

<p>Authorizing Sources: RCW 71.09; Chapter 388-880 WAC</p>	<p>Effective Date August 21, 1992</p> <p>Re-issued April 18, 2007</p> <p>Sunset Review April 18, 2010</p>
<p>Approving Authority:</p> <div style="text-align: center;">  Henry Richards, Superintendent </div>	

PURPOSE

This policy establishes and regulates personal visiting for residents of the Special Commitment Center. Visits are intended to foster appropriate relationships between a resident and his/her family and friends.

SCOPE

This policy applies to visitation between residents and their approved visitors occurring at the Special Commitment Center (SCC) Total Confinement Facility.

DEFINITIONS

Children of a Direct Lineage Relationship means a child who is the biological or legally adopted child, grandchild, or great-grandchild of the resident being visited; or the biological or legally adopted brother or sister of the resident. It does not mean nieces, nephews or cousins.

Immediate Family means parents, stepparents, legal guardians, spouses, brothers, sisters, half or stepbrothers or sisters, children, stepchildren, and dependents in a direct lineage relationship to the resident.

Minor means a person less than 18 years of age.

Non-contact Visit means the resident and visitor are physically separated from each other by walls and a transparent screen which enables both parties to view each other from the chest up. Communication between the two parties occurs via a handheld private communications system which resembles a rotor-less / keypad-less telephone.

Physically Challenged means having a medically verified mobility/medical disability.

Special Visits means a visit which occurs outside of normal visiting hours established for friends and family visiting.

Victim means any person of any age or relationship to the resident who has ever been identified as a past victim of the resident. Past victims will not be approved to visit.

POLICY

- I. Visiting is held in the designated SCC Visiting Room area.
- II. Visiting is conducted as a standardized scheduled activity, made available to residents and prospective visitors.
- III. **Special Visits** may be arranged by request and may take place in the visiting room during non-scheduled hours or under conditions other than the standard approval process.
 - A. Arrangements for a special visit require a minimum of 72 hours between the time of approval and the actual visit.
 - B. The Superintendent or designee must approve all special visits in writing.
- IV. **Authority over Visiting.**
 - A. Visiting program operates under the control of SCC Program Services and the oversight of the Program Services Manager.
 - B. The Superintendent or designee is the responsible party to approve or disapprove all visiting requests.
 - C. The Clinical Director or the staff psychiatrist may limit or deny visiting between a resident and a particular visitor(s) for treatment reasons.
 - D. A treating physician / physician assistant, an infection control officer, or the staff psychiatrist may deny visiting between a resident and anyone due to health or safety risks of the resident or others.
 - E. The Superintendent or designee has final authority over visiting decisions, waivers and exceptions.
 - F. Only the Superintendent or designee may approve visits by minor children.
 - G. Generally, the Associate Superintendent acts as the Superintendent's designee over visiting.
- V. **Visitor Approval.**
 - A. A resident's personal visiting list is limited to a maximum of 20 individuals.
 1. Residents requesting to have more than 20 individuals on their personal visiting list require the Superintendent's approval.
 2. An authorized aide to a physically challenged visitor is not counted towards the maximum number of visitors, but must undergo the visitor approval process before performing duties as a visitor's aid.
 3. Children under age three are not counted in the resident's maximum number of visitors, but they must be approved as a visitor before visiting the resident.
 - B. A visitor may only be approved to visit one resident.
 1. Residents may request a waiver from the Superintendent if:

- A person desires to visit more than one resident, or
 - A visitor requests to be removed from the visiting list of one resident and applies to visit another resident.
2. Waivers are subject to administrative and clinical review, and are not routinely approved.

C. Prospective visitors must fully complete and return the SCC visiting application form.

D. Visiting by Minors

Minors must be:

1. Of a direct lineage relationship to the resident being visited.
2. Requested by separate application from the parent / guardian.
3. The application for a minor must include certified copies of:
 - The birth certificate
 - A court order establishing legal adoption or guardianship, if applicable.
4. Approved only by the Superintendent.
5. If under age three, co-listed with a parent or guardian who is also an authorized visitor.
6. Follow the special visiting schedule established for minors visiting their family member residing at the Special Commitment Center. Specific details pertaining to coordinating visits by minors is found in the SCC Visitor's Guide.

E. A **National Crime Information Center (NCIC) check** must be conducted and returned "clear" prior to the approval of any applicant. Other official criminal history checks may be used.

- The Superintendent or designee may direct a NCIC recheck of a personal visitor at anytime.

F. **Reasons for rejection** of an application may include:

- Outstanding "wants" or warrants naming the applicant, revealed by the NCIC check.
- False or incomplete information on an application.
- The applicant has been convicted of a felony.
- The applicant is a former resident of the SCC.
- A restraining order which, if the visit were approved, might cause violation of the order.
- The visitor's presence would violate an aspect of a binding, previously issued Judgment & Sentencing Order which still applies to the resident and/or visitor.
- The applicant is a victim of the resident.
- The applicant is a minor and not an immediate family member, adopted child or ward of the resident.
- The applicant is a current or former employee of the State of Washington who works, or previously worked, with the resident in an official capacity.
- The applicant is listed as a visitor of another resident and has no approved waiver.
- Other circumstances which, in the opinion of the Superintendent, represent a risk.
- Exceptions to the reasons for rejection may be made by the Superintendent or designee.

G. **Denial of visiting or revocation of a visitor's approval** may be made upon:

- Suspicion of smuggling contraband;
- Possible danger to health or safety;
- Failure of the visitor to abide by SCC or MICC rules or staff instructions;
- Discovery of information which would normally result in disapproval of an application.

VI. Denial or Restriction of Personal Visiting

- A. All personal visits with residents residing in IMU shall be no-contact visiting.
- B. All residents undergoing a criminal investigation by a law enforcement agency for crimes involving violent behavior or escape attempt(s); and/or subject to a pending criminal prosecution for crimes of this nature will only be allowed no-contact visiting until such time as the case is closed.
- C. In addition to A & B above, no-contact visiting may also be authorized based on safety, security, and / or therapeutic reasons by the Associate Superintendent, the staff psychiatrist, the Clinical Director or the Program Services Manager.
- D. A resident's request for visiting may be denied or restricted due to danger to health or safety and/or when denial is in the best therapeutic interests of the resident.
1. **Dangers to health or safety** must be:
 - a. Documented in the resident's clinical record;
 - b. Communicated to the resident in writing and in person unless refused by the resident.
 - c. Reviewed at least once every 6 - months.
 2. **Therapeutic interests** must be:
 - a. Based on clinical judgment of the staff psychiatrist, Clinical Director, or the resident's program Forensic Therapist Supervisor.
 - b. Documented in the resident's clinical record;
 - c. Communicated to the resident in writing and, unless refused by the resident, in person;
 - d. Reviewed at least once every 6 - months.
 - e. Subject to appeal.

Appeals must be:

- Made by the resident to the Superintendent in writing.
 - Submitted no more than once every 6 - months.
 - Supported by the resident's Program Area Manager.
- E. A copy of all waivers & exemptions approved by the Superintendent or designee shall be kept on file in the Visiting Program Supervisor's Office.
- F. A copy of all temporary visiting denials, or restrictions to visiting, placed on a resident for health, therapeutic, safety, or security reasons shall be kept on file in the Visiting Program Supervisor's Office.

VII. Scheduled Visiting Hours

The SCC visiting program operates on a standardized schedule basis in order to provide

visitors with a reasonable predictability for making travel and visiting arraignments and plans.

The visiting room operates on the following schedule:

Sunday

- The 3rd Sunday of each month from 9:20am to 2:05pm is reserved for minors and chaperones, pre-scheduling is not required on this day.
- The 1st, 2nd, 4th and 5th Sunday of the month is reserved for normal visiting from 9:20am to 2:05pm
- The 1st and 3rd Sunday evenings of the month are reserved for normal visits from 5:30pm to 7:30pm

Monday

- Mondays are reserved for normal visiting from 9:20am to 2:05pm

Tuesday

- Tuesdays are reserved for normal visiting from 9:20am to 2:05pm

Wednesday

- Wednesdays are reserved for professional visiting scheduled through the Legal Coordinator's Office
- Visiting on Wednesdays is also open to **prescheduled** visits from minors and their chaperones from 9:20am to 2:05pm

Thursday

- Thursdays are reserved for professional visiting scheduled through the Legal Coordinator's Office
- Visiting on Thursdays is also open to **prescheduled** visits from minors and their chaperones from 9:20am to 2:05pm

Friday

- Fridays are reserved for normal visiting from 9:20am to 2:05pm

Saturday

- Saturdays are reserved for normal visiting from 9:20am to 2:05pm

VIII. Cancellation of Visiting.

- A. Visiting may be cancelled due to a facility disturbance, emergency or other unforeseen condition affecting facility operations and / or safety and security.
- B. Weather conditions affecting the sea state between Steilacoom and McNeil Island shall be considered as a factor when deciding to continue / cancel visiting.
- C. The use of Still Harbor as a passenger ferry embarkation / debarkation point is a factor to be considered, but it shall not constitute the sole reason to cancel visiting.
- D. The decision to cancel visiting because of reasons A & B above shall be made by the Facilities & Support Services Administrator, the Associate Superintendent, the Program Services Manager or the Administrative On-Call.

- E. During stated periods of emergency or irregular operations affecting the entire institution, the Incident Commander may cancel visiting.
- F. The On-Site-Administrator shall deny a visit if the visiting room capacity is, or will be, exceeded.

IX. Supervision of Visiting Program

- 1. The day-to-day operation of the visiting room is under the supervision of the visiting program supervisor which is currently an RRC-3 position
- 2. Staff assigned to work in the visiting room, either as their normal post, or as shift coverage shall ensure that this policy as well as the SCC Visitor Guide, and all Security Post orders related to the visiting room or the visiting program are followed, fully supported and enforced.
- 3. The visiting program supervisor, and in his/her absence, staff assigned to the visiting room shall communicate visitor / visiting room issues to the On-Site-Administrator for disposition.
- 4. The Asst. Program Services Manager assigned to the day shift APSM duty position is responsible for day-to-day management of the visiting program, its staff, and its operating resources.
- 5. The Program Services Manager bears oversight responsibility for the visiting program and responsibility to ensure the SCC Visitor Guide is edited and updated annually.

X. SCC Visitor Guide

- 1. The SCC Visitor Guide serves as a supplemental document made available to residents and visitors. This guide provides additional guidance pertaining to travel to and from SCC, coordination information for ADA transport, special visits, and visits by minors, the visiting rules, travel directions to visitor parking, and the application to visit process.
- 2. Copies of the visitor guide are available in the visiting room for review by staff, residents, and visitors. A visitor may pick up a complementary copy to take home with them while at SCC for a visit. A copy will be made available for residents on each living unit.
- 3. The most current copy of the guide will be provided to those individual applying as a visitor. Long standing visitors may pick up the most current copy of the guide when they visit.

XI. Non-compliance with visiting rules

- A. Residents and/or visitors who fail to follow the visiting program rules, or fail to follow staff directions will be subject to an initial review of the behavior by the On-Site-Administrator.
 - The On-Site-Administrator may suspend the resident/visitor's visiting privilege for the day or require that the visit continue as a no-contact visit.
 - The On-Site-Administrator's initial review and all directions given will be documented on an incident report.

B. The Associate Superintendent shall review all visit related incidents requiring the On-Site-Administrator to conduct an initial review of the situation and may direct a suspension of visiting privileges, imposition of non-contact visits, or the removal of the visitor from the resident's list of approved visitors.

XII. Pre-Visit and Post-Visit Search.

- A. Residents will be searched by metal detector before a visit and will be searched by body scan and metal detector after the visit.
- B. Residents may be required to submit to a strip search. Residents refusing to be searched shall be suspended from visiting pending the outcome of an investigation.
- C. Visitors are subject to search.
 - 1 Routine searches of visitors include:
 - a. Electronic Screening: Visitors will go through a metal detector when reporting to SCC staff at Western State Hospital and may be subject to metal detector re-screening at SCC at staff request.
 - b. Hands-on inspection of shoes, clothing, containers, purses, and other items.
 - c. Canine search.
 - 2 Non-routine searches of visitors may be conducted in cases of reasonable suspicion.
 - Non-routine searches of visitors may include pat / frisk searches, body scan search and / or strip searches.
 - Visitors who refuse to comply with a requested search shall be immediately removed from the SCC visiting area and await the next available transport off SCC grounds, if on McNeil Island; or escorted off the grounds of Western State Hospital, if on the mainland.
 - The visitor's authorization to visit shall be suspended pending the outcome of an investigation.
 - 3. SCC may elect to request DOC staff to assist with screening and search aspects of visiting. See RCW 72.01.010 of additional information on this matter.

XIII. Property, Personal Dress and Conduct While Visiting.

Visitors are limited as to the amount and kinds of property they may bring with them. Visitors are subject to rules of dress and conduct and to posted rules in the facility.

- 1. **Male** residents and male visitors must be clothed in pants that extend below the knee when seated, socks, shoes, and shirts with all buttons and zippers appropriately fastened. Shorts and tank tops are not permitted. Shoes must be worn at all times; footwear such as thongs and flip-flops are not acceptable.
- 2. **Female** residents and female visitors must be clothed in a combination of pants that extend below the knee when seated, or skirts with tops, or dresses. Skirts/dresses must not be shorter than knee length. All female visitors will wear brassieres. Shoes must be worn at all times; footwear such as thongs and flip-flops are not acceptable.
- 3. **Minors** visiting SCC **between the ages of 4-17** will at a minimum be clothed in pants that extend below the knees when seated, a tee-shirt or shirt providing equal

coverage as a tee-shirt, socks and shoes. Footgear such as thongs and flip-flops are not acceptable. Dresses and skirts are not allowed.

4. **Minors** visiting SCC **between the ages of birth and 3** at a minimum will be clothed from neck to knee. At no time shall they be in a state of public undress. The nursing of children and/or the removal of clothing and the changing of diapers must be done in a private place away from view of any residents. Upon request, visiting room staff will make a private space available for these purposes.
5. Provocative or suggestive clothing are not permitted, this includes clothing which states or depicts.
 - Sexual behavior or innuendo
 - Aggressive or violent behavior
 - Frightening / death related subjects such as skulls, bones, blood, body parts or carnage
 - Alcohol or illegal drug use including names of alcoholic beverages, or images of illegal substances such as marijuana leaves
 - See through clothing
 - Logos of any federal / state / local government agencies (small pin-on items exempt)
 - Images of firearms or knives
 - Anything reflecting unlawful behavior
 - Racist or sexist innuendoes
 - Religious statements (small symbols such as a Cross, Star of David, or a pentagon are exempt)
 - Political statements
6. Residents may bring a comb, watch, wedding ring, sunglasses, cigarettes (rolled – no loose tobacco), approved medallion and handkerchief to the visiting room, and may wear a belt.
7. Residents and visitors may have in their possession an asthma inhaler and/or nitroglycerine tablets.
8. Prescribed medications must have the resident / visitor's name on the label. All medications must be provided to the staff for storage, prior to admission to the VR.
9. Residents must wear their SCC ID badge at all times, picture side out and fully visible on the upper left area of the outermost garment.
10. Residents will be escorted to and from the visiting area gate to the visiting room by an SCC staff person.
11. Residents and visitors must follow the directions given by staff when going to, coming from, and while in the visiting room.
12. Residents and visitors may not wander around the visiting room to other tables. They must remain seated, except for movement to and from the vending area or restrooms.

13. Restroom use will be monitored by SCC staff.
14. Residents may interact only with their own visitors and the visiting room RRC staff.
15. Residents are permitted to embrace, kiss, and/or shake hands with their visitor only at the beginning and again at the end of the visiting period.
16. The resident and visitor may hold hands on the top of the table, keeping both hands visible during the entire visit.
17. The resident and visitor may not engage in necking or petting.
18. Residents are not allowed to hold children unless approved by written waiver to this visiting rule.
19. Each visitor may bring fifteen dollars in change into the visiting room for vending machine use. Visitors may share vending machine food and drink products with the resident they are visiting. Residents may not take items purchased during the visit back to the unit.
20. Residents and visitors may not exchange any items or medication.
21. Visitors are responsible for maintaining control and supervision of children brought into the visiting room.
22. Disruptive behavior may result in termination of the visit.
23. No one may place feet on the furniture.
24. Tables must be left clean at the end of the visit.
25. Trash must be deposited in the proper receptacles.
26. After the visit, residents must cooperate with the body scan/pat search.
27. Residents may also be strip searched if reasonable suspicion of contraband exists.