



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
7/29/21

PAGE NUMBER  
1 of 3

NUMBER  
**DOC 100.560**

# POLICY

TITLE  
**NON-DISCRIMINATION AND ACCESSIBILITY  
FOR VISITORS/GUESTS WITH DISABILITIES**

## REVIEW/REVISION HISTORY:

Effective: 8/1/14  
Revised: 7/29/21

## SUMMARY OF REVISION/REVIEW:

Updated terminology throughout  
Attachment 1, III.A.1., and IV.A. - Adjusted language for clarification  
III.A. - Removed unnecessary language

## APPROVED:

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

6/25/21  
\_\_\_\_\_  
Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>DEPARTMENT WIDE</b>		
	<b>REVISION DATE</b> 7/29/21	<b>PAGE NUMBER</b> 2 of 3	<b>NUMBER</b> <b>DOC 100.560</b>
	<b>TITLE</b> <b>NON-DISCRIMINATION AND ACCESSIBILITY FOR VISITORS/GUESTS WITH DISABILITIES</b>		

## REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9.91.010](#); [RCW 49.60.030](#); [Governor's Executive Order 96-04](#); DOC 100.500 Offender Non-Discrimination; DOC 690.400 Individuals with Disabilities; DOC 810.005 Equity, Diversity, Inclusion, Respect, and Anti-Racism; DOC 840.100 Disability Accommodation and Separation; [Americans with Disabilities Act of 1990](#)

## POLICY:

- I. The Department prohibits discrimination or unfair/illegal treatment based on the presence of a physical, mental, or sensory disability.
- II. The Department will enforce and comply with all applicable federal and state laws, regulations, and Executive Orders regarding non-discrimination and accessibility for persons with disabilities.
- III. This policy applies to members of the public who enter any Department facility/office or participate in any Department-sponsored program, service, or activity as a visitor and guest, including visitors of individuals under the Department's jurisdiction.
  - A. Non-discrimination and accommodation regarding individuals under the Department's jurisdiction are addressed in DOC 100.500 Offender Non-Discrimination and DOC 690.400 Individuals with Disabilities.
  - B. Employee, contract staff, and volunteer non-discrimination and accommodation are addressed in DOC 810.005 Equity, Diversity, Inclusion, Respect, and Anti-Racism and DOC 840.100 Disability Accommodation and Separation.

## DIRECTIVE:

- I. Non-Discrimination
  - A. The Department will provide access to services available to visitors and guests in a fair and impartial manner. Appointing Authorities, facility/office supervisors, and others involved in providing access to visitors/guests will:
    1. Help prevent discrimination from occurring by identifying practices or procedures that could have the effect of discrimination, and
    2. Prohibit discrimination when providing access to Department programs, services, and/or activities.
- II. Requests for Accommodation

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>DEPARTMENT WIDE</b>		
	<b>REVISION DATE</b> 7/29/21	<b>PAGE NUMBER</b> 3 of 3	<b>NUMBER</b> <b>DOC 100.560</b>
	<b>TITLE</b> <b>NON-DISCRIMINATION AND ACCESSIBILITY FOR VISITORS/GUESTS WITH DISABILITIES</b>		

- A. Visitors/guests with disabilities requiring reasonable accommodations should contact the facility they will be visiting as soon as possible, but no later than 72 hours before their scheduled visit.

III. Public Notice

- A. Appointing Authorities and facility/office supervisors will ensure that Notice to the Public Concerning the Americans with Disabilities Act (Attachment 1) is posted in all reception and/or public access areas.
  - 1. The information in Attachment 1 will be posted on the Department’s external website.

IV. Resolution Process

- A. Members of the public who believe that a program, service, or activity is not accessible due to their disability may follow the resolution process outlined in Attachment 1.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

Notice to the Public Concerning the Americans with Disabilities Act (Attachment 1)

**DOC FORMS:**

None