

# VISITOR'S GUIDELINES

## WELCOME STATEMENT

The Department of Corrections welcomes you to Clallam Bay Corrections Center (CBCC). 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 4 adult approved visitors per visit, with no limit on approved minors. 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.

## WHEN YOU CAN VISIT

### Visiting Times

Where	Days	Check In Time	Check Out Time
Visit Room	Friday, Saturday, Sunday, and Monday	11:00 AM	7:15 PM
No Contact Booth in the Visit Room	One visit per week for offenders in Segregation/IMU during normal Visitation hours	Length of visit depends on the offender's IMU level	

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 (360) 963-3285 or (360) 963-3284.

## HOW YOU GET THERE

### Facility Information (provided by facility)

- From Port Angeles take Highway (Hwy) 101 west towards Forks. Continue on Hwy 101 approximately 43 miles. Turn right onto Hwy 113/Burnt Mountain Road. Continue approximately 17 miles to Clallam Bay. Upon entering Clallam Bay turn left at the first

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intersection onto Eagle Crest Way and continue up the hill 2 miles to Clallam Bay Corrections Center.

- An alternate route from Port Angeles is to take Hwy 101 west for approximately 3.5 miles, turn right on to Hwy 112. Continue traveling on Hwy 112 approximately 44 miles to Clallam Bay. As you enter Clallam Bay turn left at the first intersection onto Eagle Crest Way and continue up the hill 2 miles to Clallam Bay Corrections Center. **CAUTION:** Much of Hwy 112 from Joyce to Clallam Bay is very narrow and curvy.
- From Forks you drive approximately 12 miles north on Hwy 101. Turn left at the Hwy 113/Burnt Mountain junction. Follow Hwy 113 (it will become Hwy 112), approximately 17 miles to Clallam Bay. Upon entering Clallam Bay turn left at the first intersection onto Eagle Crest Way and continue up the hill 2 miles to Clallam Bay Correction Center.
- Clallam County Transit offers bus service from Port Angeles, Rout 14, and Forks, Route 16, to Clallam Bay Monday–Saturday, except for holidays. Passengers from Port Angeles must transfer at Sappho to the Forks bus traveling to Clallam Bay. See Internet site <http://www.clallamtransit.com> for the schedule
- “Prisoners for Christ”, offers a bus program to transport visitors from 811 Stewart (8<sup>th</sup> and Stewart), Seattle to Clallam Bay Corrections Center for visits. You may contact them via telephone at (206) 914-0694 or e-mail at [jean@pfc.com](mailto:jean@pfc.com)
- Clallam Bay Corrections center contact number for visiting is 360-963-3285.
- Upon arrival, report to the intercom to the right of the drop down gate at the top of the hill. The officer that answers the intercom will give you directions to the visitor parking area and the pedestrian entry gate.
- This is the phone number for CBCC Visitation is (360) 963-3285.
- If disabled parking and/or a wheelchair will be required, please inform the Tower Officer over the intercom so that s/he may assist you.

### **WHAT TO DO WHEN YOU ARRIVE**

#### Vehicles/Parking

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.

Persons not visiting may not wait in vehicles or on facility grounds.

Pets are not permitted to wait in vehicles or on facility grounds.

For those needing assistance, accessibility parking is located in the left-hand parking lot in the parking row closest to the facility.

#### Visitor Check-In

You are welcome to arrive at the speaker box 10-15 minutes before visits. Please check in at the visitor entrance.

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## Directions from parking lot to visitor entrance for check-in

Facing the facility from the parking lot, the entrance will be at the far end of the parking lot on your right. There is an entrance gate that is controlled from the tower. The officer may ask you for your reason to enter. When the gate opens and you enter, continue to follow the walkway to the entrance into the Public Access area.

Please inform visit employees 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 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 plastic bag:

- Money (for cash vending machines) - At facilities where cash is required for vending machine purchases, you will be allowed \$20.00 in change or bills in denominations of \$5.00 or less. Vending machines may run out of change due to too many \$5 bills. It is recommended that you bring single dollar bills or quarters. You may also bring an additional \$20.00 for the offender.
- Keys - Drivers may keep one car key and/or remote on a single ring key chain. The keys will be secured in a locker at Public Access prior to visiting.
- Identification - You may be allowed to have one form of identification with you in the visiting area. Identification will be maintained at Public Access for the duration of the visit.
- Medical - You are allowed medications or medical equipment that is needed during the visiting period, if you provide proof of prescription of 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. Only emergent medication will be allowed in the visit room (e.g., nitro, albuterol). All other medication will be stored in a locker at Public Access. If you cannot clear screening due to a medical device/condition, additional search will be required.
- Small comb or brush

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- 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, but may be required to be stored in a locker at Public Access until needed:

- Two clear empty 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 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, which will be stored in a locker at Public Access.
- Disposable diapers, which will be will be stored in a locker at Public Access.
- Baby wipes that have been transferred to a zip lock plastic bag before the visit.

### Service Animals

Service animals must meet the requirements of the Americans with Disabilities Act. The animal's owner/escort is responsible for the animal, including:

- Service animals may not interact with offenders or other visitors.
- Visit employees will provide information regarding cleanup of waste and disposal.
- Ensuring the animal remains under their control at all times.
- The animal is on a leash at all times.

### **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.

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- After you have been in the visit room for 4 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/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 should be free of reference to obscenity, alcohol, drugs, gang references, violence, or sex in any form.
- Buttons or closures should be fastened to the degree necessary to provide proper coverage.
- 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 are not allowed.
- Outer garment shirts must have sleeves.
- Sweaters, blazers, and sweatshirts are permitted.
- Hooded clothing is not allowed.

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- 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 on a coat rack in the lobby area or placed in a locker.
- 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.
- 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.
  - 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:**

- Any criminal activity
- Weapons or objects that present danger of any kind
- Visitors that have consumed alcohol and/or any illegal substance
- Contraband not allowed on:
  - The premises, including alcohol, tobacco, and illegal drugs, or
  - Your person, including gum

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- Any disturbance or the creation of emergency situations within the facility
- Any conduct/behavior that threatens the health and safety of any visitor, offender, or others

### General Guidelines:

- A brief hug and kiss (i.e., 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. As visiting areas are family friendly environments, caressing of any kind will not be 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.
  - 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. Offenders will not be allowed to use the vending machines. 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.
- Restrooms are located outside the visit room and visitors will be subject to an additional search prior to returning to the Visit Room.

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- 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 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 age 5 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.
- 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.

Suggestion/Comment forms are available in the visit room and online at <http://www.doc.wa.gov/family/visits.asp>.