

## **VISIT GUIDELINES**

The Department of Corrections welcomes you to McNeil Island Corrections Center. 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. All facilities are chewing gum and tobacco-free. Please read these guidelines carefully so you may have an enjoyable visit.

### **WHO CAN VISIT**

Each offender may have up to 5 approved visitors per visit. NOTE: The offender may not be available for a visit. Visitors may avoid making an unnecessary trip, or being turned away, by pre-arranging visits with the offender.

**Visitor Reminder:** If you no longer wish to be on the approved visitor list, please submit a written request to be removed to the Visit Program Sergeant.

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

### **WHEN YOU CAN VISIT**

#### **Visiting Times**

**Main Institution Units Rotate on Weekends (see attached weekend schedule).**

## **VISITATION SCHEDULE**

WHERE	DAYS	CHECK-IN TIME	CHECK-OUT TIME
<b>Units, B</b> (weekend unit rotation Saturday & Sunday) see attached  <i>Chapel Service</i>	Friday thru Monday          <i>1<sup>st</sup> Sunday of each month</i>	7:40 - 8:15 a.m. <i>(Saturday &amp; Sunday Reserved for E - Unit)</i> 8:50 - 9:20 a.m. 10:00 - 10:30 a.m. 11:00 - 11:30 a.m. 12:00 - 12:30 p.m. 2:15 - 2:50 p.m. 3:40 - 4:10 p.m.   8:50 - 9:20 a.m.	    12:10 p.m. 1:10 p.m. 2:30 p.m. 3:50 p.m. 5:25 p.m. 6:20 p.m.
<b>E &amp; D Unit Visitation</b>	<b>Friday &amp; Monday</b>      Saturday & Sunday	2:15 - 2:50 p.m. 3:40 - 4:10 p.m.   Same as Main Institution	   3:55 p.m. 5:25 p.m. 6:20 p.m.
Segregation F-Unit	<b>Friday thru Monday</b>	8:50 - 9:20 a.m.	Determined by Custody Level
Physically Challenged Transport Van	Friday  Saturday & Sunday	8:00 a.m. - 8:15  8:15 a.m. - 8:45	1:00 p.m.  1:00 p.m.

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

McNeil Island offers a visitation period beginning at 7:50 a.m. with visitation ending at 6:20 p.m. See **Visitation Schedule** above.

## HOW YOU GET THERE

Depot Address:        *35 Settler St., Steilacoom, WA 98388*

### FROM NORTH:

- South on I-5 to Exit 129
- Turn right off ramp onto 74<sup>th</sup> St W.
- Follow 74<sup>th</sup> St until it turns into Custer Rd
- Follow Custer Rd to 88<sup>th</sup> and turn right on 88th St
- Go down 88<sup>th</sup> (it becomes Steilacoom Blvd) until you pass Western State Hospital (WSH) on right (big park on left)
- Turn right onto Sentinel St (gas station on corner)
- WSH parking area is first right (across from high school)

### FROM SOUTH:

- North on I-5 to Exit 119.
- Turn left off ramp, cross I-5 to second traffic light.
- Turn right onto DuPont-Steilacoom Rd.
- As you enter the Town of Steilacoom, you will turn right onto Rainier St.
- Follow St through town, making a sharp right followed by a sharp left onto Steilacoom Blvd.
- Follow Steilacoom Blvd and take a left onto Sentinel St (gas station on Corner).
- WSH parking area is first right (across from high school).

**NOTE:** Check-in Depot is located at the east end of the facility parking lot. If you get lost, telephone (253) 588-5281 ext. 1518

### Vehicles/Parking

The speed limit on the facility grounds is 5 mph. Thank you for not speeding.

Pets and persons not visiting may not wait in vehicles. Vehicles should be secured.

### Transportation

Pierce Transit Route 212 will drop you off on Steilacoom Blvd. directly across the street from the Western State Depot Visitor Processing Center. Pierce Transit Routes & Schedules are available at the Western State Depot, for your convenience.

## **Physically Challenged Information:**

- All physically challenged visitors must be on the offender's approved visiting list.
- Physically challenged visitors will be processed through the normal visit sign-in procedures.
- The Superintendent must approve any special needs for electric equipment, battery powered wheelchairs, or oxygen tanks prior to approval of participation in the Physically Challenged Visitor Program.
- A physically challenged visitor, who requires assistance, must be accompanied by an approved adult visitor at all times who is able to assist. McNeil Island Correction Center staff members are not authorized to physically assist visitors.
- Visitors requiring use of the Physically Challenged Transport Van must call **(253) 512-6585** and leave a voice message to make a reservation, a minimum of 24 hours prior to the anticipated transportation need. This is necessary due to limited space. Please supply the following information:
  - \*Visitor's name.
  - \*Offender's name.
  - \*Anticipated visiting day.
  - \*Any other special needs, i.e., oxygen bottles.
  - \*Name of the assistant (if needed).
- Physically challenged segregation visits are one (1) hour in length. At the conclusion of the visiting period, segregation visitors are escorted to the main visiting room to wait for their Physically Challenged transportation.

## WHAT TO DO WHEN YOU ARRIVE

### Visitor Check-in

Visitors are welcome to arrive in accordance with the attaché Visit Schedule. Please check in at the visitor entrance located at the east end of the facility parking lot.

Please inform staff in advance if you intend to share difficult news during your visit. Staff will attempt to make a suitable seat arrangement for you visit.

### Identification

All visitors, 16 years of age and older, will be asked to show current photo identification. (Examples: Driver's license, passport, military or government identification, tribal identification, alien registration, student identification). Expired or non-photo identification will not be accepted.

### Searches

Visitors will be required to sign a search permission form before visiting. Pat, vehicle, personal property, and/or canine searches may be conducted.

### You may bring the following items:

- All vending machine purchases are via the Debt-Tech Card system. You will need a \$5.00 bill to purchase a Debit-Tech Card. The card will hold up to \$75.00 for vending food purchases and may be retained for future visits.
- Keys - Drivers may keep one manual car key on a single ring key ring.
- Identification - All visitors will be allowed to have one form of identification with them in the visiting area.

- Medical - Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period, if the visitor provides proof of prescription of medically authorized need.
- Small comb or brush.

### Items for Infants and Toddlers

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

- Two clear plastic bottles containing water, juice, milk or liquid formula
- One plastic Tupperware-type child's cup with lid
- Two unopened plastic containers of baby food in their original packaging with one plastic baby spoon
- Two bibs
- Two pacifier or teething object
- 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 prior to visit.

## HOW TO ENJOY YOUR VISIT

**The following guidelines are in place to ensure a safe and pleasant visit.**

*Continuation of your visit and visiting privileges will depend on:*

- Visitors arriving without having consumed alcohol and/or illegal substance or being in possession of contraband;
- Visitors and/or offender following the Visit Guidelines, policy and procedures.
- Compliance with search procedures.
- No disturbances or emergency situations within the facility.
- No clear and/or immediate danger or suspicion of criminal conduct that threatens the health and safety of any visitor, offender or staff.
- Weapons of any kind are not permitted.
- Families are encouraged to be considerate of other visitors. Please avoid loud, excessively emotional, or disruptive behavior.

Dress standards are necessary to ensure the safety and security of visitors and offenders to promote a non-offensive, family oriented environment and to provide efficient processing of visitors. The visiting sergeant or designee will make the final determination regarding the appropriateness of any clothing, footwear, or accessories allowed. The following guidelines apply to visitors 5 years and older.

## Clothing

Appropriate, modest clothing should be worn by all visitors. Buttons or closure should be fastened to the degree necessary to maintain modesty. All clothing must be clean and in good repair; free of holes, rips, or tears. Undergarments must be worn, to include briefs and brassieres for females, and briefs, boxers, or long underwear for males. Examples of **inappropriate** clothing include:

- Clothing that might expose undergarments, cleavage, stomach/midriff, bareback when arms are raised, or bare chest.

Tight fitting clothing

Low cut tops or bottoms

Fish net stockings

Camisole type/halter or tank tops, even if worn under other clothing

Camouflage, bibbed attire, cargo or painter pants, or any clothing that might be considered difficult to search (e.g., excessive pockets, padding, or layering of the one outer garment over another)

Clothing referring to obscenity, alcohol, drugs, gang's references, or sex in any form

Wraparound clothing with full length openings

Shorts, including culottes and cutoffs

Dresses, skirts, and slits in clothing must not fall more than 3 inches above the knee.

Visitors may be prohibited from bringing hooded or heavy, parka style coats into the visit room. Such items may need to be hung on coat racks in the lobby area.



## Footwear

- Shoes, sandals and boots must be in good repair. Flip flops, slippers, and quilted or fur lined snow boots will not be allowed.
- Low heel, walking, or athletic shoes are recommended as you will be walking on both boat ramps and uneven walk ways. Keep in mind, the walk to the institution is slightly up hill and approximately ½ mile long.

## Accessories

- Jewelry that hides other items (e.g., broaches, locket, pins) or jewelry that looks like a key is not allowed.
- The following items are permitted:
  - Four pieces of jewelry in piercing, (e.g., one nose, one lip, 2 ears or the combination of 4 pieces of pierced jewelry).
    - One watch.
    - Wedding ring set and one ring.
    - Two necklaces.
    - Two bracelets.
- Two pair of eyeglasses, to include one non-reflective pair of sunglasses.
- Belts may be worn *excluding* money belts or belts with compartments.
- Religious and medically necessary head coverings may be allowed written verification, or part of a religious practice.

## **COURTESY DURING VISITS**

The Department intends to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all individuals is encouraged. The following visit room guidelines will help to ensure that visits are a pleasant experience for all participants:

- 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 on or above the table top. As the visiting areas are family friendly environments, caressing or any kind will not be allowed.
- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and caring family interaction.
- 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 own visitors and family. Speaking to other visitors or offenders will not be permitted.
- During visitation, debit cards may be used for purchases from vending machines by both offenders and visitors.
- Visitors are reminded to take debit cards with them when they leave.
- Children must be under direct supervision and within sight of the visiting parent or guardian at all times, including children using the restroom. Offenders may supervise their visiting children while the adult visitor uses the restroom. Roughhousing and horseplay will be stopped immediately by the visiting parent.

- Verbal corrections and time-outs are the only allowable forms of discipline for minors during visits.
- For safety and proper identification offenders will wear their identification at all times.
- Showing affection, holding and playing with your visiting children promotes 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.
- When changing children's soiled garments, please use the provided changing areas.
- Visits may become emotional. Should this happen, staff will check in with you and is available to assist as necessary.
- Please put away all items used during visits (i.e. games, toys, books). Please place trash and recyclables in provided containers at the end of your visit.

Suggestion/Comment forms are available in the Visit Room and at the Western State Depot Visitor Processing Center.

### **Visitation Information Line:**

For weather conditions or special circumstances that may effect visitation call (253) 512-6585

### **Mailing Information:**

Mail Completed Applications to:

McNeil Island Corrections Center  
Attention: Visit Staff  
P. O. Box 88900, MS WT-01  
Steilacoom, WA 98388-0900

### **Questions or Concerns:**

Contact Diana Burton  
Visit Program Sergeant  
(253) 588-5281 ext. 1211