

VISITOR GUIDELINES

WASHINGTON STATE PENITENTIARY (WSP)

WELCOME STATEMENT

The Department of Corrections welcomes visitors to the Washington State Penitentiary (WSP). 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.

You are encouraged to sign up to receive closure notifications <https://doc.wa.gov/family/program.htm#family-communications>

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 incarcerated individual may have up to 3 approved visitors per visit (exceptions are made for Department verified minor children of the incarcerated). 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 an approved escort only.

DESIGNATED VISIT HOURS:

Visiting may be interrupted or cancelled due to facility needs. Visitors may avoid making unnecessary trips or being turned away by going to <https://doc.wa.gov/corrections/incarceration/prisons/wsp.htm> and reviewing Facility Alerts & Notices.

To view visit and video visit schedules, visit the webpage identified above.

DIRECTIONS:

To get to the facility:

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

From Richland: Take I-182 East to Pasco (also posted as Highway 12). Continue on Highway 12 all the way to Walla Walla. Take the Myra Road exit and circle the roundabout to Pine Street. Continue on Pine St. to 13th Avenue North.

From East of Walla Walla: Take Highway 12 West to the 2nd Street exit. Turn right on 2nd Street then right onto West Pine Street. Go approximately ½ mile and then turn right onto 13th Avenue North.

From South of Walla Walla: Take Oregon Highway 11 into Washington (becomes WA 125 North). Continue on for approximately 6 miles. Turn left onto West Pine Street. Go approximately ½ mile and turn right onto 13th Avenue North.

From 13th Avenue North:

East Complex (EC), turn left into the entrance of the lower parking lot of the Washington State Penitentiary.

West Complex (WC) or IMU, turn left into the West Complex visitor parking lot.

The visitor may contact the facility at: (509) 526-6418 ext 66418

Individuals with disabilities: Visitors who require accommodations and visiting the East Complex should check in with the Gate House Officer for directions to accessible parking spaces.

ARRIVAL ON FACILITY GROUNDS:

VEHICLES/PARKING

At any time while on facility grounds your vehicle is subject to search, a refusal of this search will result in a 90-day visiting suspension, a second refusal will result in a full termination of visiting privileges.

The speed limit on facility grounds is **15** 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 **15** minutes before the visits and will check in at the visitor entrance.

From the East Complex (EC) visitor's parking lot walk up the stairs to the main entrance of the Administration Building marked Public Access.

Disabled visitors who are visiting the East Complex should call 509-525-3610 ext 76264 for accessible parking. Visitor utilizing accessible parking spots will be escorted from the white gate off of 13th Ave. to the Administration Building marked "Public Access".

From the West Complex (WC) visitor's parking lot, walk towards the flagpole and enter the building to your left, through the left (East) door.

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.

Infirmary

Visitors approved for an infirmary visit will check in at West Complex Public Access. Visits will be conducted in the infirmary room and supervised by a staff member, these will also be scheduled and conducted through the special visit process outlined below.

Special Visits

Special visits are available as identified in policy 450.300 Visits for Incarcerated Individuals to request a special visit the (who requests? Either the I/I or the visitor submits DOC 21-787 Special Visit Request to The Visiting Sergeant who can be reached at 509-526-6418. At The Washington State Penitentiary, an incarcerated individual may have 1 special visit every 30 days, a special visit may span multiple available visiting days if needed and will still be considered 1 visit. 30 days is calculated from the last day of the most recent special visit.

Intensive Management Visits

Visits conducted in the IMU are based on space availability and first-come, first-served. IMU visits must be scheduled at least 24 hours in advance by calling 509-525-3610, ext. 75006 between the hours of 11:00 a.m. and 5:30 p.m.

Scheduled appointments are tentative and may be cancelled due to an incarcerated individual negative behavior prior to the announced visit. On the day of the visit, visitors should call the facility one hour in advance to confirm the visit.

You may arrive 15 minutes prior to the processing time, either at 10:30am or 2:30 p.m., depending on when the visit is scheduled, with a cut-off time of 10:45 and 2:45, respectively. A visitor or an incarcerated individual may end the visit at any time. The individual will be returned to their cell at the end of the visit. Visits are typically 1–5 hours duration. However, all in person visits are over each day at 5:30 p.m. regardless of the start time.

No Contact Visits in the IMU – Visits in the IMU will be based on program level as follows:

- Level 1 – One, 2 hour visit per week
- Level 2 – One, 3 hour visit per week
- Level 3 – 4 hours once a week or 2 hours twice a week
- All MAX custody individuals in IMU-South MAY be allowed to have visits 7 days per week on a first come, first serve basis, based on scheduling.

Depending upon the incarcerated individual's IMU program level, they may be required to remain in restraints for the duration of the visit.

No more than 2 people may visit an incarcerated individual at a time unless previously approved by the Superintendent for Department of Corrections Aggression Replacement Training (DOCART) activities.

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, or passports for visitors coming from outside the US or US Territories. 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). Active-duty military may present an expired driver license with their military identification. If a visitor has renewed their license but has not received the permanent copy, they may use their expired identification along with the paper copy of their temporary license.

SEARCHES

Visitors will be required to sign DOC 21-575 Acknowledgment of Visitor Search Requirements before visiting. Pat, electronic, 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:

- Vending at WSP is now done through a "Micro Market" system. Visitors may purchase a preloaded card at the Public Access area using cash or card. The limit that they are allowed to bring in on the card is \$50. The card must remain in plain sight, and not in possession of the Incarcerated Individual in the visiting room.
- Only two visitors are allowed to be in the "Micro-Market" area at any given time. This is a self-checkout style market with cameras. If food items are found at a visiting table that have not been purchased, the visit will be immediately ended, and the visitor will face a 90-day suspension, a second offence will result in termination of visiting privileges.
- 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.
- Visitors will take their "Micro Market" card with them when they leave visiting.
- Keys - Drivers may keep one car key and/or remote on a single ring key chain. The keys will be secured in a provided locker.
- 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. 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. Medications will be stored in the locker provided. The visitor will contact a visiting officer to access the

medication. If a visitor cannot clear screening due to a medical device/condition, an additional search will be required.

- Small comb or brush.
- Two pairs of eyeglasses, including one pair of reading glasses, or non-reflective sunglasses for facilities allowing outside visits.

ITEMS FOR INFANTS AND TODDLERS

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.

Nursing mothers may be asked to relocate to a private, non-restroom location identified by facility employees for nursing needs.

SERVICE ANIMALS

Service animals 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 animal's handler is responsible for the animal, including:
 - Cleanup of waste and disposal in the following area(s): EC and WC in front of Public Access.
 - Feeding the animal in the following area: EC and WC in front of Public Access.
 - Handlers will be allowed to secure food for the animal in the provided locker.
 - Ensuring the animal remains on a leash and under their control.
- Service animals may not interact with incarcerated individuals or other visitors.
- Handlers may be asked to remove the animal from the premises if the animal 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 3 hours, s/he may be instructed to leave the visit room to allow new 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 one way, come from out of country, or rely on 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.

Visitors whose clothing does not meet requirements may be asked to wait until other visitors have been processed and may be offered loaner clothing. When loaner clothing is declined, the visitor may be denied visiting for the day. The Shift Commander/designee will make the final determination regarding the appropriateness of any clothing, footwear, or accessory. Loaner clothing will only be offered twice. After two dress code violations annually, the visitor may be denied visiting privileges for the day. Failure to return loaner clothing may result in the suspension of visit privileges.

- Visit rooms are fragrance free for the health and comfort of those with allergies.
- 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.
- Children must wear clothing that will not reveal underwear when they crawl, spin, etc. Shorts under dresses may be appropriate.

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

- 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.
- Light colored/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.
- While hair barrettes, bobby pins, and rubber band style hair ties are allowed, scrunchies and other bulky or hard to search hair accessories are not permitted.
- Except for underwire bras and authorized medical equipment (e.g. back braces), garments and undergarments (e.g. corsets) with plastic, metal, or other rigid material, are not permitted.
- Smart devices are not permitted.
- 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, topcoat) are not permitted in the visit room and will be placed on the provided clothing rack.
- 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 meet 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, side, and back, when standing.
- 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 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, have compartments or removable parts. Buckles may not be larger than 2"x2".
 - Piercings
 - Cuffed earrings and spiked gauges are not permitted
- The following accessories are not permitted:
 - Jewelry that hides other items (e.g., broaches, locket, pins, ear coverings) or jewelry that resembles a key
 - Neck ties
 - Watches
 - Survival/paracord bracelets and similar in nature
- Metal jewelry or accessories will need to pass the electronic detector and/or be searchable by hand, which may increase processing time.
- WSP staff may disallow other items when there is an identified safety or security concern.
- 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/or
 - approved religious medallion
 - Shirts will always remain tucked in.

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.
- Cell phones or electronic devices.
- Gum.
- Conduct/behavior that disrupts the visits of others.
- Vaping products and paraphernalia.
- Purchasing food and drinks for other visitors or incarcerated individuals the visitor is not currently visiting.
- Other items when there is an identified safety or security concern.

General Guidelines:

- A brief hug and kiss (e.g., up to a 5 second kiss followed by a 10 second hug in length) are permitted at the beginning and conclusion of visits.
- During the visit, the only physical contact allowed between incarcerated individuals and adult visitor is holding hands with hands in plain view and touching each other's arms no higher than the top of the elbow. If the garment has sleeves, touching may only be on the outside of the clothing.
- While seated at a table, hands must be on or above the tabletop and legs may not be intertwined. As visiting areas are family-friendly environments, sexually suggestive behavior of any kind is not authorized.
- 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 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 except for very brief (i.e., one or two words) courteous statements (i.e., hello, please, thank you).
- 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 will 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) 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. Children will always remain at the table or in authorized play areas.
 - The facility may allow incarcerated individual to 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).

- Roughhousing and horseplay (e.g. tossing a child in the air, throwing items, wrestling, etc.) is not allowed and must be stopped immediately by the visiting minor's guardian/escort.
- 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.
- When changing children's soiled garments, please use the provided changing areas.
- Adult escorts are expected to assist children in returning play items to their proper locations after use.