC 137-54](#); DOC 100.560 Non-Discrimination and Accessibility for Visitors/Guests with Disabilities; DOC 210.060 Donations; DOC 420.150 Counts; DOC 420.310 Searches of Incarcerated Individuals; DOC 420.340 Searching and Detaining Facility Visitors; DOC 420.380 Drug/Alcohol Testing; DOC 450.300 Visits for Incarcerated Individuals; DOC 590.200 Marriages and State Registered Domestic Partnerships; [Americans with Disabilities Act](#); [EFV Resource Guide for Families](#)

POLICY:

- I. The Department has established an Extended Family Visit (EFV) Program that facilitates visits between an eligible incarcerated individual and the individual's immediate family, as defined in RCW 72.09.015, in a private visit unit to support building sustainable relationships important to reentry and provide an incentive for those serving long-term sentences to engage in positive behavioral choices.
- II. Participation is a privilege that is screened to ensure the safety of participants and employees/contract staff, while maintaining the orderly operations of the facility.
 - A. EFVs are authorized to the extent the facility is equipped and staffed to accommodate the program.

DIRECTIVE:


- I. General Requirements
 - A. Before opening a new EFV unit, the proposed site and process will be approved by the appropriate Deputy Assistant Secretary.
 1. All units must comply with facility security and property policies to provide as safe and secure an environment as possible.
 2. Units will be in a secure area, reasonably screened from view of the population, and provide an evacuation route in the event of an emergency.
 - B. An EFV unit consists of a mobile home or similar structure and will be furnished per the EFV Resource Guide for Families, consisting of at least one bedroom, kitchen, bathroom, and living room.

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1. The Superintendent/designee will ensure adequate accommodations are available per DOC 100.560 Non-Discrimination and Accessibility for Visitors/Guests with Disabilities.
 2. Communications will be provided between the EFV units and the facility's designated control points.
- C. Facilities will identify the number of occupants authorized for each EFV unit.
- D. More information regarding EFVs may be found on the Family & Visitor's section of the Department's external website under Prison Visits, and the EFV Resource Guide for Families.

II. Application Process

- A. Participants must meet eligibility requirements per Attachment 1.
- B. The family member will submit the following completed forms and any required documents to the Headquarters EFV Unit:
1. DOC 20-279 Visitor Consent to Medical Treatment and Waiver of Liability
 2. DOC 21-415 Extended Family Visit Application/Acknowledgment
 3. DOC 20-441 Parent/Guardian Consent for Minor Visit and/or Escort if application is for a minor
- C. The Headquarters EFV Unit will:
1. Conduct and review background criminal history checks for participants upon application and periodically after approval.
 2. Request additional information from the applicant as needed (e.g., court orders related to past arrests/convictions).
 3. Forward all required documentation and completed forms to the assigned case manager.
- D. The case manager will:
1. Review available information that may impact eligibility, and
 2. Send a request to Health Services to review for any medical/mental health concerns.

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- E. Health Services will provide a recommendation using DOC 14-212 Extended Family Visit Medical/Mental Health Screening. Further screening may be required if an individual:
1. Has a history of mental illness and/or current mental health symptoms that cause concern (e.g., PULHES “S” code of 4).
 2. Is being treated for a condition which may be transmitted to the visitor or may be adversely affected if the visit occurs (e.g., is receiving inpatient infirmary care, has an unstable medical condition).
 - a. Health Services will conduct an initial counseling session with the individual if the individual:
 - 1) Has been diagnosed with a communicable disease, or
 - 2) Is on medication that can cause birth defects, if the EFV includes a spouse/state registered domestic partner.
 - b. If the individual has a communicable disease, a health care provider will conduct a counseling session with the participants to make them aware of the implications and to provide additional information.
 - 1) Participants will sign DOC 13-437 Family Visit Counseling.
 - 2) The individual will complete DOC 13-035 Authorization for Disclosure of Health Information to inform the spouse/state registered domestic partner of the communicable disease before the EFV will be approved.
- F. The multidisciplinary Facility Risk Management Team (FRMT) will meet with the individual and make a recommendation to the Superintendent/designee on DOC 21-417 Extended Family Visit Facility Action.
- G. A multidisciplinary FRMT will be held to review the application even if it appears the individual may not be eligible.
1. The Health Services recommendation will be reviewed by the multidisciplinary FRMT and forwarded to the Superintendent/designee with the EFV application.
- H. All EFV participants require Superintendent/designee approval.

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1. The Superintendent/designee may approve the following situations on a case-by-case basis:
 - a. A family applicant who has previously been under the jurisdiction of the Department.
 - b. Two individuals housed at the same facility may participate in the same EFV if all eligible participants are immediate family members. Otherwise, one incarcerated individual will visit at a time.
2. DOC 21-470 Extended Family Visit Review Decision/Recommendation and all related EFV documentation will be submitted to the Headquarters EFV Unit.

I. The Headquarters EFV Unit will:


1. Notify participants in writing of approval or denial of EFV privileges to include the reason for denial.
2. Scan the completed EFV application and supporting documentation into the individual's electronic imaging file.

J. An individual who is approved to participate in EFVs will be allowed to continue to participate in the program when transferred to another Department Prison without repeating the authorization process.

1. The receiving facility will schedule EFVs without requiring participants to reapply, but will ensure new charges or violations have not occurred that would prohibit participation.

III. EFV Review Committee

- A. The EFV Review Committee will review EFV applications for individuals with sex/serious violent offenses, documented history of domestic violence, safety/security concerns, and appeals.
- B. The appropriate Deputy Assistant Secretary will:
 1. Chair the committee and is required to attend meetings.
 2. Consider the committee's input and make the final decision.
- C. The committee will document the decision on DOC 21-470 Extended Family Visit Review Decision/Recommendation.

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D. The Headquarters EFV Unit will:

1. Notify the individual, family member, and facility of the final decision.
2. Document the decision in the individual's electronic file.

IV. Scheduling and Orientation

A. When an applicant is approved, a facility employee will notify the individual and/or applicant of the scheduling process.

B. The Superintendent/designee will establish procedures for scheduling approved individuals and visitors, including:

1. Verification of continued eligibility by the individual's case manager
2. Conducting and reviewing criminal history checks for visitors,
3. Cancellation and fill-in procedures
4. Notification to visitors, individuals, and employees (e.g., visit/processing employees)


C. Before the first visit at each facility:

1. Visitors will submit DOC 14-213 Visitor Medication and Durable Medical Equipment Questionnaire.
 - a. Visitors will notify custody employees upon arriving at the facility if there are changes to the questionnaire.
2. All participants will receive a program orientation and sign DOC 21-665 Extended Family Visit Orientation.

D. EFVs will be scheduled based on availability and may only occur once every 30 days calculated from the date of the last EFV.

1. A participant may apply for a subsequent visit during or after a previously approved visit.
2. The scheduling employee will allow visitors travelling from out of state/country to schedule visits up to 60 days prior to the visit.

E. EFVs will be scheduled for no less than one night and no more than 2 nights and conducted per Attachment 2.

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F. If an incarcerated individual receives an infraction that disqualifies from visiting, the Hearings Officer/case manager will notify the EFV scheduling employee of the ineligibility for an EFV.

1. A new application may be submitted once the individual is eligible.

V. Service Animals

A. Service animals that meet the requirements of the Americans with Disabilities Act may be allowed to attend the visit with their designated escort.

B. Service animals will not be allowed when a participating individual has a documented history of animal abuse or mistreatment.

VI. Suspension/Termination

A. Any violation of visit rules and procedures is cause for termination of the visit per DOC 450.300 Visits for Incarcerated Individuals. The individual will be subject to disciplinary action for rule violations and/or the visitor may be suspended for a designated period or terminated from visiting.

B. Employees recommending suspension or termination will notify the individual's case manager to schedule a multidisciplinary FRMT.

1. The multidisciplinary FRMT will meet with the individual and make a recommendation to the Superintendent/designee on DOC 21-417 Extended Family Visit Facility Action.


2. If approved, the Superintendent/designee will:

a. Notify facility visit employees and the EFV scheduling employee and document the suspension/termination in the statewide visit system.

1) The facility will immediately notify the Headquarters EFV Unit.

b. Notify the individual and visitor(s) within 30 days or at the conclusion of a pending investigation. The letter will be scanned into the individual's electronic imaging file.

VII. Appeals

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- A. The individual or visitor may appeal denial of participation in EFV services to the appropriate Assistant Secretary for Prisons. Only one appeal per denied party may be submitted.
1. Appeals must be in writing and clearly state the facts that support the reason for the appeal.
 2. The EFV Review Committee will review the appeal and make a recommendation to the appropriate Assistant Secretary for Prisons using DOC 21-470 Extended Family Visit Review Decision/Recommendation.
 3. The appropriate Assistant Secretary for Prisons has final decision-making authority for EFV participation.
 - a. The appropriate Assistant Secretary for Prisons/designee will send a letter to inform the person who submitted the appeal of the final decision.

DEFINITIONS:

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Domestic Violence, Immediate Family, Spouse. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

- Extended Family Visit Eligibility (Attachment 1)
- Extended Family Visit Procedures (Attachment 2)

DOC FORMS:

- DOC 13-035 Authorization for Disclosure of Health Information
- DOC 13-437 Family Visit Counseling
- DOC 14-212 Extended Family Visit Medical/Mental Health Screening
- DOC 14-213 Visitor Medication and Durable Medical Equipment Questionnaire
- DOC 20-279 Visitor Consent to Medical Treatment and Waiver of Liability
- DOC 20-441 Parent/Guardian Consent for Minor Visit and/or Escort
- DOC 21-007 Extended Family Visit Allowable Items Inventory
- DOC 21-148 Extended Family Visit Property Waiver
- DOC 21-415 Extended Family Visit Application/Acknowledgment
- DOC 21-417 Extended Family Visit Facility Action
- DOC 21-470 Extended Family Visit Review Decision/Recommendation
- DOC 21-665 Extended Family Visit Orientation