VISITOR GUIDELINES

WELCOME STATEMENT

The Department of Corrections welcomes visitors to Mission Creek Corrections Center for Women (MCCCW). We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure each visit is safe and pleasant. The number of visitors allowed at one time may vary from one facility to another. Reading these guidelines carefully is strongly encouraged to
promote an enjoyable visit.

WHO CAN VISIT

Visitors must have submitted a visitor's application, be approved, and added to the incarcerated individual's visitor list before visiting. Each individual may have up to 3 approved visitors per visit. NOTE: The incarcerated individual may not be available for a visit. Visitors may avoid making an unnecessary trip or being turned away by pre-arranging visits with the incarcerated individual.

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

DESIGNATED VISIT HOURS

Visiting

Where	Days	Arrival/Check In Time	Visit Begin Time	Visit End Time
Visit Room	Friday	6:00 p.m. to 6:30 p.m.	6:30 p.m.	8:30 p.m.
	Saturday/Sunday/ *Monday Holiday	2:15 p.m. to 2:45 p.m.	2:45 p.m.	5:00 p.m.
	Saturday/Sunday/ *Monday Holiday	6:00 p.m. to 6:30 p.m.	6:30 p.m.	8:30 p.m.

*Monday visits on if Monday is a State holiday.

Video Visiting

Where	Days	Check In Time	Check Out Time
Offender's assigned unit	7 days a week	10:00 a.m.	10:30 a.m.*
		11:00 a.m.	11:30 a.m.*
		2:00 p.m.	2:30 p.m.*
		3:00 p.m.	3:30 p.m.*
		9:30 p.m.	10:00 p.m.*
		10:30 p.m.	11:00 p.m.*

*Video Visiting may be extended an additional 30 extra minutes for an additional fee at the conclusion of the first 30 minute increment. Total video visit time will not exceed one hour.

Incarcerated individuals may request arrangements for special visit situations, such as friends or family traveling from extended distances.

If a visitor leaves during any visit period, s/he may be allowed to return during the next authorized visit period.

Visiting may be interrupted or cancelled due to facility needs. Visitors may avoid making unnecessary trips or being turned away by going online or signing up to receive visit updates

VISITOR GUIDELINES

WELCOME STATEMENT

The Department of Corrections welcomes visitors to Mission Creek Corrections Center for Women (MCCCW). We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure each visit is safe and pleasant. The number of visitors allowed at one time may vary from one facility to another. Reading these guidelines carefully is strongly encouraged to
promote an enjoyable visit.

WHO CAN VISIT

Visitors must have submitted a visitor's application, be approved, and added to the incarcerated individual's visitor list before visiting. Each individual may have up to 3 approved visitors per visit. NOTE: The incarcerated individual may not be available for a visit. Visitors may avoid making an unnecessary trip or being turned away by pre-arranging visits with the incarcerated individual.

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

DESIGNATED VISIT HOURS

Visiting

Where	Days	Arrival/Check In Time	Visit Begin Time	Visit End Time
Visit Room	Friday	6:00 p.m. to 6:30 p.m.	6:30 p.m.	8:30 p.m.
	Saturday/Sunday/ *Monday Holiday	2:15 p.m. to 2:45 p.m.	2:45 p.m.	5:00 p.m.
	Saturday/Sunday/ *Monday Holiday	6:00 p.m. to 6:30 p.m.	6:30 p.m.	8:30 p.m.

*Monday visits on if Monday is a State holiday.

Video Visiting

Where	Days	Check In Time	Check Out Time
Offender's assigned unit	7 days a week	10:00 a.m.	10:30 a.m.*
		11:00 a.m.	11:30 a.m.*
		2:00 p.m.	2:30 p.m.*
		3:00 p.m.	3:30 p.m.*
		9:30 p.m.	10:00 p.m.*
		10:30 p.m.	11:00 p.m.*

*Video Visiting may be extended an additional 30 extra minutes for an additional fee at the conclusion of the first 30 minute increment. Total video visit time will not exceed one hour.

Incarcerated individuals may request arrangements for special visit situations, such as friends or family traveling from extended distances.

If a visitor leaves during any visit period, s/he may be allowed to return during the next authorized visit period.

Visiting may be interrupted or cancelled due to facility needs. Visitors may avoid making unnecessary trips or being turned away by going online or signing up to receive visit updates

via Twitter at http://twitter.com/@wadocvisits. This page contains basic information including where to go to view facility guidelines. Visitors may also get information by calling the facility.

DIRECTIONS

Facility Information (provided by facility)

- Written directions: From I-5, take exit 132 onto Highway 16 and go approximately 26 miles to Highway 3 South exit on the left toward Belfair/Shelton.
- Follow Highway 3 approximately 8 miles, then turn right at the Belfair stoplight onto NE Clifton Lane. NE Clifton Lane becomes WA-300. Stay on WA-300 until you come to NE Sand Hill Road.
- Turn right onto NE Sand Hill Road and follow it 3.8 miles. The entrance for Mission Creek is on the right.
- The visitor may contact the facility at: 360-277-2400
- Individuals with disabilities: Parking is clearly marked. Should you require additional accommodation(s), please communicate in advance of your visit with the MCCCW visit team.

ARRIVAL ON FACILITY GROUNDS

Vehicles/Parking

The speed limit on facility grounds is 10 mph. The Department thanks drivers for not speeding.

Vehicles must be secured. The Department will not be liable for lost or stolen property.

Individuals dropping off a visitor should ensure the visitor has been allowed access, but may not wait in vehicles or on facility grounds after the visitor has been processed for visiting.

Pets are not permitted to wait in vehicles or on facility grounds.

Visitor Check-In

Visitors are welcome to arrive 30 minutes before visits and will check in at the visitor entrance.

- Head toward the flag pole in front of the Administration Building, then follow the road around the building to M Gate.
- Go through M Gate and proceed to the door marked "Visiting Area".

Visitors should inform visit personnel in advance when difficult news will be shared during a visit. Visit personnel will attempt to make a suitable seating arrangement for the visit.

Identification

Visitors who are 18 years of age and older must present identification (ID) that is valid with a current photo (e.g., driver's license or state ID card, passport, military or government ID, tribal ID, alien registration). Other forms of ID may be authorized by the Superintendent/designee. Expired or non-photo ID will not be accepted unless the Superintendent/designee approves in exceptional situations (e.g., the ID is recently expired, and the visitor is known to visit by visit employees).

Searches

Visitors will be required to sign DOC 21-575 Acknowledgment of Visitor Search Requirements before visiting. Pat, vehicle, personal property, and/or canine searches may be conducted. Visitors should read DOC 420.340 Searching and Detaining Facility Visitors before the first visit.

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

- Cash as follows:
  - During visitation, money or vending machine debit cards may be used for vending machine purchases by visitors. Offenders are not allowed to handle cash or vending machine debit card(s).
    - Once opened, purchased food items must be removed from their packaging and placed on plates or napkins. Visitors and incarcerated individuals may not share items from the same plate, napkin, or container.
    - Any unopened items may be taken home by the visitor.
  - At facilities where cash is required for vending machine purchases, visitors will be allowed $20.00 in change or bills in denominations of $5.00 or less and may also bring an additional $20.00 for the incarcerated individual.
  - At facilities with debit vending machines, visitors will be allowed a vending machine debit card. The debit card limit is $ no limit, based on vendor resources. A $5.00 bill will be needed for first time users to obtain a vending machine debit card. A $2.00 charge will be assessed for each card purchased. Debit cards should be purchased or loaded prior to the offender entering the visit room. All returns will be handled through the vendor by taping a return ticket, with correct name and address clearly written on it, to the vending machine for the vendor to pick up. No lending, borrowing, or trading of vending cards is allowed during visits.
  - Visitors will take all unspent money and vending machine debit cards with them when they leave.
- Keys - Drivers may keep one car key and/or remote on a single ring key chain. The keys will be secured by the Visit Officer at the officer's desk.
- ID - Visitors may be allowed to have one form of ID in the visiting area.
- Medical - Visitors are allowed medications or medical equipment that is needed during the visiting period, if proof of prescription or medically authorized need is provided. Prescription medication must be in the original container and only in the limited amount needed during the visit. The original container must list the visitor's name and the names of the medication, pharmacy, and prescribing physician. The Visit Officer will store the medication in a locked locker/drawer. If a visitor cannot clear screening due to a medical device/condition, an additional search will be required.
- Small comb or brush.
- Two pair of eyeglasses, including one pair of reading glasses, or non-reflective sunglasses for facilities allowing outside visits.

Items for Infants and Toddlers up to 36 months

The following items are allowed for infants and toddlers and must be stored in a clear plastic bag or container:

- Two empty, clear plastic bottles that can be filled with water, juice, milk, or formula

- One plastic Tupperware-type child's cup with lid
- Two unopened plastic containers of formula, juice, or other infant-specific fluids (e.g., Pedialyte). Breast milk may be allowed if it is in a clear plastic bottle that employees are able to inspect
- Two unopened plastic containers of baby/snack food in their original packaging with one plastic baby spoon
- Two bibs
- Two pacifiers or teething objects
- One non-quilted child's blanket
- One change of baby clothing
- One disposable diaper per hour of the visit
- Baby wipes that have been transferred to a zip lock plastic bag before the visit

If facility resources are available, nursing mothers may be asked to relocate to a non-restroom location identified by facility employees. If there is no suitable location for nursing, mothers may nurse in the visit room, provided they maintain reasonable modesty while nursing.

Service Dogs

Service dogs must meet the requirements of the Americans with Disabilities Act (ADA). Support animals and in-training service animals do not meet ADA requirements and will not be allowed.

- The dog's owner is responsible for the animal, including:
  - Cleanup of waste and disposal in the following area(s): Animal waste should be placed in the garbage can in front of the Administration Building. Service animals may use the grass area around the visitor parking lot. Visitors must clean up waste from their service animal. Visit officers will have a supply of animal waste baggies if needed.
  - Feeding the dog in the following area: At the assigned visit table.
    - Dog handlers will be allowed to secure dog food items in the visitor lockers.
  - Ensuring the dog remains on a leash under their control at all times
- Service dogs may not interact with incarcerated individuals or other visitors
- Dog handlers may be asked to remove the dog from the premises if the dog exhibits behavior that does not meet service animal requirements

OVERCROWDING IN THE VISIT ROOM

When the visit room reaches maximum capacity, the following practice will be implemented to allow as many visitors as possible the opportunity to visit:

- Visit personnel will maintain a log of visitors entering the visit room and the time that they arrive.
- After a visitor has been in the visit room for one hour, or half of the visit period, s/he may be instructed to leave the visit room to allow another visitor(s) to enter. Visit personnel will ask for volunteers before ending any visits.

- In limited circumstances, an individual and his/her visitor(s) may not have their visit ended (e.g., visitors who have traveled over 250 miles, rely on specialized public transportation).

- If an individual has already had a visitor(s), additional visits may not be allowed for that day.

When the visit room drops below maximum capacity, these limitations will be suspended.

CLOTHING STANDARDS

Dress standards are necessary to ensure the safety and security of all individuals and promote a positive environment. Visitors should wear clothing that is conservative in nature in order to maintain a respectful visiting environment and ensure processing time is kept to a minimum. The Visiting Sergeant/Shift Commander/designee will make the final determination regarding the appropriateness of any clothing, footwear, or accessory.

- Any modifications to clothing once screened may cause delays in processing and may require the visitor to leave and change clothing or have their visit denied.

To ensure the safety of all individuals if an emergency arises, clothing that resembles state issued clothing (e.g., red shirts, khaki pants, gray sweatpants and sweatshirts) is not allowed.

The following guidelines apply to visitors 8 years of age and older:

- Children must wear clothing that will not reveal underwear when they crawl, spin, etc. Shorts under dresses may be appropriate.
- Clothing will be free of reference to obscenity, alcohol, drugs, Security Threat Group (STG), violence, or sex in any form.
- All clothing must be clean and in good repair without rips or tears.
- Appropriate undergarments are required and will not be visible.
- Clothing will not reveal breasts or expose undergarments, cleavage, stomach/midriff, or bare chest or back, including when arms are raised.
- Sheer/transparent clothing is not allowed unless clothing worn beneath is not transparent and no undergarments (e.g., bra, underwear) are visible.
- Tactical and cargo pants are not allowed but carpenter pants are acceptable.
- Sagging of pants is not allowed.
- Camouflage, even in small decorative patches or lettering, and bibbed attire may not be worn.
- Outer garment shirts must have sleeves. Sleeveless garments must be worn with a sleeved outer garment for the duration of the visit. Cap sleeves are acceptable as an outer garment.
- Sweaters, blazers, and sweatshirts are permitted.
- Hooded garments are not allowed in the visit area.
- Shorts, dresses, skirts, capris, skorts, and slits in clothing must reach the top of the kneecap when standing.
- Items that protect against rain and other inclement weather (e.g., umbrella, hat, raincoat, ski jacket, top coat) are not permitted in the visit room.
- Shoes, sandals, flip flops, and boots must be in good repair, free of rips or tears.

- Fur on the outside of the boot/shoe or steel-toed footwear is not allowed. Boots with fleece or sheepskin lining (e.g., Uggs) are permitted.
- High heels must be no more than 3 inches high from the heel of the visitor's foot to the ground.
- Socks/stockings are not mandatory, but visitors will be asked to remove shoes to clear the electronic detector, and feet will come into contact with the floor area where other visitors have been processed.

- Leggings/jeggings may only be worn under outer garments that must be mid-thigh or longer, front and back, when standing.

- The following accessories are permitted:
  - No more than 2 rings - a wedding set is considered one ring
  - One necklace
  - One bracelet
  - Religious and medically necessary head coverings are allowed, but are subject to search. If worn, head coverings must remain in place for the duration of the visit regardless of the visitor's age.
  - Belts are allowed unless they are money belts or have compartments or removable parts. Buckles may not be larger than 2"x2".
  - Piercings
    - Cuffed earrings and spiked gauges are not permitted
- Incarcerated individuals will wear state issued clothing, undergarments, and footwear into the visit area. Individuals will follow facility specific requirements for appropriate attire as follows:
  - The only jewelry permitted is a wedding ring, if married, and approved religious medallion
- Metal jewelry or accessories will need to pass the electronic detector and/or be searchable by hand, which may increase processing time.
- The following accessories are not permitted:
  - Jewelry that hides other items (e.g., broaches, lockets, pins, ear coverings) or jewelry that resembles a key
  - Neck ties
  - Watches
  - Survival/paracord bracelets and similar in nature

CONDUCT DURING VISITS

The Department intends to maintain visiting programs which help incarcerated individuals preserve positive ties with family and friends. Cooperation by all participants is encouraged. Visitors should be respectful, courteous, and follow all instructions given by facility employees. The following visit room guidelines will help to ensure that visits are a pleasant experience for all participants.

The following is not allowed on the premises:

- Criminal activity
- Weapons or objects that present danger of any kind

- Visitors that have consumed alcohol, marijuana, and/or any illegal substance
- Alcohol, marijuana, and illegal drugs
- Any disturbance or the creation of emergency situations within the facility
- Conduct/behavior that:
  - Threatens the health and safety of anyone
  - May result in damage to the facility premises or equipment
  - Is disrespectful or inappropriate towards facility employees

The following is not allowed in the visit room:

- Tobacco
- Gum
- Conduct/behavior that disrupts the visits of others
- Purchasing food and drinks for other visitors or incarcerated individual the visitor is not currently visiting

General Guidelines for Adult Visitors:

- A brief hug and kiss (e.g., up to a 5 second kiss followed by a 10 second hug in length) are encouraged at the beginning and conclusion of visits.
- During the visit, the only physical contact allowed between incarcerated individuals and adult visitors over the age of 18 is holding hands or touching forearms over the top of long-sleeved clothing, with hands visible. While seated at a table, hands must be on or above the table top. As visiting areas are family-friendly environments, sexually suggestive behavior of any kind is not allowed.
  - The Superintendent/designee may establish additional requirements for an individual/ visitor(s).
- Visitors that cause significant concern during their visit may be suspended from visiting privileges.
- Visits may become emotional at times. If visit personnel observe this, they may check in with the visitor(s)/individual to ensure everything is okay.
- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and caring family interaction. Visitors and incarcerated individuals will avoid loud, excessively emotional, or disruptive behavior.
- Visit areas are provided for all visitors. Visitors and incarcerated individuals will use furnishings for their intended use.
- Because time is limited, the focus and interaction must remain between the incarcerated individual and his/her own visitors and family. Conversations with other incarcerated individuals and/or their visitors are not allowed with the exception of courteous statements, which should be brief in duration.
- While visitors are waiting for the incarcerated individuals to enter the visit room, brief verbal interactions with visitors nearby may occur as long as it does not result in anyone getting out of their seat.
- Unless specifically authorized, notes and letters are not authorized to be brought in or out of the visit room.
- Crafts made by the incarcerated individual and his/her visitor(s) in the visit room may be taken out by the visitor or left to be displayed, if applicable.

- If restrooms are located outside the visit room, visitors may be subject to additional search.
- Visitors should put away all items used during visits (e.g., games, toys, books) and throw trash and recyclables in provided containers at the end of the visit.

General Supervision of Children:

- Showing affection, holding, and playing with visiting children promote positive family interaction.
- An incarcerated individual may have physical contact with his/her minor child(ren) 8 years of age and under in a manner that respects the child's feelings and physical boundaries.
  - The child may sit on the incarcerated individual's lap.
  - The incarcerated individual may show affection toward the child (i.e., hugs or kisses).
  - Visit personnel will monitor the child for signs of withdrawal (e.g., pulling away, crying, screaming) and will, if appropriate, instruct the incarcerated individual to discontinue the physical contact or return the child to the guardian/escort.
- Children must be under direct supervision and within sight of the visiting parent or guardian/ escort at all times. Children should remain at the table or in authorized play or break areas at all times. Roughhousing and horseplay is not allowed and must be stopped immediately by the visiting minor's guardian/escort.
- The incarcerated individual may supervise a child(ren) while the adult visitor uses the restroom or the vending machine, provided there is no restriction prohibiting the individual from being alone with the child(ren).
- For health and safety purposes, children under 5 years of age must have an adult escort with them when they use the restroom.
- Verbal corrections and time-outs are the only allowable forms of discipline during visits. Department employees are required by law to report suspected child abuse and neglect.
- Grooming of children's hair may be done during visits, unless visits occur in a dining hall.
- When changing children's soiled garments, please use the provided changing areas.

Adult escorts are expected to encourage children to return play items to their proper locations after use.

Suggestion/Comment forms are available in the visit room and online at http://www.doc.wa.gov/family/visits.asp.