



SCC Special Commitment Center

# POLICY 224 Professional Visiting

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<b>Authorizing Sources:</b> RCW 71.09 and WAC 388-885	<b>Effective Date</b> October 20, 1998
<b>Approving Authority:</b>   <b>Kelly Cunningham, Chief Executive Officer</b>	<b>Re-issued</b> December 22, 2011  <b>Sunset Review</b> December 22, 2013

## PURPOSE

This policy provides guidelines for visits between residents and attorneys, psychologists and other individuals approved to visit for professional, not personal reasons.

## SCOPE

This policy applies to Special Commitment Center (SCC) staff, residents, and visiting professional persons.

## DEFINITIONS

**Professional Visit:** means a visit to an individual resident by an attorney, evaluator, expert witness, or other professional as deemed appropriate by the courts or SCC.

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

- o Professional visitors may request a non-contact visiting area for the purposes of their visit with the resident at any time.

## POLICY

1. Visits by professionals, such as attorneys, investigators, and court appointed experts, must be arranged at least two full business days prior to the anticipated visit by contacting the office of the Legal Coordinator at (253) 589-6203.
2. Initial visits by medical professionals or evaluators must be arranged by written request from the attorney retaining the professional at least three full business days in advance, addressed to:
  - Office of the Legal Coordinator
  - The Special Commitment Center
  - Attention: Professional Visiting
  - PO Box 88450, Steilacoom, WA 98388-0646.

3. Visiting professionals must:

- Present *bona fide* identification.
- Have a current NCIC clearance.
  - Application for a clearance must be made at the time of the visit request.
  - Processing requires at least two business days' notice.
- Have pre-approval by the Chief Executive Officer or the Residential and Security Operations Chief for all professional equipment brought to the SCC facility.
- Not pass or accept any paperwork to or from the resident being visited without prior approval of the visiting supervisor.
- Not pass or accept any property to or from the resident being visited without prior written approval from the Legal Coordinator and/or Residential and Security Operations Chief.

4. Appropriate attire:

- Professional visitors must dress conservatively.
  - Shorts and tank tops are prohibited
  - Shoes should be comfortable. Not flip flops or heels over 1 ½" are allowed
  - Female visitors are prohibited from wearing provocative, revealing or low cut clothing which reveals undergarments, cleavage, thighs, back or midriff
- Additional information is contained in the Professional Visitor's Guide.

5. Private rooms are reserved as available. If none is available, the visit must be rescheduled.

6. Professional visits are limited to the professional. He/she may bring an assistant but at no time shall a professional visit include the resident's family member(s) or domestic partner.

7. When Treatment Sessions are Part of a Professional Visit.

- Professional visitors intending to provide a resident(s) with a *sex offender specific* or *mental health* related treatment session(s) have an ethical obligation to coordinate this care with the SCC Clinical Director in advance of providing the service.
- When a professional visitor intends to provide resident(s) with a *sex offender specific* or *mental health* related treatment as part of the visit must provide notice of their intent to treat a resident(s) of this facility a minimum of 72 hours in advance of the visit to the Legal Coordinator's office.
  - Prior to providing any sex offender specific or mental health related treatment the professional visitor(s) shall notify the Legal Coordinator as to who is responsible for payment of the cost of the treatment session(s), for example:
    - The session is performed pro-bono, or
    - The session is at the personal expense of an individual, or
    - The session is at the expense of a governmental agency other than the DSHS, (See Note (a.) below) or
    - The session is a contracted service performed at the expense of SCC under a Client Service or Personal Services contract between the provider and the Special Commitment Center's Clinical Department. (See Note (b.) below)
- The Legal Coordinator will communicate the matter to the Clinical Director or designee.

## Notes

- a. DSHS/SCC will not pay for, nor accept a billing under WAC 388-885 (*Civil Commitment Cost Reimbursement*) for *sex offender specific or mental health related treatment* provided as part of a professional visit.
  - b. DSHS/SCC will not pay for, nor accept a billing for a *sex offender specific or mental health related treatment* provided as part of a professional visit unless the treatment session(s) were performed under a client service or personal service contract between SCC and the treatment provider and the visit(s) have been approved by the SCC Clinic Director in advance of the visit.
8. The Residential and Security Operations Chief for Island Operations may deny or partially restrict a professional visit if there is a danger to the health or safety of the resident, visitor, staff. A restriction may include non-contact visiting.
- In the event of a non-contact legal visit, SCC visiting room staff may be requested by the attorney to relay documents requiring the resident's signature.
9. Cancellation of Professional Visiting
- A. The following individuals are authorized to cancel professional visiting:
    - The Chief Executive Officer,
    - An Residential and Security Operations Chief,
    - The Chief Operations Officer, and
    - The Administrative On-call Officer
  - B. The Visiting Room supervisor has authority to terminate a visit for non-compliance with rules.
10. Resident Search and Escort
- A. Residents will be escorted to and from the visiting center by a staff member.
  - B. Residents will be searched by metal detector before a visit and will be searched by body scan and metal detector after the visit. Residents may be required to submit to a strip search when the result of the previous search indicates concealed material may be hidden on the body.
11. Professional Visitor Search.
- Professional visitors are subject to search and to inspection of purses, packages, briefcases or containers.
  - A professional visitor who fails to cooperate with a search or is found to have restricted items, he/she may be directed to immediately leave the grounds.

- Cellular telephones, wireless communication devices, cameras, and recorders are not allowed without prior approval.
12. Failure to comply with policy or rules by the resident or visitor may result in loss of visit authorization.
  13. Professional visitors may not engage in personal visiting activities without the approval of the Residential and Security Operations Chief in advance of visit.