

# Extended Family Visit Resource Guide for Families

December 2023



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The Department of Corrections has established an Extended Family Visit (EFV) Program in Prisons for eligible incarcerated individuals to support building sustainable relationships important to reentry and to provide an incentive for those serving long-term sentences to engage in positive behavioral choices.

Participation is a privilege that is held to the highest screening requirements to ensure the safety of incarcerated individuals and their loved ones, as well as the orderly operations of the facility.

## Applying for Visits

### Application Process

Family members start by gathering all required forms by visiting [Prison Visits | Washington State Department of Corrections](#) under Extended Family Visits (EFV). Your next step is to gather all the required documents that are applicable to your request.

Required documentation must be issued by the appropriate regulatory agency (e.g., Department of Health, court issued), showing direct lineage through birth, marriage/state registered domestic partnership, or adoption. Documents will be copied by the Headquarters EFV Visit Unit, and the originals will be returned to the applicant.

Required documents may include:

- Birth certificate(s)
  - If “none listed” is on a birth certificate for a minor applicant, documentation must be submitted that shows proof of parentage for that parent (e.g., paternity documentation).
- Color copy of Government issued photo identification (e.g., passport, driver license or state ID card)
- Marriage license(s)/state registered domestic partnership certificate(s)
- Divorce decree(s)
- Death certificate(s)
- Adoption papers
- Other necessary documentation as identified by the Headquarters Visit Unit

Both parents listed on the birth certificate must provide written, notarized consent on [DOC 20-441 Parent/Guardian Consent for Minor Visit and/or Escort](#).

If a parent has lost parental rights, court documents must be provided instead of the form.

Once the forms are filled out and required documents gathered, they are sent to:

Department of Corrections  
ATTN: EFV Application  
Post Office Box 41118  
Olympia, WA 98504-1118

Once you submit your packet, the Headquarters EFV Unit reviews your packet to ensure all relevant information and documents are present. If not, we will communicate with you to submit what is missing.

### **Facility Review**

When the packet is complete, it is sent to the facility case manager who sends it to Health Services for their review and recommendations. The case manager begins their review normally at the same time as Health Services. That way, the Facility Risk Management Team (FRMT) can convene to discuss the request with your loved one as soon possible.

Once the packet goes through the FRMT process and the Superintendent/designee makes their decision, the packet is then returned to the EFV Visit Unit.

### **EFV Review Committee**

When the packet comes back to the EFV Visit Unit, some cases are required to go through an additional screening process called the EFV Review Committee. Crimes that trigger an automatic review are aligned with the following sex offenses and serious violent crimes list:

#### **Sex Offenses and Serious Violent Offenses**

##### **Sex Offenses as defined in RCW 9.94A.030(47)**

Rape 1, 2, or 3 (RCW 9A.44.040, RCW 9A.44.050, and RCW 9A.44.060)

Rape of a child 1, 2, or 3 (RCW 9A.44.073, RCW 9A.44.076, and RCW 9A.44.079)

Child molestation 1, 2, or 3 (RCW 9A.44.083, RCW 9A.44.086, and RCW 9A.44.089)

Sexual misconduct with a minor 1 (RCW 9A.44.093)

Indecent liberties (RCW 9A.44.100)

Sexually violating human remains (RCW 9A.44.105)

Voyeurism (RCW 9A.44.115)

Custodial sexual misconduct 1 (RCW 9A.44.160)

Criminal trespass against children (RCW 9A.44.196)

Incest (RCW 9A.64.020)

Any felony sexual exploitation of children offense listed in RCW 9.68A

A felony that is a criminal attempt, criminal solicitation, or criminal conspiracy to commit a crime listed above

Failure to register as sex offender or kidnapping offender (RCW 9A.44.132) if the person has been convicted of failing to register on at least one prior occasion

Any conviction for a felony offense in effect at any time prior to July 1, 1976, that is comparable to one of the crimes listed above

A felony with a finding of sexual motivation under RCW 9.94A.835 or 13.40.135

Any federal or out-of-state conviction for an offense that under the laws of this state would be a felony classified as a sex offense

*Serious Violent Offenses as defined in RCW 9.94A.030(45)*

Murder 1 and 2 (RCW 9A.32.030 and RCW 9A.32.050)

Homicide by abuse (RCW 9A.32.055)

Manslaughter 1 (RCW 9A.32.060)

Assault 1 (RCW 9A.36.011)

Kidnapping 1 (RCW 9A.40.020)

Rape 1 (RCW 9A.44.040)

Assault of a child 1 (RCW 9A.36.120)

An attempt, criminal solicitation, or criminal conspiracy to commit one of these felonies

Any federal or out-of-state conviction for an offense that under the laws of this state would be a felony classified as a serious violent offense

The EFV Review Committee consists of the Statewide Visit Specialist, Director of Correctional Services, facility leadership, Deputy Assistant Secretary of men's or women's prisons, and other committee members as appropriate for each case.

Once the decision is made, the HQ EFV Unit will send a kiosk message to your incarcerated loved one and a letter to family members. It is important to note that we will include the disqualifying information in the notification of the identified person (the one with the disqualifying criteria) and direct the other party to contact them for more information.

**Please note:** Normal processing times run from 60-90 days based on specifics of each individual case.

**Appeals**

If you receive a denial and believe it is in error, you as the family member or your loved one may submit an appeal to other DOC Correspondence Unit [doccorrespondenceunit@DOC1.WA.GOV](mailto:doccorrespondenceunit@DOC1.WA.GOV).

This information will be in your notification. Please make sure you include any new information that you want considered for review by the committee, rather than just sending an email that says, "I want to appeal the decision."

Your appeal will then be seen by the EFV Review Committee for consideration. Appeals take approximately 30-45 *business* days and are final. Family members may reapply one year from the date of the final appeal denial.

**We're Approved! Now what?**

Each facility handles the scheduling of EFVs and your loved one starts the process by requesting available dates.

**How to Prepare for your EFV**

While preparing for your visit, it is important that you review the following two documents:

- EFV Allowable Items
- EFV Minimum Standards & Supply List

The EFV Allowable Items educates you on what you can bring and the EFV Standards lets you know what is available in the EFV Unit for your use during the visit.

Here are those documents for your review:

**EXTENDED FAMILY VISIT ALLOWABLE ITEMS**

<b>ALLOWED FOOD ITEMS</b>
<p>Food items must come in transparent/semi-transparent, prepackaged factory and/or store-sealed packages (e.g. deli meat, seafood including shell(s), bread, bakery items) and will be searched in the presence or the visitor(s)</p> <ul style="list-style-type: none"> <li>• Frozen food that can be scanned through x-ray.</li> <li>• Bread; does not need to be double wrapped</li> <li>• Ingredients must be listed in English</li> <li>• Except for beverages, pull-top metal cans must have contents emptied into a plastic container during processing before the visit</li> <li>• Other cans that require a can opener are authorized and a smooth-edged opener will be provided.</li> <li>• Eggs must be brought in the original store carton</li> <li>• Fruits and vegetables (e.g., mushrooms) must be pre-cut and placed in baggies because kitchen knives are not provided, nor allowed to be brought in</li> </ul>
<b>STORAGE ITEMS AND PAPER TOWELS</b>
<p>The following are allowed provided the serrated strip has been removed and can be searched appropriately by security personnel:</p> <ul style="list-style-type: none"> <li>• Aluminum foil</li> <li>• Plastic wrap</li> <li>• Parchment/wax paper</li> </ul>
<p>One roll of factory-sealed paper towels</p>

<b>MISCELLANEOUS ITEMS</b>	
One small bag (under 8 lbs.) of self-lighting charcoal briquettes if the facility has a grill available - the facility will provide an ignition source (e.g., match, lighter) as they are not allowed to be brought by the visitor	
One soft or hardback book per visitor - must not contain obvious racial, sexual, or construed as sexual in nature, discriminatory, violent, or gang affiliated content <ul style="list-style-type: none"> <li>• Book covers are allowed</li> </ul>	
Disposable soft plastic eating utensils (i.e., spoon, fork, knife) will be allowed and may not be provided by the facility	
Baggies and clear plastic containers must be brought to transfer items from original containers	
<b>CLOTHING</b>	
Visitors may bring apparel that fits in the bag along with their hygiene items. The bag must fit through and clear the facility scanner.	
<b>STORAGE/MEDICAL/HYGIENE ITEMS</b>	
<ul style="list-style-type: none"> <li>• Items are per person unless noted</li> <li>• Non-prescription medical &amp; hygiene items must be unused/unopened, and/or factory sealed unless noted; items will not be denied based on gender-specific designation</li> </ul>	
One suitcase, backpack, or duffel bag - must fit through X-ray or scanning machine <ul style="list-style-type: none"> <li>• Once items are searched and clear the scanning machine, along with any storage items that have contents, the suitcase/backpack/duffel bag will be authorized</li> </ul>	
One pair hearing aids and one replacement battery for each hearing aid per 24 hour period	
Two pairs of glasses	One makeup kit - does not have to be new and may contain a mirror
One shampoo and one conditioner per family - containers cannot be more than 14 oz. each	
One pair dentures, one denture cleaner, and one package of denture adhesive	
One head scarf or religious headgear	One shower cap
Contacts with a cleaning kit	One non-aerosol deodorant
One bottle body wash - no bigger than 14 oz.	One loofah or body sponge
One hand/body lotion no bigger than 8 oz. (e.g., Vaseline, shea/cocoa butter)	
Feminine napkins/tampons	Cotton swabs (e.g., balls, pads, Q-tip)
One comb, plastic pick, and/or brush	One hairdryer
One non-aerosol, alcohol-free hairspray	Electric curling iron/straightener
One non-battery-operated toothbrush	One tube of toothpaste per family
One container of floss or dental soft picks per family	

<b>INFANT/TODDLER ITEMS</b>		
Appropriate hygiene items and clothing for infant/toddler up to 3 years of age (e.g., factory-sealed diapers/wipes, pajamas, socks, footwear, pacifier, teething ring, toys excluding stuffed animals, baby blankets, bottles, clothing)		
<b>ITEMS NOT ALLOWED</b>		
Glass	Opaque butcher paper/butcher-wrapped items	Opened containers
Alcohol - not including items that contain small amounts (e.g., lotion, shampoo)		
Energy/protein drinks - not including items that support health (e.g., Ensure, Glucerna, Pediasure)		
Kombucha	Poppy seeds or items containing them	
Yeast - items may contain yeast, but may not be brought in its original state as a single ingredient	Cannabidiol (CBD) oil, Tetrahydrocannabinol (THC), hemp, and any THC based item.	
Homemade items including “take and bake” items (e.g., Papa Murphy’s, etc.)	Aerosol products	

**Helpful hints for preparing for your EFV**

- Visitors showing up for a scheduled visit must comply with clothing standards per DOC 450.300 Visits for Incarcerated Individuals [450300.pdf](#)
- Incarcerated Individuals will remain in state-issued clothing in accordance with DOC 440.050 State Issued Items [440050.pdf](#) [440050a1.pdf](#)
- Dollar store-type franchises may offer many listed items at a low cost
- Visitors should bring enough clear, plastic storage containers to allow for all items that may need to be transferred to allow for searches of items brought for the visit
- Small, sealed seasoning packets are available at most grocery stores
- Whole fruits and vegetables that need to be cut up, will need to be prepared ahead of the visit since knives are not allowed and will not be provided by the facility
- If a visitor’s suitcase/backpack/duffel bag will not fit through the x-ray or scanning machine, it will not be allowed to be taken into the facility

## EFV Standards and Supply List

All prison facilities work to provide the same basic, ***minimum*** supplies for each EFV Unit. Please review those expectations below to better plan for your visit.

### Living Room

- Sofa/Couch
- Chair (at least one)
- End table
- Lamps
- Area rug when not carpeted
- Radio player
- TV-flatscreen (hung on wall whenever possible)
- DVD player – DVDs available in unit or for check out

### Dining Area

- Table and chairs

### Kitchen

Dishwasher	Measuring cups
Microwave	Measuring spoons
Coffee Pot	Rubber spatula
Griddle	Rolling pin
Rice Cooker	Mixing bowls (set of 3 different sizes)
Garbage can	Cakepan
Garbage bags	
<i>Heavy duty</i> plastic silverware – Spoon, Fork, Blunt tip knives (Set of at least 8)	Stove top cooking pots, large and small (2)
Plates (set of 8)	Non-stick Frying Pans (2) 10" & 12" with lids
Bowls (set of 8)	Cookie Sheets (2)
Plastic glasses (set of 8)	Ice cube tray
Coffee cups (set of 4)	Colander
Spatula (pancake turner)	Sink Strainer
Large silicone (or heat-resistant) spoon	Sponge or bamboo brush
Large silicone (or heat-resistant) slotted spoon	
Tongs –with rubber tips	Soap and Soap Dispenser (refillable container)
Spoon with holes	Hand Towels
Wooden Spoons	Dish towels
Can opener (smooth edge)	Dishwasher soap
Cutting board	Dish drain rack (rubber)
Air fryer	Potholders
Paper towels	



## Bedrooms

- Queen mattress on frame
- Bedside reading lamp
- 2 Twin beds or one bunk bed for children
- Bedding for each bed will include:
  - 2 sets of sheets
  - 2 blankets
  - 1 comforter/quilt
  - Pillows (4 for queen, 1 for each twin)

## For Infants/Toddlers

- Crib with mattress or portable crib
- Changing table
- Children's blankets/pillows
- Toy Box
- Toys – age appropriate for developmental stages
- Highchair
- Potty Chair (fits over toilet)

## Bathroom

- Toilet paper
- Plunger
- Bathmat
- Non-slip stickers in tub
- Shower liner and curtain
- Hair dryer (wall mount, if possible)
- Garbage can
- Hand soap
- 4 hand & bath towels (each at a minimum)

## Games & Books

- Gaming System with game controllers – e.g., PlayStation, Wii, Xbox, etc.
- Board games (family/age-appropriate games)
- Playing cards (e.g., standard, UNO, Skip Bo, etc.) and puzzles
- Children's books and toys

## Outdoors

- BBQ (where appropriate and must comply with burn ban orders)
- BBQ utensils (spatula, tongs; no BBQ forks or skewers)
- Outdoor games
- Lawn chairs or seating

## General

- Clock
- Smoke and Carbon Monoxide detectors
- Fire extinguisher
- Blinds without strings (choking hazard) or Curtains
- Rug near front door
- Notepad and 2 pens
- Cleaning supplies
  - All-purpose cleaner/disinfectant
  - Mop and bucket
  - Broom & dustpan
  - Vacuum
  - Toilet Brush

If during your visit you find any of these items missing, please let the facility staff know. You may also request items for the units by working with your Local Family Council representatives.

## **When you arrive at the facility**

Please make sure you review the facility web site for check-in directions and remember you and additional family members must all follow visitor dress standards identified for visiting. Once inside the EFV unit, you'll be able to change and relax.

You can expect to go through standard search procedures when entering and leaving the facility, consistent with DOC 420.340 Searching and Detaining Facility Visitors. You do have the right to refuse the searches, but refusal will result in denied admittance to the facility and may jeopardize future visiting privileges.

Just so you are aware, your loved one will be searched entering and leaving the EFV unit, consistent with DOC 420.310 Searches of Offenders.

Visitors are allowed to bring only items identified in Extended Family Visit Allowable Items available in this document.

An ice chest may be used to transport cold products from your car to the facilities x-ray machines (where available) for staff to inspect and screen all food items. Staff will notify you of any items that must be transferred to plastic bags/containers that you brought with you for this scenario. Remember, liquid will not be transferred into plastic bags.

An important reminder when it comes to clothing: clothing brought in is only for the family. No clothing can be brought in for your loved one as they must remain in state-issue clothing during your visit. This is for two reasons; one, because street clothing is considered escape paraphernalia and two, if we must remove them quickly back into the facility because of an emergency and escort you out safely. Thank you for understanding.

## **What Your Loved One May Bring**

Each of the following items may be brought in as authorized per number of days spent in the unit, not to include the set they wear in.

- T-shirts
- Sports Bra/fitted Sports Bra/Binder
- Underwear/Boxers
- Pants
- Shirts, button-up
- Socks

The following items are allowed as a single set:

- Shower Shoes
- Shoes
- Coat
- Hat
- Sweatshirts
- Sweatpants
- Shorts

These additional items are authorized to bring in as needed:

- Hygiene items for menstruating persons (e.g., sanitary napkins, tampons)
- Incontinence supplies
- Authorized durable medical equipment (e.g., walker, cane, CPAP, etc.)
- Contacts and cleaning solution/glasses
- Dentures and denture adhesive

A hygiene bag with soap, shampoo, toothpaste, and toothbrush is provided upon request.

## **Visitor Medications & Durable Medical Equipment**

Each facility has established a process for visitor medications that fits their operations. Family members are required to document any newly prescribed and non-prescription/over-the-counter medication on DOC 16-102 Visitor Medication/Durable Medical Equipment Questionnaire and send the form to the facility prior to the visit.

- Family members may bring only the prescribed and/or non-prescription/over-the-counter medication to last the duration of the visit.
- Prescription medication will only be allowed if current and in the original container purchased from and labeled by a licensed pharmacy.
- Non-prescription/over-the-counter medications must be in original container.
- Prescription drugs are for visitor use only. Family members may not bring in prescription drugs for anyone else.

- Glucometer or other medical applications that are used with cellular phones will not be available to family members since cell phones are not authorized in the EFV units. Please work with your doctor to accommodate your needs by a method that does not include the use of your cell phone.
- Durable medical equipment, such as walkers, CPAP/Bi-PAP machines, or other necessary items must be listed on the form for review to ease your check-in experience.
- Prescription medication that requires refrigeration will be managed per the local facility process with assurance of refrigeration.

Please note: If your loved one is prescribed medications, a health services staff will arrive at stated times with correctional personnel to provide those medications.

### **Checking In to the EFV Unit – Orientation for Families New to the Unit or Process Only**

Once the screening and searches are completed, the staff will escort you with your ice chest to the assigned EFV Unit where they will perform an orientation for families new to the unit or process. The orientation will include:

- Check-in and -out procedures
- Review of Allowable Items
- Unit walkthrough & appliance use
- Noise concerns
- Supervision of children
- Garbage & sanitation expectations
- Counts and wellness checks
- Formal/informal counts
  - Employees must visually and verbally communicate with all family members and your loved one at least once every 8 hours.
- EFV Medication procedure
- Emergency procedures
- Other facility specific information

Once the orientation is completed, your loved one will be brought in to start your visit. You may contact staff at any time if there is a problem.

### **Donations**

Families may request to provide new, factory sealed CDs, DVDs, and computer games in advance for use at your upcoming visit. The item will be searched and held for your visit and then circulated for others to use after the completion of your visit. Donations will follow DOC 210.060 Donations, and the donated CDs, DVDs must be rated Early Childhood, Everyone, G, Everyone 10+, Teen, PG, PG-13, or equivalent. Unrated (i.e., “NR”) items will not be allowed.

## **Family Planning and Prevention of Sexually Transmitted Infections**

Family planning information is available through community agencies or upon request from facility Health Services at the facility where your loved one is assigned.

Spouses/state registered domestic partners will be responsible for providing any additional condoms/barrier protection and/or alternative birth control (e.g., birth control pills) as noted on the EFV Allowable Items section of this document.

## **Service Animals**

Service animals that meet the requirements of the Americans with Disabilities Act (ADA) may be allowed to attend the visit with their designated escort. The following link provides you the information regarding service animals: <https://www.ada.gov/resources/service-animals-2010-requirements/>. Please understand that the service animal will not be allowed when a participating individual has a documented history of animal abuse, mistreatment, or documented allergies.

You must accompany and supervise your service animal during the entire visit, and remember the following expectations:

- Always maintain control of the animal,
- Ensure the animal does not cause damage to any property,
- Understand you will be responsible for any damages caused by the animal
- Ensure the animal is leashed when outside the EFV unit, and
- Clean up waste. Prior to entering the EFV or during orientation, please ask the staff to provide the materials and instructions on waste management.

## **Summary**

The Department hopes you enjoy your visit with your loved one and encourages you to review the following reference section for additional information. Please make sure to let us know how we can improve your visits!

## **REFERENCE SECTION**

**IMPORTANT NOTE:** RCW 72.09.015 defines “immediate family” as: children of the incarcerated individual, stepchildren, grandchildren, great-grandchildren, parents, stepparents, grandparents, great-grandparents, siblings, aunts, uncles, and a person legally married to or in a state registered domestic partnership. This includes an individual who was adopted as a child or an adult but does not include an individual adopted by another individual.

## **Domestic Violence Screenings**

The Department uses a combination of information to identify domestic violence concerns. This includes but is not limited to:

- History of arrests for domestic violence flagged cases
- Convictions of domestic violence flagged cases or cases where domestic violence is described by police reports, pre-sentence investigations, probable cause statements and other crime descriptions
- Court filings may not be counted unless additional factors are present as noted below.
- Convictions where there is no domestic violence flag, but crime details reflect evidence of domestic violence victims. This may occur when an individual takes a plea to a lesser offense.
- Protection orders, Anti-Harassment orders, No-contact orders on the side of either the visitor or the incarcerated individual. The screening reviews “who” the identified protected person is, the protected person’s relationship to the named defendant, and any additional information revealed through records search.

Additional considerations:

- Victims of domestic violence convictions are not eligible for EFVs.
- Visitors or incarcerated individuals deemed to have a domestic violence indicator against a “like” or similar victim (e.g., individuals who assaulted a spouse/state registered domestic partner, intimate partner, parent, child, or other family member) may not be eligible for EFVs.
- Infraction record that reflects violent or aggressive behaviors may impact eligibility.

Factors considered in addition to domestic violence:

- Internal investigation or confidential information received that substantiates a threat to safety and/or security if privileges are granted (i.e., escape concerns, drug introduction, etc.).
- Pending infractions that will disqualify individuals if found guilty (application may be held pending outcome of hearing but will not be held through appeal process).

The Department also applies applicable definitions as provided in RCW 71.105.010.

## **Washington State Definition of Domestic Violence**

Substitute House Bill 1901 (SHB 1901)

Passed: March 8, 2022

Effective: July 1, 2022

Updates our state’s definitions within [RCW 7.105.010: Definitions. \(wa.gov\)](#)

*Domestic violence as defined in RCW 71.105.010 (9):*

“Domestic violence” means:

(a) Physical harm, bodily injury, assault, or the infliction of fear of physical harm, bodily injury, or assault; nonconsensual sexual conduct or nonconsensual sexual penetration; coercive control; unlawful harassment; or stalking of one intimate partner by another intimate partner; or

(b) Physical harm, bodily injury, assault, or the infliction of fear of physical harm, bodily injury, or assault; nonconsensual sexual conduct or nonconsensual sexual penetration; coercive control; unlawful harassment; or stalking of one family or household member by another family or household member.

*Dating Relationship as defined in RCW 7.105.010 (8):*

“Dating relationship” means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

*Intimate partner as defined in RCW 7.105.010 (20):*

“Intimate partner” means: (a) Spouses or domestic partners; (b) former spouses or former domestic partners; (c) persons who have a child in common regardless of whether they have been married or have lived together at any time, unless the child is conceived through sexual assault; or (d) persons who have or have had a dating relationship where both persons are at least 13 years of age or older.

- Renumbers several subsections within RCW 9.41.040.
- Changes the relationship requirements for Washington’s MCDV prohibitor.
- Changes our state’s protection order prohibitor to mirror the requirements of Brady.
- RCW 7.105.325 requires that law enforcement agencies enter protection orders with firearm restrictions from the court into the NICS Indices. (An email of this update was sent out on 7/25/2022)

*Family or household members as defined in RCW 71.105.010 (13):*

“Family or household members” means: (a) Persons related by blood, marriage, domestic partnership, or adoption; (b) persons who currently or formerly resided together; (c) persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren, or a parent’s intimate partner and children; and (d) a person who is acting or has acted as a legal guardian.

## SUGGESTIONS FOR FUTURE REVISIONS?

The Department of Corrections welcomes feedback on all our policies. Family, staff, and community members can provide feedback at any time by visiting the Policy Revision Feedback Survey at <https://doc.wa.gov/information/policies/feedback-survey.htm>.

It is important to remind families and community members that under [RCW 72.09.490: Policy on extended family visitation. \(wa.gov\)](#), the Department must present the revised policy to the appropriate legislative committees and identify any changes. The committees then provide us any recommendations or advice on the proposed changes. For more information, please review the full statute.