

FAMILY SUPPORT & NAVIGATION GUIDE



*A guide for families with an
incarcerated loved one.*

Washington State Department of Corrections

Special thanks to the employees, prior justice involved individuals, and the friends/family members who have an incarcerated loved one, that donated their time and energy into preparing this guidebook!

For suggestions, comments, or input, please email the Family Services Unit at docFamilyServicesUnit@doc.wa.gov



October 2022

Dear family friends of those incarcerated within the Washington State Department of Corrections:

I am so grateful to have this opportunity to introduce the revised 2022 edition of the *Family Support & Navigational Guide* to the many people who support their incarcerated loved ones.

This guide is intended to assist you in getting a working knowledge of what you can expect and to paint a picture of some of the processes that occur during the time your loved one is with us. It offers methods for staying connected during incarceration, providing resources for sending mail and packages, using electronic messaging services, making and receiving phone calls, as well as visitation. Additionally, it provides links to resources and agency contacts for other areas that you have questions about.

We know that strong familial ties during incarceration remains a critical part in promoting successful reentry for those spending time with us. Your partnership with the department and willingness to learn about what is available for your loved one allows you to provide the encouragement that every person needs to meet their own personal goals, while helping the Department's mission of increasing and ensuring public safety. There are many opportunities for families and friends to work directly with our personnel through Local and State Family Councils, providing continuous feedback of operations that affect your loved one at their local facility and at a statewide level. We encourage all family members to become a member of the local family council where your loved one resides and even consider becoming an elected representative if you are interested to represent other family members on issues that are important to you and other family members. Please take a minute to read about how you can get involved.

As we are constantly striving to improve communication, we invite you to sign up for both local and state Family Communication Portals, where you will receive up-to-date information regarding your loved ones' facility and statewide alerts and information from the Family Services Unit. I also encourage you to look at our Lodging and Transportation Assistance Program (LTAP) that can aid you in offsetting some costs associated with traveling to visit your loved one. For incarcerated parents, we offer additional resources through our partnership with the Department of Children, Youth, and Families (DCYF) for dependency actions occurring to give a voice to parents in the matters impacting their children in the community.

Safety is always our highest priority for your loved one, our staff, and you as you visit. This guide provides you links to policies, rules and other regulations that assist you in understanding how operations occur, what is expected of you and what you can expect from our staff.

Remember, as family and friends, you are one of the most important resources your loved one has during their commitment to the department to encourage positive progress and healthy skill development in preparation for reentry. We look forward to working with you!

Sincerely,

A handwritten signature in blue ink, appearing to read "Cheryl Strange".

Cheryl Strange, Secretary
Washington State Department of Corrections

For more information,
Visit the Department of Corrections
website at

www.DOC.WA.GOV

Purpose of this Guide

Maintaining and strengthening family connections during incarceration is paramount! These relationships encourage individual transformation, reduce the negative impacts of incarceration, and mold the way for a successful transition after release. Many studies have shown that incarcerated individuals with strong family support and involvement are less likely to reoffend. Also, incarcerated parents who have a strong relationship with their child(ren) actually reduces the likelihood of intergenerational incarceration.

Family members experience both a physical and mental loss when a loved one becomes incarcerated. In order to maintain connections and provide support for their loved one, families must learn to navigate their way through the Corrections system. This can be a scary time for all involved. The purpose of this guide is to provide you with information relevant to your loved one's incarceration and guide you to resources during your time with Washington State Department of Corrections (DOC).

You can visit the [Washington State Department of Corrections website](http://www.doc.wa.gov) at www.doc.wa.gov for more detailed information or contact the Family Services Team directly at docFamilyServicesUnit@doc.wa.gov for further assistance.

How to Use this Guide

Feel free to print out this guide and keep it close by; however, be sure to also save the page in your favorite browser as this document is filled with links that will guide you directly to specific resources. Over the past couple of years, we have experienced many, sometimes rapid changes due to COVID. Providing you the link ensures you can always get the most accurate and updated information that is available.

Throughout this guide, you will see text that is underlined and in blue font. This signifies that it is a link that will take you directly to the resource being referenced as long as you are connected to the internet. For example, if you see something like this: [DOC Home Page](#), simply hold your mouse over the blue lettering, hold down the "Cntrl" key and then click the left mouse key. This will bring you directly to the Washington to the Department's website at doc.wa.gov.

Under many of the topics there will be two links, one link is attached to the policy, and the other link will take you to the DOC website.

The term "individual" refers to incarcerated individuals throughout this document. Other terms have been used historically and based upon the age of the document, you may see terms such as "offender" or "inmate". The terms are updated as the documents are updated or revised.

Table of Contents

PURPOSE OF THIS GUIDE	4
HOW TO USE THIS GUIDE	4
ABOUT THE WASHINGTON STATE DEPARTMENT OF CORRECTIONS	7
DEPARTMENT STRATEGIC PLAN.....	7
DEPARTMENT OF CORRECTIONS MISSION, VISION, GOALS & VALUES	7
FAMILY SERVICES UNIT - WE ARE HERE TO SUPPORT YOU!	9
FAMILY EMERGENCIES	9
FAMILY COUNCILS	10
PART I: STAYING CONNECTED WITH YOUR LOVED ONE	11
WASHINGTON STATE PRISON FACILITIES.....	11
FINDING WHERE YOUR LOVED ONE IS LOCATED	12
TELEPHONE.....	12
MAIL	12
SECURUS	14
EMAIL	15
VIDEOGRAMS.....	15
SECURUS VIDEO VISITATION	15
SENDING PACKAGES OR MONEY	15
SENDING PACKAGES	15
SENDING MONEY.....	16
LIMITS ON SENDING MONEY	16
MANDATORY DEDUCTIONS	16
VISITING YOUR LOVED ONE	17
VISITATION PROGRAM.....	17
GETTING APPROVED TO VISIT.....	17
FIRST TIME VISITING	18
WHAT TO WEAR	19
SEARCHES	19
CONTRABAND PUTS EVERYONE AT RISK!	19
VISIT ROOM CONDUCT	20
VENDING MACHINES	20
CONTACTING VISIT ROOM STAFF OUTSIDE OF YOUR VISIT.....	20
VISITATION SURVEY	20
EXTENDED FAMILY VISIT PROGRAM.....	21
SPECIAL VISITS.....	21
FAMILY EVENTS AND PROGRAMS	21
CHILD SUPPORT RESPONSIBILITY.....	22
PREPARING FOR A SUCCESSFUL REENTRY	22
STAYING INFORMED	23
SIGN-UP FOR EMERGENCY & INCIDENT ALERTS	23
DOC WEBSITE.....	23



FAMILY COMMUNICATIONS PORTALS23

PART II: PRISON LIFE 25

THE RECEPTION PROCESS 25

CORRECTIONAL EMPLOYEE ROLES AND RESPONSIBILITIES 25

 CUSTODY STAFF:26

 CASE MANAGEMENT / CLASSIFICATION COUNSELOR (CC).....26

LIVING UNITS 26

 ROOM ASSIGNMENT.....27

 TELEVISIONS.....27

FOOD 27

FINANCES: TYPES OF ACCOUNTS..... 28

PERSONAL PROPERTY..... 28

 COMMISSARY (STORE)29

 CLOTHING29

 JPAY PLAYER/TABLET29

JOBS/EMPLOYMENT AND PROGRAM OPPORTUNITIES..... 29

 EDUCATIONAL PROGRAMS31

 RELIGIOUS AND SPIRITUAL ACTIVITIES.....31

 RECREATIONAL ACTIVITIES31

 SUBSTANCE ABUSE TREATMENT33

 HEALTH CARE SERVICES.....33

PRISON RAPE ELIMINATION ACT (PREA)..... 34

PRISON FACILITY DIRECTORY 35



About the Washington State Department of Corrections

The Department’s approach to managing incarcerated individuals has changed significantly over recent years. Some of the most significant and encouraging changes are reflected in the 2019 revision of the [Department’s Mission, Goals, and Values](#) which put an emphasis on personal growth and the human aspect of our work. As then Secretary Steve Sinclair explained, “this aligns with our vision of working together for safer communities, which we do by positively impacting lives of those who transition through the corrections spectrum”. ([Sinclair, 2019](#))

[Secretary Cheryl Strange](#) returned to the Department of Corrections team in May of 2021. Prior to her appointment as Secretary of Corrections, she served as Secretary of Washington’s Department of Social and Health Services, and previously served as the DOC Deputy Secretary from 2008-2011. Secretary Strange has dedicated her life to public service, serving more than 40 years in government, non-profit or labor organizations, holding leadership positions in those organizations over half of the time. She is well respected and is a proven leader who has cultivated a humane, progressive and equitable institutional culture.

Department Strategic Plan

The [2021-2023 Strategic Plan](#) spells out *how* the Department will perform the work with values that have an enhanced focus on how people are treated.

Department of Corrections Mission, Vision, Goals & Values

[Mission & Vision | Washington State Department of Corrections](#)

The mission of the Department of Corrections is to improve public safety while positively changing lives! Our commitment is to operate a safe and humane corrections system and partner with others to transform lives for a better Washington. Together, we are working for safer communities!



Strategic Anchors

 <p>Mission</p> <p>Improving public safety by positively changing lives</p>	 <p>Our Commitment</p> <p>To operate a safe and humane corrections system and partner with others to transform lives for a better Washington</p>	 <p>Vision</p> <p>Working together for safer communities</p>
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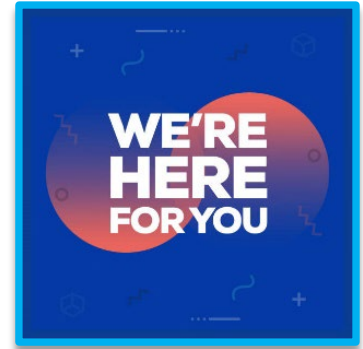
Our Values

<p>Cultivate an Environment of Integrity and Trust</p> <p>Corrections values partnership and trust. We foster openness and support courageous conversations. We are committed to doing what we say we are going to do by being accountable and taking personal ownership in our actions.</p> <p>People's Safety</p> <p>Corrections believes in creating an environment that values physical, mental, and emotional security and well-being. We honor those who advance safety for all.</p>	<p>Respectful and Inclusive Interactions</p> <p>Corrections appreciates and values individuals by promoting an inclusive and diverse environment, which encourages safety. We respect, value, and listen to the thoughts, feelings, and perspectives of our stakeholders and consider the impact on those we serve as well as each other.</p> <p>Positivity in Words and Actions</p> <p>At Corrections, we assume positive intentions and believe there is a shared desire for the best outcome. We consistently demonstrate positive behavior and always put forth our best effort.</p> <p>Supporting People's Success</p> <p>Corrections is committed to our community - understanding individuals, instilling hope, embracing change, and providing opportunities.</p>
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Family Services Unit - We are here to support you!

The Family Services Team is here for you! Our team is here to help you navigate the system and connect you with appropriate resources. We are committed to continue our work to identify and implement meaningful opportunities that strengthen familial relationships and support the success of incarcerated individuals and their loved ones.

To contact the Family Services Unit, send email to docfamilyservicesunit@doc.wa.gov or contact Family Services Manager Dawn Taylor at dmtaylor@doc1.wa.gov.



Family Emergencies

[Family Emergencies | Washington State Department of Corrections](#)

In the event of a family emergency and you need to get ahold of your loved one, call the main facility number and ask to speak with the Shift Commander. You will need to explain the nature of the emergency. When appropriate, arrangements can be made to have your loved one call you back or to have an employee relay any important news.

Family Councils

[DOC 530.155, Family Councils](#)

[Local Family Council](#)

[Statewide Family Council](#)

Family Councils provide the opportunity for families and the Department to work collaboratively to improve the lives of the incarcerated and their loved ones by addressing and resolving relevant issues. This is also a great opportunity to meet others who share in your experience of having an incarcerated loved one.

There are two types of Family Councils: each facility has a Local Family Council (LFC) that meets on the even months throughout the year, whereas the Statewide Family Council (SFC) meets on the odd months throughout the year.

Local Family Council (LFC)

Each Local Family Council is facility specific and is comprised of approved visitors for individuals housed at that facility, facility staff that includes at a minimum: the Superintendent/designee, the Visit Room Sergeant, and the Community Partnership Program Coordinator (CPPC), and three elected family positions that include the Family Co-Chair, The Family Co-Secretary, and the Statewide Family Council Representative. These meetings are open to all approved visitors in good standing and provide an avenue for questions to be asked, concerns to be addressed, and information to be shared on topics such as upcoming events, changes, opportunities, policy updates, etc. Agenda items are accepted prior to each meeting, and research is done in advance whenever possible so that answers can be provided during the meeting.

In February of each year, Family Friendly funds will be discussed at each Local Family Council. This is an opportunity for families and friends to provide their input and suggestions on what type of events and programs they feel would be beneficial to strengthening relationships.

Contact your [LFC Representatives](#) from your facility to learn how to sign up.

Statewide Family Council (SFC)

The Statewide Family Council consists of the Statewide Family Council Representatives from each of the 12 facilities, along with an elected Family co-chair and DOC co-chair (Deputy Director/designee), and a Family co-Secretary along with a DOC co-Secretary. The SFC works collaboratively with families on more global issues that affect the Department as a whole, and to address issues that could not be resolved at the facility level. *This is a public meeting whereas anyone can attend.* To find out how you can get involved, visit the [Statewide Family Council website](#).

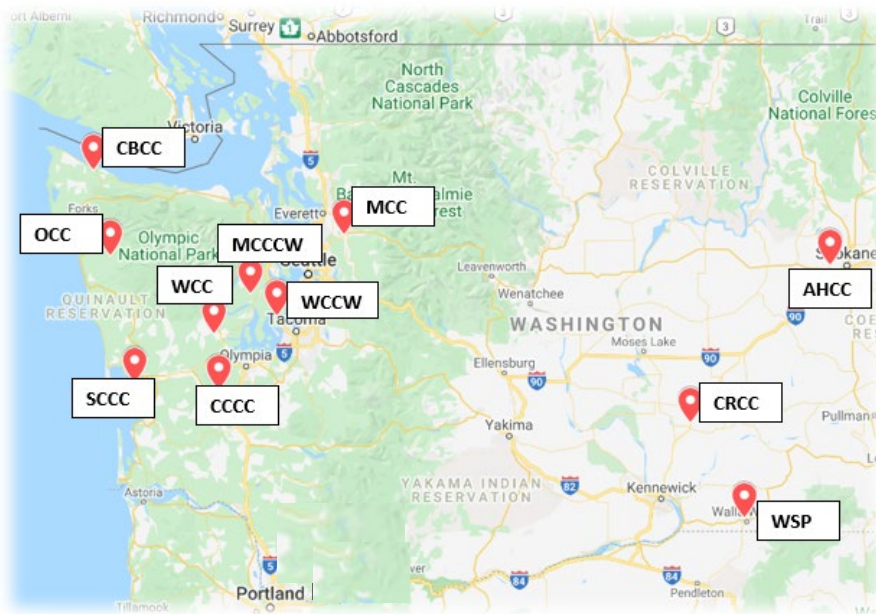
PART I: STAYING CONNECTED WITH YOUR LOVED ONE

It is important to stay connected during the reception process and throughout your loved one’s incarceration. Communication provides critical emotional and psychological support which benefits both incarcerated individuals and their families. Staying connected has a positive impact on the life of your loved one by reducing anxiety and providing some semblance of attachment and connection with what is now, “the now outside world”.

When someone goes to prison it impacts not only the incarcerated, but their family as well. Families experience many emotions as they adapt to their new situation without their loved ones. Better connectivity can give insight to what your loved one is thinking and feeling. Families and children can learn more about their living situation. This provides an opportunity to share family milestones such as graduations, birthdays and holidays. This helps your loved one to stay engaged in family life.

Washington State Prison Facilities

Washington has 11 Department of Corrections prison facilities located throughout the state, with [custody levels](#) ranging from minimum to maximum. To find out more about these facilities, visit our website at [DOC Prison Facilities](#).



Finding Where Your Loved One is Located

[Inmate Search | Washington State Department of Corrections](#)

If you are not aware of where your loved one was transferred to, you can conduct a [Search](#) on the DOC website or you may contact the Department’s Search line at (360) 725-8213 between the hours of 8am to 5pm on Monday through Friday.

Inmate Search

To improve public safety the Department of Corrections publishes information about **currently incarcerated individuals**. All information provided through the application is subject to the agency's [Disclaimer and Terms of Use](#). You may [contact us](#) to obtain more information about current and former inmates and supervisees.

Enter a DOC Number or name to browse for a specific inmate. Special characters, other than hyphens and apostrophes, cannot be used. ([What is a DOC Number?](#))

<input type="text" value="Andrew"/>	<input type="text" value="Lee"/>
<input type="text" value="DOC Number"/>	<input type="button" value="Search"/>

Telephone

[DOC Policy 450.200 Telephone Use by inmates](#)

[Phone Calls | Washington State Department of Corrections](#)

As your loved one goes through the initial intake process, they should receive an Inmate Personal Identification Number (IPIN) within the first 72 hours. This number is required whenever an individual places a call so that the caller can be identified. The incarcerated person must initiate the call and are not able to receive incoming calls.

The Department contracts with a telephone service provider and is committed to ensuring incarcerated individuals have access to reasonably priced telephone services. [Securus Technologies](#) holds the current contract for phone services. Be sure to check out the Frequently Asked Questions link above and visit their site for the most up-to-date and accurate information about receiving calls, prepaid phone accounts, and rates.

Custom call features such as 3-way calling, call forwarding, etc. are not permitted, and all calls may be monitored or recorded to ensure safety and security both within the prison and out. Be sure to check out the “Phone Calls” link above to learn more about how the phone systems work.

Mail

[DOC Policy 450.100, Mail for Individuals in Prison](#)

[Send Mail | Washington State Department of Corrections](#)

[Unauthorized Mail \(wa.gov\)](#)

An important way to stay in touch is to correspond through the mail. Please take time to familiarize yourself with policy and procedures as this will reduce the likelihood of your mail being rejected and will assist with the timely delivery of your mail. Click on the links above to find more information.

Unfortunately, some people attempt to use the mail process in a manner that would create an unsafe environment for all. The Department has policies in place to mitigate any risk and ensure safety and security.

John Hancock
1024 S. Bee St.
Olympia, WA 98506-4321

Peter Smith, DOC #123456, E-32
Washington Corrections Center-Reception Center
P.O. Box 900
Shelton, WA 98584

Sending Mail to Your Loved One

It is especially important that you address the envelope properly and that the content is addressed only to the individual identified on the outside of the envelope. Addresses for all facilities and Reception Centers may be found at the back of this guidebook.

The addresses must be consistent with US Postal Service and must include:

First and Last name
Return Address
City, State, Zip

First Last Name, DOC#, unit/bed
Facility Name
Address
City, State Zip

Inspection

All mail is subject to inspection. This practice is used to prevent the sending/receiving of contraband or other material that may threaten the safety and security of the facility and those housed within it.

Photographs

Photographs are an important way to stay connected. You may send photos to your loved ones; however, they must meet the [criteria](#) outlined in policy. Please be sure to check the policy frequently for updates.

- There is a maximum of 10 photos for each mailing.
- Photos may be sent on a single sheet of paper (single or double sided) or individually (maximum of 10 photos regardless of how they are sent)

- If using a vendor like Snap fish or Shutterfly, you may send up to 20 bound pages; however, it must be sent directly from a vendor.
- Any photo that is sexual in nature will be rejected. Please be sure to check out the [Unauthorized Items](#) list for more specific detail.

Cards

You may send to your loved one; however please be sure to see the section listed below regarding artwork as the cards cannot be homemade and cannot contain anything listed in that section. Additionally, they cannot be padded, laminated, layered or musical.

Artwork, Ink, Crayon, Glue, Glitter, Perfume, etc.

Though unfortunate, some use these items in a manner that violates policy and may create an unsafe environment for all. Any letter or item received will be rejected if it is written or drawn with crayon, gel pen, or excessive ink, glitter, or any substance that cannot be identified. Additionally, the letter cannot be sprayed with perfume, oils, or any other scents.

Negotiables

Cash, personal checks, and stamps cannot be sent directly to your loved one. For more information on how to send funds, please see the [Sending Money](#) section of this guidebook.

Important Documents

Mailroom staff will remove any identifying documentation such as a marriage certificate, birth certificate, death certificate, social security card, etc. and will forward them to designated employees for processing/retention (Records Office). The appropriate addressee/individual will receive a receipt for the items and notice of its disposition.

Unauthorized Items

Be sure to review the list of items that are unauthorized to avoid rejection and or delays in delivery of your mail to your loved one.

Securus

[Securus | Washington State Department of Corrections](#)

Securus is a private company that the Department contracts with to provide electronic media services and money transfers between incarcerated individuals and their family and friends. Other services available through include the ability to purchase music and media and participate in video visiting!

Visit the [Securus Services](#) page to learn how to set up an account, and for the most up-to-date information and fees/rates.

Email

[Sending and Receiving Emails](#)

Securus provides a way for family and friends to write electronic letters to their incarcerated loved ones. emails are treated differently than the emails you usually send and receive at home. All messages are subject to screening and delivery [rules](#) as US Mail and outlined in the [mail policy](#).

VideoGrams

[Securus VideoGram](#)

A VideoGram is recording you can send through a Securus email. These videos are limited to 30 seconds in duration and are sent as a single email. All messages are subject to screening and delivery [rules](#) as US Mail and outlined in the [mail policy](#).

Securus Video Visitation

[Securus Video Visitation](#)

Video Visitation provides the opportunity for friends and family to talk “face-to-face” using a virtual platform. To participate in Video Visitation, your loved one must sign up in advance. Once they have signed up at the facility, they will let you know, and you will need to sign-up online through Securus. To find out more information and to schedule a visit, click on the Video Visitation link above, then go to “*Scheduling a video visitation*” link.

It is very important to understand that *video visits are subject to Visit Room Policies and [Guidelines](#)*. Videos are screened and monitored, and violations of Visit Room Policies and Guidelines may result in suspension or termination of your video visits.

Sending Packages or Money

Sending Packages

[DOC Policy 450.120, Packages for Offenders](#)

[DOC Policy 440.000, Personal Property for Offenders](#)

[Send Packages | Washington State Department of Corrections](#)

[Union Supply Direct - Washington Inmate Package - FAQ](#)

While at the Reception Centers, your loved one will not be able to receive packages; however, once they are transferred to a parent facility there are a number of different types of packages they may receive. Some examples include the monthly gift package, a prepaid vendor package, or a Holiday Package. There are rules around what individuals in different custody levels may receive, frequency, allowable quantity, where the items must be purchased from, etc. so please be sure to check out the Send Packages link above to find the most current information.

Currently, Union Supply is the approved vendor for Washington State Department of Corrections. You can find answers to some of the most [frequently asked questions](#) and can view the [Union Supply Direct Catalog](#) here or go to UnionSupplyDirect.com.

Sending Money

[DOC 200.000 Trust Accounts for Incarcerated Individuals](#)

Your loved one has various financial sub-accounts to include 1) Spendable 2) Educational 3) Medical and 4) Postage accounts and 5) Savings. When sending in money, it is important for you to clearly indicate which account the money is intended for. If this is not clearly noted, funds received will go directly into their spendable balance.

Family and friends may send money to their loved one through JPay or Securus, Western Union, or by sending a cashier's check or money order. Click on the following link for more information and instructions: [Send Money | Washington State Department of Corrections](#)

Limits on Sending Money

[DOC 200.000 Trust Accounts for Incarcerated Individuals](#)

Policy restricts the ability for people to send money to multiple incarcerated individuals. For families where there is more than one incarcerated individual, an exception may be granted by the facility Superintendent. For example, if a mother has two sons who are both incarcerated, she may be approved to put funds into both of their accounts, however this requires advanced approval from the facility Superintendent prior to the attempt to deposit.

Mandatory Deductions

[Statewide Orientation Handbook](#)

[Deduction Matrix](#)

[DOC Policy 200.000 Trust Accounts for Incarcerated Individuals.](#)

Most funds that are deposited into an incarcerated person's account are subject to mandatory deductions. For more information, refer to the Statewide Orientation Handbook, the Deduction Matrix, and DOC Policy 200.000 Trust Accounts for Incarcerated Individuals.

Below are the three primary deductions, however there are other deductions that *may be* taken depending on the circumstances.

- Crime Victim Compensation (CVC/ CVCS). This deduction is forwarded to the Washington State Crime Victim's Fund. CVC/ CVC is not associated with any individual's Legal Financial Obligation.
- Savings (SAV). This deduction is held the savings sub-account and is not a separate bank account.
- Cost of Incarceration (COI/ COIS). This deduction is forwarded to Correctional Industries and contributes to funding incarcerated individual work programs.

Visiting your Loved One

Visitation Program

[DOC 450.300 Visits for Incarcerated Individuals](#)

[DOC 530.150 Family Centered Services](#)

[Prison Visits | Washington State Department of Corrections](#)

The Department understands and respects how important visitation is and the role it plays in the health and wellbeing of those in our care and custody. We continue to strive to make the experience meaningful and rewarding.



Face to face visitation provides hope and motivation as well as the opportunity to support one another's familial role as husband/wife mother/father son/daughter. Visits help families (especially children) to understand that their loved one is safe and how they are doing. For many, visits are the key that motivates them and reminds them what is waiting for them when they release.

The opportunity of visitation may change unexpectedly, so please be sure to check the facility website before heading out.

Getting Approved to Visit

If you wish to visit your loved one during their incarceration, you will need to first be approved through the visit application process.

For adult visitors, this process begins by completing the on-line [Visit Application](#). For visitors under the age of 18, the on-line [Minor Visitor Application](#) form must be submitted.

Applications are generally processed within 30 days; however, there are some instances where it may take longer, or additional documentation may be requested. Once the application is approved, the visitor is then added to the individuals Approved Visitor List and both the visitor and the individual are notified.

Lodging and Transportation Assistance Program

[Lodging and Transportation Assistance](#)

Many families are not able to make the trip to see their incarcerated loved one due to the financial burden that it creates. To make this more affordable for families, the Department of Corrections has created the Lodging and Transportation Assistance Program (LTAP). Qualified applicants who travel over 150 miles one way to visit their loved one will be reimbursed up to \$50.00 towards the cost of either a hotel stay or the purchase of gas.

This program is funded through the Incarcerated Individual Betterment Fund and is contingent upon available IIBF resources.

Click on the link above to learn more about the program and to apply.

First Time Visiting

[Visitor Guidelines](#)

The first time visiting a prison can be intimidating as you don't know what to expect. Be sure to check out the facility specific visitor guidelines beforehand as they can serve as a roadmap to help you prepare for your visit.

Feel free to ask the employees for direction or any clarification that is needed. There are also other family members who would be more than happy to help guide you through this experience. The Family Co-Chair and Secretary of your [Local Family Council](#) would be happy to assist you and answer any questions you may have.

Only a few items are allowed into the facility when visiting and you should only bring the following items that are approved:

- Your current state or federally issued photo identification (ID) such as Driver's License, Military ID, etc. as listed in policy.
- A food card if you have one.

If you have an infant/toddler or need to take medications during your visit, be sure to take a look at the Facility Guidelines for specific information.

What to Wear

[Prison Visits | Washington State Department of Corrections Facility Guidelines](#)

Dress standards are necessary to ensure the safety and security of all individuals and promote a positive environment. Visitors should wear clothing that is clean, conservative, and modest in nature. It is important that you take some time to review the [Facility Guidelines](#) clothing standards section as you may be *turned away and denied entrance* if the clothing standards are not met.

Searches

[Searching and Detaining Facility Visitors \(wa.gov\)](#)

Searches are conducted as needed to enhance security and safety for personnel, incarcerated individuals, and the public by minimizing the introduction of contraband into department facilities.

Prior to entrance into any facility, you will be searched. This process is like what you may experience at an airport. You may be required take off your shoes, coat, etc., turn out your pants pockets and walk through the full body scanner. All personal items will be sent through an x-ray machine and returned to you after you clear the scanner. Depending on circumstances, you may be required to participate in a pat search, K-9 searches, locker searches and vehicle searches.

Contraband Puts Everyone at Risk!

Though unfortunate, truth of the matter is that some choose to take advantage of the Visitation Program in an attempt to bring in and pass contraband.

Anyone found trying to enter the facility with contraband will not be permitted and will be suspended pending Superintendent/designee review which may result in permanent denial of access. The visitor may be detained, and local law enforcement will be notified if a visitor is found in possession of contraband that is an illegal item.

Introduction of contraband is a tremendous safety and security risk for your loved one. This is the primary reason why there are so many rules that must be adhered to when entering a facility.

Some people will lose sight of the consequences and will risk everything including their visits with their loved one. Any person attempted to introduce illegal substance will be referred to law enforcement and may be prosecuted, and visitation privileges may be permanently terminated.



CONTRABAND

- Is a major contributor to VIOLENCE in our prison
- Puts your incarcerated loved one AT RISK
- Puts YOUR FAMILY at risk

Taking part in the introduction of unauthorized items into this prison is not only against the rules, it is AGAINST THE LAW.

This facility, in conjunction with local authorities intend to prosecute ALL crimes on the premises to the fullest extent of the law.

If you introduce contraband, you are subjected to detention, arrest, CONVICTION AND REVOCATION OF VISITING PRIVILEGES.

Is it really worth it?

Please help us keep our prisons safe!

Visit Room Conduct

[Prison Visits](#) | [Washington State Department of Corrections](#)

Visit rooms are designed to promote supportive and positive interactions while maintain safety of our visitors, staff, and the incarcerated individuals. Visit Room rules may vary from facility to facility due to reasons such as custody level, size, staffing, etc.

To maintain the family friendly environment and for security purposes, there is a limit to what type of physical contact that can be made. Be sure to check out the [Facility Guidelines](#) prior to your visit as inappropriate contact may result in lost visit privileges.

Vending Machines

When vending machines are available, you may purchase food and drinks for yourself and your loved ones by using a pre-loaded vending debit card. Please see the facility guidelines for information on how to purchase the card, how to load the card, and the rules surrounding use of the machines.

Incarcerated Individuals are not allowed to approach the vending machines without the advance approval of Visit Staff.



Some families have indicated they have found it beneficial to load the vending debit card before leaving the facility at the end of the visit, so it is ready for your next visit.

Contacting Visit Room Staff Outside of Your Visit

If you have questions regarding visitation, you can contact the facility where you plan to visit. Please understand that visit staff often work a non-traditional work schedule so they may be unavailable to return your call immediately.

When to call Statewide Visit Unit?

If your question or concern are general in nature or cannot be resolved by the facility, you may call the Statewide Visit Unit at (360) 725-8480 or e-mail at dochqvisitunit@doc1.wa.gov.

Visitation Survey

[DOC Visit Survey](#)

Your opinion is important! In our continued effort to provide meaningful visit opportunities at Washington Department of Corrections facilities, we are seeking your input! The link to the survey can be found on the DOC.WA.GOV website under the Visiting tab, or you can click on the link above to access it.

Extended Family Visit Program

[DOC Policy 590.100 Extended Family Visits](#)
[Extended Family Visits \(EFV\)](#)

The Department recognizes the importance of building and maintaining strong family ties. The Extended Family Visit (EFV) Program is available for qualifying individuals and their immediate family members. The application process can take up to eight weeks or even more depending on the complexity of it.

An EFV visit can last either 1 or 2 nights and takes place in a fenced private unit within the facility. See policy for more information including criteria, requirements, and authorized items that may be brought in for the visit.

Visit the [Extended Family Visits Link](#) above for more information on criteria and how to apply.

Special Visits

[DOC Policy 450.300 Visits for Incarcerated Individuals](#)

There may be some instances when a special visit may be requested. A special visit may be permitted for 1) Visitors who travel over 250 each way to visit their loved one, 2) when your visitor participates in a DOC meeting that is scheduled over the regular available visit time, or 3) for visits with those who are in restrictive housing or hospitalized.

Special visits will only be considered for approved visitors on an individual's list, and may be limited due to COVID, operational, safety, and/or security concerns. See [DOC 450.300 Visits for Incarcerated Individual Policy](#) for more information.

Family Events and Programs

Each facility holds annual events that are designed to strengthen the relationship between incarcerated individuals and their loved ones. Unfortunately, COVID has delayed much of the in-person opportunities, however continued efforts are being made to keep families connected. You can generally find the annual event calendars at the following link in the right column: [Prison Visits - Event Calendars](#)

Under normal circumstances, each facility holds a minimum of four events per year. Two of the events are focused on the parent/child relationship and two of the events are focused on adult relationship building. The child focused events include the Back-to-School event which stresses the importance of an incarcerated parent's role in their child's education. Whenever possible, the event will include fun interactive and educational activities, games, and food. The other child focused event is the Winter Holiday Celebration in December. Depending on available resources, facilities may have additional family events scheduled throughout the year.

Parenting, relationship building, and other self-help programs are available in most facilities. Additionally, resources are available for those who have obligations under the Division of Child Support (DCS) or who have active Dependency cases.

Your ideas and suggestions for programs and/or events are always welcomed! You can send your input to the Family Services Unit at docFamilyServicesUnit@doc.wa.gov and you are encouraged to share and discuss at your Local Family Council.

Below is a screenshot of the website– links will not work from this document



Guidelines, Visiting Schedules & Family Event Calendars			
Prison Facility	Guidelines	Visiting Hours	Event Calendar
Airway Heights Corrections Center			
Cedar Creek Corrections Center			
Clallam Bay Corrections Center			
Coyote Ridge Corrections Center			
Larch Corrections Center			
Mission Creek Corrections Center for Women			
Monroe Correctional Complex			
Olympic Corrections Center			
Stafford Creek Corrections Center			
Washington Corrections Center			
Washington Corrections Center for Women			
Washington State Penitentiary			

Child Support Responsibility

[22-423 Do I still have to pay child support if I am in prison?](#)

Upon entering the prison system, an incarcerated non-custodial parent (NCP) will have the opportunity to have their child support obligations reviewed which could potentially result in a reduction of monthly support obligation and/or charge-off of existing debt. Incarcerated individuals who have child support obligations are encouraged to address this as quickly as possible, so they do not incur a large debt during their incarceration. Your loved one may ask their counselor or the Community Partnership Program Coordinator for more information.

Preparing for a Successful Reentry

Transitioning back into society after incarceration is very difficult. It takes preparation, open communication, and support throughout the process. It is best to have a plan in place when your loved one is released and comes home. Obtaining a Washington State Identification card, social security card (replacement if needed), and birth certificate will be instrumental in the transition to life outside of prison. Your loved one should speak with their classification counselor and request assistance for these items if they are needed, approximately 6 months prior to their release. If SSI services were received prior to incarceration, it is possible to initiate the paperwork prior to release for payments to start shortly thereafter.

The agency now offers more programs than ever that are focused on the success of an individual after their release. Your loved one is encouraged to take advantage of any program and opportunity that is available!

Staying Informed

Sign-up for Emergency & Incident Alerts

[Public Alerts & Notices | Washington State Department of Corrections](#)

Visitors may sign up to receive emergency and non-emergency incident alerts via text message, email, and/or voicemail.

An Emergency Alerts would include situations that require action to be taken such as an evacuation, prison lock-down, escape, or other severe events. A Non-Emergency Incident would include significant transportation problems with prolonged impacts or significant ongoing Corrections exercises or other activity. The system will not be used for routine informational notices.

If you are interested in signing up to receive these alerts, go to the [Public Alerts & Notices | Washington State Department of Corrections](#)

Sign-up for Emergency & Incident Alerts

The Department of Corrections (DOC) is now able to send you emergency alerts, as well as non-emergency incident alerts, via text message, email, pager, and/or voice mail.

- **Emergency Alerts:** Could include hazards that require action be taken such as an evacuation, prison lock down, prison escapees, or other severe events.
- **Non-Emergency Incident Alerts** Could include significant transportation problems with prolonged impacts, or significant ongoing Corrections exercises or other activity.

This system will not be used for routine informational notices (see [Prison Facility Alerts & Notices](#) for this information). Alerts are provided free of charge, however, standard text messaging rates and other charges may apply.



Subscribe

Modify Subscription

Unsubscribe

DOC Website

[Public Alerts & Notices | Washington State Department of Corrections](#)

Visit the DOC public website [Public Alerts & Notices](#) page for regularly updated with the most recent information for all Department facilities. Please be sure to check this page before leaving for a visit as there may be unforeseen issues that may interfere with visiting, causing delayed, shortened, suspended or cancelled visits.

Family Communications Portals

[Click here to sign up to receive email communications](#)

The Department recognizes how important communication with families are during their loved one's incarceration. In an effort to increase communication, the agency is working to implement a ListServ that will provide the opportunity for families and friends to sign up to receive specific types of information. Until that is available, you can sign up to receive communications that have state-wide impact, future opportunities, and/or efforts that are being made to keep families connected. You can sign up to be added to this distribution list by sending an email to docFamilyServicesUnit@doc.wa.gov or by completing the survey at the link above.

STAY CONNECTED!

Follow us on:



- [Washington Corrections \(@WACorrections\) / Twitter](#)
- [Washington State Department of Corrections | Facebook](#)
- [WACorrections - YouTube](#)
- [Washington State Department of Corrections | LinkedIn](#)

Part II: PRISON LIFE

The Reception Process

[DOC Policy 310.150, Reception, Initial Classification, and Custody Facility Plan](#)

[DOC Policy 310.000, Orientation](#)

When a person enters the prison system, they first arrive at a Reception Diagnostic Center (RDC) where various interviews and assessments are completed.

There are two Reception Centers in Washington: The men start at [Washington Corrections Center Reception Center \(WCC-RC\)](#) located in Shelton, Washington, and the women start at [Washington Corrections Center for Women Reception Center \(WCCW-RC\)](#) located in Gig Harbor, Washington.

During the first week of admission, incarcerated individuals will attend and orientation and receive a copy of the [Statewide Inmate Orientation Packet](#). This packet contains basic information and instruction that will assist them as they transition into the prison system.

While at the RDC, they will undergo a series of assessments and reviews which will identify specific needs or possible concerns such as medical, mental health, substance abuse, and education. This information will be used to assign a [custody level](#) and will assist in identifying a facility that has the resources necessary to meet the needs of the individual in order to help them to succeed. This process is called Classification and generally takes 4-6 weeks; however, this may take longer than expected due to COVID.

Once this process is completed, a transfer order is requested to send the individual to a “parent” facility.

During the intake process, your loved one will receive a special number called an i-Pin which will allow them to make phone calls. This may take up to two weeks, so don’t be alarmed if you do not hear from them right away. We will further explain the i-Pin in the following pages.

If you have a family emergency and need to contact your loved one, you may contact the facility directly and ask to speak with the Shift Commander.



Correctional Employee Roles and Responsibilities

Department employees provide the opportunity for positive change within a safe and secure environment, and serve as pro-social role models by modeling appropriate behavior and holding individuals accountable as necessary. Generally speaking, staff attend a full 5 weeks of Department training as part of their onboarding with the Department.

During their incarceration, individuals will have the most contact with custody staff (those who are in uniform) and their assigned classification counselor.

Custody Staff:

Custody staff are most easily recognized as they generally wear uniforms. [Correctional Officers](#) are commonly referred to as “Officer” or “C.O.”. Correctional Officers use interpersonal skills and effective communication skills to encourage positive behaviors that counteracts criminal thinking while maintaining a safe environment for the incarcerated population, staff, visitors, and the community.

No longer “Guards”

Years ago, Correctional Officers were referred to as “prison guards”, however as training and expectation of a more inclusive and holistic approach, the term Correctional Officer was adapted.

Other custody staff include Correctional Sergeants (commonly referred to as “Sergeant” or Sgt.) who supervise Correctional Officers and/or specific areas of the facility; Correctional Lieutenant (also referred to as “Lieutenant” or Lt.) who is responsible for the overall safety and security of the facility operations during their shift; and one Correctional Captain (commonly referred to as “Captain” or Cpt.) at each major facility. The captain is the senior custody staff member and is responsible for facility-wide custody and security operations and the supervision of Lieutenants.

Case Management / Classification Counselor (CC)

Each incarcerated person is assigned a Classification Counselor (commonly referred to as “Counselor”). A counselor maintains communications with the individuals on their caseload, ensuring their needs and/or requirements identified in the case plan are met. The counselor monitors behavior, programming participation, etc. and conducts reviews on a regular basis in order to modify the case plan as needed to best support the individual’s success.

Living Units

Every facility has several living units that house the incarcerated population. Units differ based upon custody level, logistics, and age of the facility. Some living units are a direct supervision module where the officer’s post has a visual on all cells and is located in the pod with the individuals. Often times, cells in this type of a setting have wooden or cement doors and the individuals carry their own keys. Some living units have indirect supervision meaning the unit is supervised from an enclosed post. Cells in these units are likely to have cement sliding doors or bars.



Room Assignment

[Cell/Room Assignment \(wa.gov\)](#)

[Where Inmates Live | Washington State Department of Corrections](#)



In major facilities there are typically two incarcerated individuals assigned to a room with a bunk bed. Room assignments are based upon a number of factors to include the age, affiliation (with group or gang), work assignments, medical concerns, mental health or protection issues, etc.

The person an individual is assigned a cell with is often referred to as a “celly”. If an individual does not get along with their assigned roommate, they may speak with their unit sergeant or Correctional Unit Supervisor (CUS) to request a cell move or explore other options.

Policy indicates what the criteria is for cell movement and how your loved one can make a request.

Televisions

Individuals assigned to a cell may rent a television from the facility if they do not own their own. Some dorm-like settings such as in some camps, may not allow individual televisions due to the open concept. Televisions may be purchased through the Department’s approved vendor.

Food

[DOC Policy 240.100, Food Services Program](#)

[Food Service Programs Provide Nutritious Food and Valuable | Washington State Department of Corrections](#)

Our incarcerated population is served three (3) nutritional and meals each day. Healthy meals are provided that adhere to the [Guidelines of American](#) and all mainline menus comply with [Governor’s Executive Order 13-06](#), which requires state facilities to provide healthy foods. Dietary allowances are reviewed annually to ensure DOC meets the national and statewide requirements.



All food served in prison is USDA inspected and meets nutritional requirements.

The Department offers standardized menus, and uniform nutritional (reduced fat & sodium, higher fiber) to enhance the health and well-being of the population. The menus are reviewed by a full-time Registered Dietitian who certifies that they meet nutritional requirements. All food used for incarcerated individuals’ meals is USDA inspected.

Prison food service departments provide modified diets for incarcerated individuals whose religious beliefs include special religious or dietary needs such as kosher or vegetarian. They also work closely with the medical department to provide therapeutic diets as prescribed by health care staff. Per DOC policy 240.100, it happens annually, constant reviews of provider dietary assignment and clinical dietary work is ongoing.

Finances: Types of Accounts

[DOC Policy 200.000 Trust Accounts for Incarcerated Individuals Attachment 5](#)

Upon entry into the system, every incarcerated individual is assigned a trust account. This is like a bank account but does not earn interest. An Individual's trust account is comprised of 7 Subaccounts which are: Spendable, Savings, Work/Training Release Savings, Postage, Education, Medical, and Community Services Revolving Fund (CSRF).

Spendable Account:

These funds are what is available for use by the individual.

Savings Account and/or the Work/Training Release Savings:

The savings subaccount will assist individuals with transition to the community. There are few exceptions that would allow access to these funds during incarceration as noted on Attachment 5 of DOC Policy 200.000, Trust Accounts for Incarcerated individuals.

Postage Account:

The postage subaccount may be used for postage charges only.

Education Account:

Funds received from outside sources and designated for the education subaccount are exempt from deductions outlined in RCW 72.09.480(2). This subaccount is used for payment of education, vocational programs, or postsecondary education degree programs and other relevant costs.

Medical Account:

The medical subaccount may only be used to cover copayment, purchase eyeglasses, and over the counter medications.

Community Services Revolving Fund (CSRF)

The only time funds are in this account is when the Community Corrections Supervisor requests funds to be loaned to assist an individual in seeking employment or purchase work-related clothes or equipment.

Personal Property

[DOC Policy 440.000, Personal Property for Offenders](#)

[Maximum Allowable Personal Property Matrix - Men's Facilities](#)

[Maximum Allowable Personal Property Matrix - Women's Facilities](#)

[Union Supply Direct - Washington Inmate Package - FAQ \(\[wainmatepackage.com\]\(http://wainmatepackage.com\)\)](#)

Individuals are authorized to have any property that is listed on the Maximum Allowable Personal Property Matrix. Individuals are provided the opportunity to purchase these items through Union Supply which is the DOC approved vendor. What and how the family can purchase will be addressed under the "Staying Connected" portion of this guidebook.

Commissary (Store)

[DOC Policy 200.210, Prison Commissary Commissary \(Store\) | Washington State Department of Corrections](#)

The Department operates a commissary where individuals have the opportunity to purchase items that are not provided by DOC or the facility. Items available are listed on a [Commissary List](#) and include items such as snacks, soda, postage supplies, writing materials, vitamins, hygiene items, and other personal items. Individuals with money in their account may purchase anything on the approved commissary list whereas those without funds are limited to basic hygiene and correspondence items and may incur a debit on their account that will need to be paid back.

Clothing

[DOC Policy 440.050, State Issued Items](#) The Department provides [state-issue clothing](#) to the incarcerated population. There are some provisions in policy for the possession of personal shoes, jewelry, and religious clothing which are available to purchase through the [Union Supply](#), the DOC approved vendor.

JPay Player/Tablet

[JPay Services | Washington State Department of Corrections Individual Technology Services](#)

A Jpay Player is an agency-approved media player designed to give individuals access to music, FM radio, games, and the ability to read/write emails (charges due apply). The Jpay Player is similar to a tablet. You can find more information on the Jpay player, its abilities, and the cost by visiting the Jpay Services page on the DOC website.

We will be seeing many changes with the tablets as the new contract with Securus rolls out. You can read more by clicking on the Individual technology Services link above.

Jobs/Employment and Program Opportunities

[DOC Policy 700.000, Work Programs in Prisons](#)
[DOC Policy 700.100 Class III Work Programs](#)

The DOC is committed to maintaining and expanding work and training programs that inspire a positive work ethic and give individuals job skills to help them succeed upon release. Work opportunities vary available based upon custody level and location. Understanding that a prison ground are much like an independent community which relies on community workers to maintain. Workers are needed for food services; warehouse workers; maintenance workers such as electricians, plumbers, carpenters, groundskeepers, and painters; administrative type assistance. Some work crews assist in local communities and state parks while others work with Correctional Industries to create furniture that is used in state agencies throughout the state.



Depending on their custody level, incarcerated individual jobs can be inside the facility or out in the community supervised by correctional staff.

There are other special programs where individuals can be employed or can sign up to assist with community-based efforts such as the [Sustainability in Prisons Project](#), [Wheels for the World](#), Bicycles from Heaven, [Dog training Programs](#), and others. These types of programs teach skills however also come with the significant reward of giving back and assisting a community in need.



Educational Programs

[DOC 500.000 Policy Education and Vocational Programs in Prisons](#)

[Educational Programs | Washington State Department of Corrections](#)

The Department of Corrections contracts with the [State Board of Community & Technical Colleges](#) to provide basic education and workforce/technical associate degrees within the 12 prisons. Classes offered include Reading, Writing, Math, English and a variety of pre-college preparation courses, pre-apprenticeship programs, vocational certificates and degrees.

The Department also partners with providers who deliver credit-bearing programs and enrichment courses.

For more information on programs offered, visit the Education section of the DOC website.

Religious and Spiritual Activities

[DOC 560.200 Religious Programs](#)

[Allowable Individual Religious Items](#)

The Department acknowledges the inherent and constitutionally protected right of individuals to believe, express, and exercise the religion of their choice. Religious programs promote positive values and moral practices that foster healthy relationships, especially within their own families and the communities to which they are returning.

Partnering community volunteers and contracted service providers deliver the majority of religious based programs which align with the teachings from the external religious communities.

The Department consults with a diverse group of religious/faith/cultural groups authorities with knowledge of corrections to inform and advise on relevant policies, practices, concerns, and resource support.

Recreational Activities

[DOC Policy 540.105, Recreation Program for Incarcerated Individuals](#)

Recreational activities promote individuals to take responsibility for making positive choices for their health and wellness by adopting positive lifestyle habits and achieving their highest potential for wellbeing.

The Recreation Programs may differ slightly by location and may include hobby craft, music programs, weightlifting and fitness machines, cardio programs and machines, basketball, soccer, softball, volleyball, racquetball, and Yoga. Some programs require a quarterly fee in order to maintain the programs.

Learning Opportunities



Groups



Employment and Trades



Substance Abuse Treatment

[Substance Abuse Treatment | Washington State Department of Corrections](#)

Within available resources, the Department of Corrections will provide a multi-phased treatment continuum of programs for individuals with substance use disorders.

Consistent with research, evidence based, promising and best practices, the [Substance Abuse Recover Unit \(SARU\)](#) offers a comprehensive continuum of intensive outpatient, intensive day treatment, and residential treatment services. Treatment is provided, within available resources, to individuals who meet the established eligibility criteria based upon clinical need and sentencing requirements and follow a triage protocol.

Health Care Services

[DOC 600.000 Policy Health Services Management](#)

[Health Services Orientation Handbook](#)

[Health Services | Washington State Department of Corrections](#)

[Health Services - Frequently Asked Questions](#)

The Department provides health services which includes medical, mental health, dental, and pharmacy services. All health services are provided in accordance with applicable Department policies and the Health, Environmental, and Safety Standards established under RCW [43.70.130\(8\)](#), and are provided to individuals by on-site health care staff. All health care providers and counselors are appropriately licensed or certified to practice in Washington.

Your loved one can sign up to schedule an appointment, however for those instances when there is more of an urgent medical need, they may sign up for sick call which is scheduled for the following day. In the event of an emergency, your loved one may declare a medical emergency for immediate health care crises regardless of the time of day or night.

To talk with someone at the facility regarding to your loved one's medical condition or treatment, you must first have written permission by your incarcerated loved one on file. They will need to complete a [DOC 13-035 Authorization for Disclosure of Health Information](#) indicating what information may be shared and exactly who it may be shared with. You can find the number for each facility's Health Services department by visiting the [Washington State Department of Corrections - "Contact Us"](#) link.

Prison Rape Elimination Act (PREA)

[DOC Policy 490.800 Prison Rape Elimination Act \(PREA\)](#)

[PREA Resources | Washington State Department of Corrections](#)

The Prison Rape Elimination Act (PREA) is a federal law that was signed September of 2003. This Act establishes a zero-tolerance policy regarding rape and sexual abuse in federal, state, county and city correctional systems, including prisons, jails, police lock-ups, and other confinement facilities for adults and juveniles.

The Department has zero tolerance for all forms of sexual misconduct and will impose disciplinary sanctions for such conduct, up to and including criminal prosecution. All Department personnel and incarcerated individuals are trained and provided information on PREA, and there are posters and brochures located throughout all facilities.

Individuals, visitors, family members and associates are encouraged to report any allegation of PREA. Reporters may remain anonymous.

Phone: PREA Hotline 1 (800) 586-9431

Email: DOCPREA@doc.wa.gov

Mail: PREA Coordinator Post Office Box 41100, Olympia, WA 98504

The DOC has zero-tolerance for all forms of retaliation against any person because of his/her involvement in the reporting or investigation of a complaint.

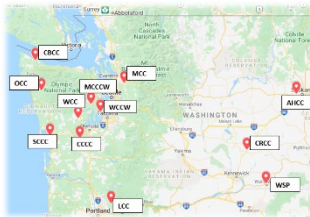
Prison Facility Directory

Airway Heights Corrections Center
 11919 West Sprague Avenue
 Post Office Box 2049
 Airway Heights, WA 99001-2049
 (509) 244-6700

Cedar Creek Corrections Center
 12200 Bordeaux Road
 Post Office Box 37
 Littlerock, WA 98556
 (360) 359-4100

Clallam Bay Corrections Center
 1830 Eagle Crest Way
 Clallam Bay, WA 98326-9723
 (360) 963-2000

Coyote Ridge Corrections Center
 Post Office Box 769
 Connell, WA 99326-0769
 (509) 543-5800



Mission Creek Corrections Center for Women
 3420 NE Sand Hill Road
 Belfair, WA 98528
 (360) 277-2440

Monroe Correctional Complex
 Washington State Reformatory
 Unit
 16700 177th Ave. SE
 Post Office Box 777
 Monroe, WA 98272-0777
 (360) 794-2600

Olympic Corrections Center
 11235 Hoh Mainline
 Forks, WA 98331
 (360) 374-6181

Minimum Security Unit
 Post Office Box 7001
 Monroe, WA 98272-7001
 (360) 794-2299

Stafford Creek Corrections Center
 191 Constantine Way
 Aberdeen, WA 98520
 (360) 537-1800

Twin Rivers Unit
 16774 170th Drive SE
 Post Office Box 888
 Monroe, WA 98272-0888
 (360) 794-2400

Washington Corrections Center
 2321 West Dayton Airport Road
 Post Office Box 900
 Shelton, WA 98584
 (360) 426-4433

Special Offender Unit
 16730 177th Avenue SE
 Post Office Box 514
 Monroe, WA 98272-0514
 (360) 794-2200

Washington Corrections Center for Women
 9601 Bujacich Road NW
 Gig Harbor, WA 98335-8300
 (253) 858-4200

Washington State Penitentiary
 1313 N. 13th Avenue
 Walla Walla, WA 99362-1065
 (509) 525-3610