

VISITOR'S GUIDELINES

WELCOME STATEMENT

The Department of Corrections welcomes you to Washington State Penitentiary. We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. The number of visitors allowed at one time may vary from one facility to another. Please read these guidelines carefully so you may have an enjoyable visit.

WHO CAN VISIT

Visitors must have submitted a visitor's application and be approved before visiting. Each offender may have up to 7 approved visitors per visit. NOTE: The offender may not be available for a visit. You may avoid making an unnecessary trip or being turned away by pre-arranging visits with the offender.

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

Visitor Reminder: If you wish to be removed from an approved visitor list, please send a written request to Public Access, Washington State Penitentiary, 1313 N. 13th Ave., Walla Walla, WA 99362.

WHEN YOU CAN VISIT

Visiting Times

Where	Days	Check In Time	Check Out Time
East Complex (EC) – Unit 6, 8, and 10	Visiting occurs Friday through Monday with units rotating days	10:30 a.m. – 11:15 a.m.	On the hour
		1:00 p.m. – 1:30 p.m.	On the hour
		3:45 p.m. – 4:30 p.m.	
West Complex (WC) and South Complex (SC) – BAR Units (i.e., Baker, Adams, Rainier), Delta, Echo, Fox, Golf, Victor, William	Visiting occurs every day with units rotating days	10:15 a.m. – 11:00 a.m.	12:45 p.m.
		1:00 p.m. – 1:30 p.m.	2:15 p.m.
		3:00 p.m. – 3:30 p.m.	4:30 p.m. 5:30 p.m.
Intensive Management Unit (IMU)	Visitors will not be escorted into the secure perimeter until visitation begins	1:00 p.m. – 1:30 p.m.	Depending on Offender's IMU Level

You may view visiting schedules and ensure the area is open for visiting at the facility's [Website](#) or request one from the facility.

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NOTE: Due to facility structure, if you have made arrangements to pick up property belonging to an offender, please check with the following based on the area you will be visiting:

East Complex = Visit Room Officer

West and South Complex = West Complex Public Access Sergeant

Professional visits may be scheduled through the Legal Liaison Officer (LLO) during the following times

Where	Days	Times
EC Attorney Room – for general population offenders	Monday and Friday on normal business days	Check in by 1:00 p.m. Closes at 5:00 p.m.
WC Attorney Room – for general population offenders	Monday through Friday to correlate with Unit Visit Calendar (unless extenuating circumstance)	Check in by 11:00 a.m. Closes at 5:30 p.m.
WC Attorney Room – for IMU offenders on Level 5 approved for contact visits	Monday through Friday on normal business days	Check in by 11:00 a.m. Closes at 5:30 p.m.
No contact booths in IMU – for IMU offenders approved for no contact visits	Monday through Friday on normal business days	9:00 a.m. – 11:00 a.m. 1:00 p.m. – 3:00 p.m.

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

- Level 1 (Isolation) - No visits
- Level 2 - One, 1 hour visit per week with immediate family only
- Level 3 - One, 2 hour visit per week with immediate family only
- Level 4 - One, 3 hour visit per week with immediate family only
- Level 5 - Two, 2 hour visits per week with immediate family and/or other visitors on the offender's approved visitor list. Superintendent approval is required for non-immediate family, and the unit Counselor must establish that the offender had a relationship with the visitor prior to the current offense.

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

Visits will be conducted in the IMU based on space availability and first-come, first-served. No more than 2 people may visit an offender at a time unless previously approved by the Superintendent for Motivating Offender Change (MOC) activities.

Visits must be scheduled at least 24 hours in advance by calling a visit room officer Friday through Monday at (509) 525-3610 #5058 or #5031 between 9:00 a.m. and 6:30 p.m.

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All scheduled appointments are tentative and may be cancelled due to an offender's 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 only enter the facility at the processing time (12:30 p.m. to 1:00 p.m.).

Visitors will not be permitted to bring money or a smart card.

A visitor or an offender may end the visit at any time. The offender will be returned to his cell at the end of the visit.

Typically, visits for these units are 1-2 hours in duration.

Contact Visits in the IMU – In addition to no contact visits, Inmates Sentenced to the Death Penalty (ISDP) assigned to IMU Level 5 may be allowed contact visits with approved immediate family members. These visits may occur 3 times per calendar year, but only one time in each 4 month period. Contact visits are limited to 3 visitors.

Visits are scheduled based on space availability and first-come, first-served.

Visits must be scheduled at least 24 hours in advance by calling a visit room officer Friday through Monday at (509) 525-3610 #5058 or #5031 between 9:00 a.m. and 6:30 p.m.

Scheduled appointments are tentative and may be cancelled due to an offender's 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.

A visitor or an offender may end the visit at any time. The offender will be returned to his cell at the end of the visit. The visit will not be resumed.

You may enter the facility at any West Complex check in time; however, visitors will be processed one at a time.

Video Visiting Times

Where	Days	Times
E01 – Delta, Echo, Fox, Golf	Sunday through Saturday	7:00 a.m. - 7:30 a.m. 7:30 a.m. - 8:00 a.m. 11:00 a.m. - 11:30 a.m. 11:30 a.m. - 12:00 p.m. 5:00 p.m. - 5:30 p.m. 5:30 p.m. - 6:00 p.m.
E02 – Victor, William	Monday through Friday Saturdays and Sundays	12:30 p.m. - 3:30 p.m. 6:30 p.m. - 8:30 p.m. 8:30 a.m. - 10:30 a.m. 12:30 p.m. - 3:30 p.m. 6:30 p.m. - 8:30 p.m.
E01 – BAR Units	Mondays, Wednesdays, and Fridays	9:00 a.m. - 9:30 a.m. 9:30 a.m. - 10:00 a.m.

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		10:00 a.m. - 10:30 a.m.
E03 – Units 6, 8, and 10	Mondays and Fridays Wednesdays and Saturdays	8:00 a.m. - 10:00 a.m. 6:30 p.m. - 8:30 p.m.

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

If you leave during any visit period, you may be allowed to return during the next authorized visit period.

Visiting may be interrupted or cancelled due to facility needs. You 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. You can also get information by calling (509) 526-3610, extension #5031.

HOW YOU GET THERE

Facility Information

- 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:
 - If visiting in the East Complex, turn left into the entrance of the lower parking lot of the Washington State Penitentiary.
 - If visiting in the West Complex or IMU, turn left into the West Complex visitor parking lot.
- If you need additional directions or assistance please call: (509) 525-3610 extension 6131 for the East Complex or extension 5058 or 5031 for the West Complex/IMU.
- Vehicles/Parking – Visitors will park their vehicle in the section marked “visitor parking”.
- Persons with Disabilities - Physically challenged visitors who are visiting the East Complex must check in with the Gate House Officer for parking clearance and directions.

WHAT TO DO WHEN YOU ARRIVE

Vehicles/Parking

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The speed limit on facility grounds is 15 mph. Thank you 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

You are welcome to arrive 15 minutes before visits. Please check in at the visitor entrance.

Please inform visit personnel in advance if you intend to share difficult news during your visit. Visit personnel will attempt to make a suitable seating arrangement for the visit.

Identification

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

Searches

You will be required to sign a search permission form before visiting. Pat, vehicle, personal property, and/or canine searches may be conducted. Please read [DOC 420.340 Searching and Detaining Facility Visitors](#) before your first visit.

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

- Money (for debit vending machines) - At facilities with debit vending machines, you will be allowed a vending machine debit card. Debit card limits are established by the facility based on vendor resources. For WSP, the debit card limit is \$40.00. A \$5.00 bill will be required for initial purchase of the vending machine debit card. This purchase will result in a \$3.00 credit on the card. The card is only good at WSP. Once the card is purchased, it becomes the property of the visitor. Neither the state nor Swire Classic Vending will give a refund should the card be lost, stolen, or in the event the offender is transferred. It is recommended that the purchaser write his/her name on the card immediately after purchase. In the event a machine does not vend the selected product, proper refunds will be made by contacting the vendor. Money will not be allowed inside the visiting areas.
- When visiting Segregation or IMU for a no contact visit, visitors are not permitted to bring money or a smart card.
- 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.

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- Identification - You may be allowed to have one form of identification with you in the visiting area.
- Medical - You are allowed medications or medical equipment that is needed during the visiting period, if you provide proof of prescription or medically authorized need. Prescription medication must be in the original container and only in the limited amount needed during the visit. The original container must list your name and the names of the medication, pharmacy, and prescribing physician. Medications will be stored in the locker provided for keys. The visitor will contact a visiting room officer to access the medication. If you cannot clear screening due to a medical device/condition, 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 (birth-18 months) and Toddlers (18-36 months)

Infant and toddler items must be stored in a clear plastic bag or container. The following items are allowed:

- 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., Pedialite). 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 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 Animals

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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 owner is responsible for the animal, including:

- Visiting Room employees will direct visitors to the appropriate area for cleanup and disposal of waste.
- Ensuring the animal remains on a leash under their control at all times.

Service animals may not interact with offenders or other visitors.

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 you have been in the visit room for 3 hours, you 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 offender and his/her visitor(s) may not have their visit ended (e.g., visitors who have traveled over 300 miles, rely on specialized public transportation, etc.).
- If an offender 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 visitors and offenders and to promote a positive environment. You 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 accessories.

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

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.
- Buttons or closures will be fastened to the degree necessary to provide proper coverage.

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- All clothing must be clean and in good repair, free of holes, rips, or tears. A rip that does not show skin is acceptable.
- Undergarments must be worn, to include bras and panties for females, and briefs or boxers for males. Underwire bras are permitted, but may require additional search.
- Clothing will not reveal breasts or expose undergarments, cleavage, stomach/midriff, or bare chest or back, including when arms are raised.
- Camouflage, bibbed attire, and pants with multiple side pockets may not be worn. While camisoles or light layering of T-shirts/sweaters is allowed, excessive layering that could conceal contraband is not allowed.
- Outer garment shirts must have sleeves.
- Sweaters, blazers, and sweatshirts are permitted.
- Hooded clothing is not allowed.
- Shorts must not fall more than 3 inches above the middle of the kneecap when standing. This standard also applies to women's dresses, skirts, capris, skorts, and slits in clothing.
- You may be prohibited from bringing hooded or heavy, parka style coats into the visit room. The placement of these items will be placed on the provided clothing rack.
- Shoes, sandals, flip flops, and boots must be in good repair, free of holes, rips, or tears. Quilted, fur lined, or steel toed footwear is not allowed. High heels must be no more than 3 inches high from the heel of the visitor's foot to the ground.
 - While socks/stockings are not mandatory, you will be asked to remove your shoes to clear the electronic detector, and your feet will come in contact with the floor area where other visitors have been processed.
- Accessories
 - The following items are permitted:
 - No more than 3 rings.
 - One necklace.
 - One bracelet.
 - One watch. Watches that contain other devices (e.g., cell phones, calculators, flash drives, etc.) are not allowed.
 - Metal jewelry or accessories will need to pass the electronic detector and/or be searchable by hand, which may increase your processing time. Jewelry that hides other items (e.g., broaches, locket, pins) or jewelry that looks like a key is not allowed.
 - Scarves, neck ties, hats, and gloves are not allowed.
 - Belts are allowed, except money belts and belts with compartments or removable parts.

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- Religious and medically necessary head coverings are allowed, but are subject to search. Searches will be conducted in a private area by a person of the same gender.

Children must wear clothing that will not reveal underwear when they crawl, spin, etc. Shorts under dresses may be appropriate.

CONDUCT DURING VISITS

The Department intends to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all participants is encouraged. Please 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:

- Criminal activity
- Weapons or objects that present danger of any kind
- Visitors that have consumed alcohol, marijuana, and/or any illegal substance
- Contraband not allowed on:
 - The premises: alcohol, tobacco, marijuana, and illegal drugs, or
 - Your person: gum
- Any disturbance or the creation of emergency situations within the facility
- Conduct/behavior that:
 - Threatens the health and safety of any visitor, offender, or others
 - May result in damage to the facility premises or equipment
 - Is disrespectful or inappropriate towards facility employees
 - Disrupts the visits of others
- Purchasing food and drinks for other visitors or an offender you are not currently visiting

General Guidelines:

- A brief hug and kiss (i.e., no more than 4-5 seconds in length) are permitted at the beginning and conclusion of visits. During the visit, the only physical contact allowed between offenders and adult visitors is holding hands with hands in plain view. While seated at a table, hands must be on or above the table top. As visiting areas are family friendly environments, caressing and/or sexually suggestive behavior of any kind is not allowed.
 - In addition to brief, appropriate contact at the beginning and conclusion of each visit, an offender may have physical contact with his/her minor visitor(s) 8 years of age and under in a manner that respects the child's feelings and physical boundaries.
 - The child may sit on the offender's lap.
 - The offender may show affection toward the child (i.e., hugs or kisses).
 - Visit personnel will monitor the child for signs of disengagement (e.g., pulling away, crying, screaming, etc.) and will, if appropriate, instruct the offender to discontinue the physical contact or return the child to the guardian/escort.

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- The Superintendent/designee may establish additional requirements for an individual offender/visitor.
- 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 you.
- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and caring family interaction. Please avoid loud, excessively emotional, or disruptive behavior.
- Visit areas are provided for all visitors. Please use furnishings for their intended use.
- Because time is limited, the focus and interaction must remain between the offender and his/her own visitors and family. Conversations with other offenders and/or their visitors are not allowed with the exception of very brief (i.e., one or two word) courteous statements (e.g., hello, please, thank you, etc.).
- During visitation, money or vending machine debit cards may be used for vending machine purchases by visitors. Once opened, purchased food items must be removed from their packaging and placed on a plate or napkin. Any unopened items may be taken home by the visitor. Visitors will take all unspent money and vending machine debit cards with them when they leave.
- If restrooms are located outside the visit room, visitors may be subject to additional search.
- Please put away all items used during visits (e.g., games, toys, books).
- Please throw trash and recyclables in provided containers at the end of your visit.

General Supervision of Children:

- 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 will be stopped immediately by the visiting minor's guardian/escort.
- The offender may supervise a child(ren) while the adult visitor uses the restroom or the vending machine, provided there is no restriction prohibiting the offender from being alone with the child(ren).
- For health and safety purposes, children under 5 years of age must have an adult escort them when they use the restroom. While an adult visitor escorts the child to the restroom, the offender may supervise remaining children, provided there is no restriction prohibiting the offender from being alone with the child(ren).
- 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.

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- Showing affection, holding, and playing with visiting children promote positive family interaction. Please remember to be considerate of other visitors and your public surroundings.
- 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>.