 King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	<u>Chapter 1</u> Administration & Personnel Management	
1.03.016 Background Investigations	Approved By:	Director W. Hayes
	Effective Date:	May 05, 2016
	Reviewed By:	Human Resources SDM
Distribution:	Review Date:	March 5, 2015

Purpose

Background investigations are conducted for the purpose of determining whether access to department facilities shall be approved for DAJD and non-DAJD individuals.

Policy

In order to ensure the safety and security of department facilities and maintain compliance with federal, state and local laws, it is the policy of the department to require background investigations for both DAJD and non-DAJD individuals seeking access to the detention facilities.

References

Federal: Prison Rape Elimination Act (PREA)
 RCW's: Chapter 10.97 Washington State Criminal Records Privacy Act
 Department Policies: 1.03.030 Non-Departmental Personnel
 1.03.048 References and Background Disclosure Requests
 1.03.050 Drug Use
 4.01.005 Entrance Procedures
 4.01.008 Identification for Access

Definitions

Non-DAJD Individuals: For the purpose of this policy, any person who is employed in a career service position, exempt position, term-limited-temporary position, short-term temporary position, or administrative temporary position for a King County department or office other than DAJD.

Contractor: An individual who works on contract for the County and/or for the department. "Contract" means a formal agreement between King County, and a vendor or contractor to provide a defined set of services, or goods, materials, supplies within a specified time period with specified compensation. This includes temporary personnel hired via King County contracts with employment agencies.

College Interns: Individuals who are either earning credit through their school for experience in a field related to their degree, or are earning pay from an employer with the purpose of learning about a career in which they are interested.

Volunteer: An individual who volunteers to perform services for the department, where the individual receives no compensation, paid expenses, reasonable benefits, or a nominal fee from the department to perform the services for which the individual

volunteered; and such services are not the type of services which the individual is employed to perform for the department. This group may include employees of community-based agencies or religious groups.

Special and/or Face-to-Face Visitors: An individual or group of individuals who visit the jail periodically or on a one-time basis for the purposes of a face-to-face contact with an inmate, facility tour or meeting with administration.

Service Providers: Individuals or groups, who are not employed by King County, which may meet one on one or facilitate group programming with inmates. Based on the work site assignment (secure vs. public access area), and other requirements or restrictions, service providers may be given face-to-face or window access to provide services to their clients or conduct group informational/educational workshops. Service providers include, but are not limited to, case managers with Seattle Mental Health or Community Psychiatric Clinic, facilitators with Seattle Planned Parenthood, etc.

DAJD Employee/Applicant: Individuals who are seeking employment or are employed with the department. This may include seeking employment or being employed in a career service position, exempt position, term-limited-temporary position, short-term temporary position or administrative temporary position with the department.

Criminal History Record: Information contained in records collected by criminal justice agencies, other than courts, on individuals, consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising there from, including acquittals by reason of insanity, dismissals based on lack of competency, sentences, correctional supervision, and release. The term includes information contained in records maintained by or obtained from criminal justice agencies, other than courts, which provide individual identification of a person together with any portion of the individual's record of involvement in the criminal justice system as an alleged or convicted offender.

Non-conviction Data: Consists of all criminal history record information relating to an incident which has not led to a conviction or other disposition adverse to the subject, and for which proceedings are no longer actively pending.

Conviction Record: Criminal history record information relating to an incident which has led to a conviction or other disposition adverse to the subject.

Disposition: The formal conclusion of a criminal proceeding at whatever stage it occurs in the criminal justice system.

Abbreviations:

CHC: Criminal History Check (includes NCIC, Triple I and WACIC)

A. General Guidelines

1. Background investigation information is confidential and shall only be provided to individuals who have a need to know, which includes the director, deputy director, facility commanders, majors, division directors, the Internal Investigations Unit (IIU) commander, Department Human Resources (HR) personnel, Special Investigations Unit (SIU) sergeants, the polygraph examiner, the psychological examiner, and the designees of the individuals listed above.
2. Several factors determine the level of background check needed, including, but not limited to, the nature of service performed by the individual, whether the individual shall be escorted or supervised, the frequency of access to the facilities, and the information which an individual may have access to for non-DAJD individuals:

- a. Unescorted access, unsupervised Inmate contact. Requires full background, including polygraph and psychological evaluations.
 - b. Unescorted access, supervised inmate contact. Requires partial background up to and including polygraph. A psychological evaluation may be required at the discretion of the facility commander or division director.
 - c. Escorted access, supervised inmate contact. Requires partial background, exclusive of polygraph and psychological evaluations.
3. The department shall conduct background investigations no more than every five years, of current individuals with facility access (in compliance with PREA Standard 115.17, Hiring and promotion decisions), in line with the background standards listed above (2. c.).

B. Confidentiality

As stated in Section A., background investigation information is confidential. As a result of background investigations, information of a personal nature may be uncovered. Therefore:

1. Every precaution shall be taken to safeguard personal information gleaned as a result of a background investigation.
2. Information acquired as a result of a background investigation shall be divulged on a "need to know" basis only to department personnel listed above in section A.1 and no copies shall be made available of any documents pertaining to the investigation.
3. Retention period:
 - a. Background investigation files of those non-DAJD employees deemed qualified shall be retained in the confidential background investigations files for a period of three years after the respective individual has left the status for which they were granted access. At the end of the retention period, the files shall then be sent to the King County Records Center for archiving and appropriate destruction.
 - b. Background investigation files of those disqualified from the process shall be retained in the confidential background investigations files for a period of three years. At the end of the retention period, the files shall then be sent to the King County Records Center for archiving and appropriate destruction.
 - c. Background files for department applicants who are not successful in their bid for hire shall be kept for a period of three (3) years. At the end of the retention period, the files shall then be sent to King County Records Center for archiving and/or appropriate destruction.
 - d. Background files for department employees shall be retained in the confidential background investigation files for the duration of the employee's employment. Upon termination, the files shall be kept for three (3) years. At the end of the three year retention period, the files shall be sent to the King County Records Center for archiving and/or appropriate destruction.
4. Criminal History Background Investigation Process for department Applicants, Employees and Non-DAJD Individuals:
 - a. Non-DAJD individuals (see definitions above) being considered for access to department facilities or access to department information must undergo the department's background investigation process. The background investigation phases outlined below are listed in the usual order in which


- these phases are completed. However, this order may vary based upon phases required for the classification and/or request for access.
- b. The background investigation process for King County employees who do not work for the department: contractors, service providers, volunteers and program personnel who have frequent unsupervised access to the facilities and to department information:
 - 1) The individual shall be provided a background packet which includes:
 - a) Background Investigation Questionnaire (BIQ) for Non-DAJD.
 - b) Clearance Request.
 - c) If fingerprints are required, HR or the appropriate supervisor shall inform the requestor to report to the Sheriff's Office for fingerprinting. HR shall receive the fingerprint reports and disseminate to the appropriate personnel.
 - 2) The individual fully completes the background packet and returns it to the supervisor who provides programmatic oversight over the requestor. The supervisor ensures the packet is complete and then forwards the packet to SIU.
 - 3) A criminal records check is completed by the SIU Sergeant. The criminal records check may include a review of information obtained via the Interstate Identification Index (Triple I), Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC), Accurant, Administrative Office of the Courts (AOC) and other information gathering services:
 - a) Financial information
 - b) References
 - c) Residential information
 - d) Real property
 - e) Affiliations
 - f) Traffic offenses
 - 4) Background Investigations file review shall be completed by an SIU sergeant, facility commander, major or division director, with additional approval from the director, if necessary.
 - 5) If access is denied, the individual may request reconsideration by the major (or higher authority).
 - 6) If approved for access, an identification badge may be issued in accordance with the employee's level of facility access.
 - 7) The facility commander/division director, or major/assistant division director continue to review any background information received thereafter for a determination of continued access.
 - 8) Upon termination of services, issued identification badges must be collected.
 5. Additional Requirements for Service Providers:
 - a. The Volunteer/Service Provider shall:
 - 1) Successfully complete the facility access process annually, including the Criminal History Reference Check following department policy (refer to 4.01.008 Identification for Access to the Facilities).
 - 2) Meet the following minimum criteria for unescorted service provider "inside jail" access:

- a) Be 21 years old within 30 days of the application process (or 18 years old if escorted and with paid department staff present for supervision).
 - b) Be off of parole/probation for a minimum of the previous two (2) years.
 - c) If the applicant has one (1) conviction, they must not have been incarcerated for a minimum of the previous three (3) years. Charges with no conviction shall not be counted, unless there is a current or recent serious charge (in which case the information shall be forwarded for review by the approving authority).
 - d) If the applicant has more than one (1) conviction, they must not have been involved in the criminal justice system for the previous five (5) years or more (including charges, incarcerations, probation or parole, etc.). Window visitation may be authorized if a minimum of two (2) years have passed since any criminal justice system involvement.
 - e) Is not presently using controlled substances of any kind / illegal drugs. The department has zero tolerance for illegal drug use, including present use of marijuana. Consideration of an individual's prior illegal drug use history shall be given following department policy (refer to 1.03.050, Drug Use). The department does not permit anyone who has used marijuana in the prior year access to the facility.
 - f) Not have any outstanding charges or warrants.
 - g) Successfully complete the department's Criminal History Background Review and Evaluation.
 - h) Successfully complete and be cleared on the jail electronic imaging application.
 - i) If deemed necessary, complete the department's security orientation.
 - j) If designated by the program coordinator for inmate contact access, complete the 8-hour training session during their first year of access.
 - k) Attend PREA training and orientation.
 - l) Must not be a department employee.
 - m) Must not have been previously terminated from employment with the department in the last two (2) years. Following the two (2) year time limit, individuals shall be reviewed on a case by case basis.
 - n) Must not have been charged or convicted for introduction of contraband to a detention facility.
 - o) Must abide by the Service Provider "Volunteer-Professional" Code of Conduct.
 - p) Must abide by jail safety and security regulations, and staff directives.
 - q) Must be a current volunteer or employee of the community agency under which they are receiving jail access and whom they are representing in their provision of services.
 - r) Comply with requirements for the department's electronic imaging and/or the HR background procedure for the "picture ID" badge following department policy (refer to 4.01.008, Identification for Access).
- 3) Visitors to the facility shall not undergo a criminal history background check, but shall be run for warrants. If current, active warrants are

located, facility access shall be denied.

C. Information Considered for Approval and Denial

1. The following areas are considered in determining access to department facilities, to include, but not limited to:
 - a. The department retains the right to deny an individual's application for entry based upon intelligence or information gained through confidential sources that shall be non-disclosable to the individual seeking access.
 - b. Consideration shall be given to the individual's level of cooperation in the background process. The individual must cooperate by providing true, complete statements, without intentional falsifications, omissions, or misleading statements. Any finding of the above may result in the denial of access to department information and facilities.
 - c. Consideration shall be given to the individual's criminal history record. This includes consideration as to non-conviction data, the conviction record, dispositions adverse to the subject, admission of criminal activity (even if not caught), the seriousness of the offense, the date of the offense, and the age of the individual at the time of the offense. Any of these may result in the denial of access to department information and facilities.
 - d. The department has zero tolerance for illegal drug use. Consideration shall be given to an individual's illegal drug history following department policy (refer to 1.03.050, Drug Use).
 - e. Consideration may be given to an individual's domestic violence history, violation of court orders, the number of crimes committed and what the individual's convictions are for.
 - f. Consideration shall be given to an individual's history and record of sexual abuse, sexual assault, harassment or related offense as required by PREA.

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 1 Administration and Personnel Management	
1.03.049 Background Review for ACCESS/WACIC	Approved By:	Director Designee W. Hayes
	Effective Date:	September 4, 2014
	Reviewed By:	Deputy Director
Distribution:	Review Date:	April 7, 2014

Purpose

The purpose of this policy is to maintain compliance with the Washington State Criminal Records Privacy Act (RCW 10.97).

Policy

It is the policy of this Department to require background reviews every five years for DAJD employees whose job duties require the use of ACCESS/WACIC.

References

- Federal: CJIS Security Policy; Title 28, Part 20, Subparts A and C
- RCW: Chapter 10.97 Washington State Criminal Records Privacy Act
- DAJD Policies: 1.03.016, Background Investigations
1.03.052, Criminal Justice Information Security
1.04.002, Department Investigations
1.05.002, Special Criminal Investigations Unit
- WSP: ACCESS Manual

Definitions

ACCESS (A Central Computerized Enforcement Services System): A computer system established by the Washington State Patrol (WSP) in partnership with all of the subscribing criminal justice agencies throughout the state. ACCESS provides services to the Washington Crime Information Center (WACIC), Washington State Identification System (WASIS), the National Crime Information Center (NCIC), the Department of Licensing (DOL), the Department of Corrections Offender File (DOC), the National Law Enforcement Telecommunications System (NLETS), and numerous regional systems.

Technical Agency Coordinator (TAC): The point of contact for their agency. A TAC shall be appointed at each terminal location and be Level II ACCESS/WASIC certified. The TAC shall be responsible for ensuring their agency is in compliance with state and NCIC policies and regulations, including validation requirements.


Criminal Justice Information (CJI): All FBI Criminal Justice Information Services (CJIS), WSP or other law enforcement agency provided data including, but not limited to biometric, identity history, biographic, property, and case/incident history.

Acronyms

ACCESS:	A Central Computerized Enforcement Services System
NCIC:	National Crime Information Center
WACIC:	Washington Crime Information Center
SID:	State Identification Number
TAC:	Technical Agency Coordinator
ORI:	Originating Agency Identifier

General Guidelines

1. Background information is confidential and shall only be provided to individuals who have a need to know, which includes the Department of Adult and Juvenile Detention's Director, Deputy Director, Facility Commanders, Majors, Division Directors, the Internal Investigations Unit (IIU) - Commander and Human Resource Delivery Manager.
2. ACCESS requires all personnel who use ACCESS to have a background review every five years.
3. If there are felony convictions within the employee's rap sheet they will be denied continued use and certification with ACCESS. However, the Department may ask for a review in extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.
4. If a record of any kind exists, access shall not be granted until reviewed to determine access is appropriate.
5. The IIU Commander must notify the Washington State Patrol (WSP) Information Security Officer of any convictions.
6. If there are charges pending a disposition, the IIU Commander must notify the WSP Information Security Officer.
7. If there are misdemeanor convictions the IIU Commander shall notify the WSP Information Security Officer but, DAJD will ultimately decide whether to limit ACCESS.
8. To run a criminal history inquiry
 - a. Use purpose code "J".
 - b. Use "Criminal Justice Re-background" as a reason.
 - c. Log the date and SID # of the employee.
8. Do not retain rap sheet information.
9. DAJD personnel will all be apprised that CJJ may only be used in the administration of criminal justice. It is strictly protected by state and federal law. A list of applicable laws may be found in Chapter 1 of the ACCESS Manual.
10. For proper disposal of CJJ refer to Department policy (1.03.052, Criminal History Use and Dissemination).

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 1 Administration and Personnel Management	
1.03.050 Drug Use	Approved By:	Deputy Director H. Tamura
	Effective Date:	June 15, 2015
	Reviewed By:	HR Service Delivery Manager
Distribution:	Review Date:	March 5, 2015

Purpose

To establish criteria for the denial based on drug use of employment, volunteer, or contracted assignment with the department. This policy includes volunteers, visitors, agency employees, and service providers.

Policy

The department is firmly committed to promoting a drug-free society and workplace. The unlawful use of drugs by department employees, volunteers, or contracted agency personnel shall not be tolerated.

References

RCW: Chapter 69.50; Uniform Controlled Substances Act
 Department Policies: 1.03.035, Recruitment

Definitions

Controlled Substance: A drug or chemical substance whose possession and use are regulated under the Uniform Controlled Substances Act.

Huffing: A slang term meaning to intentionally inhale the fumes of a volatile chemical or substance as a means of becoming intoxicated.

Schedule I Drugs: Drugs with a high abuse risk. Some examples are heroin, marijuana, LSD, PCP, and crack cocaine.


Schedule II Drugs: Drugs with a high abuse risk, but also have safe and accepted medical uses in the United States. These drugs can cause severe psychological or physical dependence. Schedule II drugs include certain narcotic, stimulant, and depressant drugs. Some examples are morphine, cocaine, oxycodone (Percodan®), methylphenidate (Ritalin®), and dextroamphetamine (Dexedrine®).

A. General Guidelines

1. Any individual who is currently using illegal drugs will face disciplinary action, up to and including termination or dismissal and/or referral to an outside law enforcement agency for review and possible filing of criminal charges.
2. The department does not condone any prior unlawful drug use by applicants but realizes that some viable applicants may have used drugs at some point in their past. The following guidelines set forth the criteria for determining whether any prior drug use makes an applicant unsuitable for service, balancing the needs of the department to

maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission.

3. The department shall not consider for employment, volunteer, or contracted assignment any person:
 - a. Who has illegally manufactured or delivered a controlled substance, as defined by Section 69.50.204 or 69.50.206 (Schedule I or II drugs), of the RCW within the last seven (7) years; or
 - b. Who has used any other controlled substance such as cocaine, opiates, hallucinogenic drugs, PCP (phencyclidine), mushrooms, LSD (lysergic acid diethylamide), heroin, amphetamines, methamphetamine, barbiturates, ecstasy, opium, or other illegal drugs/narcotics within the last seven (7) years; or
 - c. Who has illegally used marijuana within the last year; or
 - d. Who has engaged in 'huffing' of any substance including, but not limited to gasoline, glue, paint, and/or paint thinner, which is capable of causing a condition of intoxication, inebriation, excitement, stupefaction, or the dulling of the brain or nervous system as a result of the inhalation of the fumes or vapors of such chemical substance within the last three years; or
 - e. Who has used any illegal drugs or non-prescribed medications while employed in any law enforcement or prosecutorial agency, or while employed in a position which carries a high level of responsibility or public trust.
4. Exceptions or waivers of this policy may be considered on a case-by-case basis, but may only be authorized by a Division Major or higher authority.

 King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 Administration and Personnel Management	
1.03.052 Criminal Justice Information Security	Approved By:	Director W. Hayes
	Effective Date:	November 6, 2014
	Reviewed By:	Policy Review Committee
Distribution:	Review Date:	September 3, 2014

Purpose

Criminal history and personal information shall be used for business purposes only, in accordance with federal and state guidelines.

Policy

In compliance with state and federal law, it is the policy of the Department of Adult and Juvenile Detention (DAJD) to establish guidelines regarding obtaining, disseminating and destroying criminal justice information.

References

Federal: FBI CJIS Security Policy
RCW's: Chapter 10.97
40.14.070
WSP: ACCESS Violation Incident Report
ACCESS Manual
Criminal History Procedure Template
Disposal of Media Policy Template
Misuse Procedure Template
TAC Overview for Supervisors

Definitions

ACCESS (A Central Computerized Enforcement Services System): Established by Washington State Patrol (WSP) in partnership with all subscribing criminal justice agencies throughout Washington State. ACCESS provides services to the Washington Crime Information Center (WACIC), Washington State Identification System (WASIS), the National Crime Information Center (NCIC), the Department of Licensing (DOL), the Department of Corrections (DOC) Offender File, the International Justice and Public Safety Information Sharing Network and numerous regional systems.

Criminal Justice Information (CJI): All Federal Bureau of Investigations Criminal Justice Information Services (FBI CJIS), Washington State Patrol (WSP) or other law enforcement agency provided data including, but not limited to biometric, identity history, biographic, property, and case/incident history.

Authorized Personnel: Employees of the Department who have undergone a fingerprint background investigation at time of hire, and background checks at least

every five years thereafter. These employees have also completed ACCESS security training or hold current ACCESS Level I or Level II certifications.

Electronic Media: Shall include, but not limited to computer hard drives, CD and DVD disks, floppy disks, flash drives, removable memory devices, printer and copier hard drives, and other devices that may be used to store computer data.

Physical Media: Shall include, but not limited to paper documents, paper copies or printouts.

Terminal Agency Coordinator (TAC): The Department's point of contact with WSP in regards to ACCESS.

Terminal: Any workstation or device staff can use to access, send or receive CJI.

A. General Guidelines:

1. Department personnel may only use CJI in the performance of their duties. This information is strictly protected by state and federal law. A list of applicable laws may be found in Chapter 1 of the ACCESS Manual.
2. All terminal operators, including mobile data terminal users, must be certified at their appropriate level.
3. The attention field (or "ATN" field) in the King County ACCESS Interface must contain the following:
 - a. Requestor's first initial and last name
 - b. Subject's full name
 - c. Subject's date of birth
 - d. Purpose code:
 - 1) "C" For official duties in connection with the administration of criminal justice (i.e. crimes, non-applicant riders and contractors or vendors not involved in the administration of criminal justice).
 - 2) "J" When conducting backgrounds for new criminal justice applicants, applicant riders and the 5 year re-background for certified ACCESS users.
 - 3) "F" For evidence returns, silencer/ suppressors.
 - e. Date which criminal history request was run.
 - f. Specific type of criminal history request (i.e., QH, QR, QI, etc.)
 - g. Specific reason for criminal history request (i.e., classification interview, personal recognizance interview, criminal justice application, etc.). Use the "F5" key to access drop-down boxes. Select the appropriate abbreviation with an "X".
 - h. If a CJI request is made by State Identification Number (SID) or FBI number, the number must be logged.
4. The Department training unit manager (or designee), will retain a log of employees SID numbers, and the date of all background checks, initial ACCESS certification and subsequent ACCESS re-certifications.
5. Department staff may disseminate CJI to other law enforcement agencies and to King County Prosecuting Attorney's Office.
6. The Department will maintain a Secondary Dissemination Log. The information recorded in the this log will include:
 - a. The name of the person requesting the information.
 - 1) Where the requestor is a King County Prosecuting Attorney, the name entered shall reflect the current King County Prosecuting Attorney elect.
 - b. The full name of the agency.

- c. The date of the dissemination.
- d. A case number or specific reason
7. Department staff shall store of all CJI in a secure manor.
8. Department staff shall dispose of CJI in accordance with section C. of this policy (see below).

B. Terminal Agency Coordinator (TAC):


1. One TAC shall be appointed for the Department (per WSP regulations).
2. The TAC shall:
 - a. Serve as the Department's point of contact for ACCESS.
 - b. Maintain Level II ACCESS certification.
 - c. Ensure the Department is in compliance with state and NCIC policies and regulations, including validation requirements.
 - d. Ensure proper operator performance and strict adherence to regulations.
 - e. Make prompt notification of CJI violations to the ACCESS Section.
 - f. Ensure Department training is up to current standards.
 - g. Attend TAC Training once during the triennial audit cycle, at minimum.
 - h. Facilitate the triennial audit with WSP (if no TAC is assigned the audit will be conducted with the Department head).

C. Disposal of CJI:

1. When no longer usable, Electronic and Physical Media that store and/or transmit CJI, classified or sensitive data shall be disposed of properly.
2. Physical media shall be disposed of by one of the following methods:
 - a. Shredding using Department issued shredders.
 - b. Placed in locked shredding bins for approved Department contractors to come on-site and shred, witnessed by Department personnel throughout the entire process.
 - c. Incineration using Department incinerators or witnessed by Department personnel onsite or at contractor incineration site, if conducted by non-authorized personnel.
3. Electronic Media shall be disposed of by one of the following methods:
 - a. **Overwriting** (at least 3 times) - a method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
 - b. **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
 - c. **Destruction** - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.
4. IT systems that have been used to process, store, or transmit CJI and/or sensitive and classified information shall not be released from the Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

D. Misuse of ACCESS and CJJ:

1. Violations of the rules, regulations, policies, or procedures developed by NCIC and adopted by WSP, or any other misuse or abuse of ACCESS may result in ACCESS privileges being revoked by WSP, Department disciplinary measures and/or criminal prosecution.
2. Department staff witnessing ACCESS misuse shall report the violation, via the chain of command, to the Facility Major.
3. The Facility Major shall forward reports of misuse to the TAC and the Internal Investigations Unit (IIU) when appropriate.
4. The IIU Commander shall initiate an investigation regarding alleged ACCESS misuse.
5. When any evidence of ACCESS misuse surface, the Department TAC must submit an Access Violation Incident Report along with any internal documents (i.e., Officer Report (F-627), Supervisor Incident Report (F-523), Incident Report (F-531), etc.) regarding the alleged violation to WSP. The Department TAC shall follow up with WSP as necessary.
6. If an internal investigation for ACCESS misuse is initiated, an ACCESS Violation Incident Report must be filled out and sent to the WSP ACCESS Manager.
 - a. If the allegations are founded, the Department will choose the level of discipline. The violation report can be found on the ACCESS website.
7. Disciplinary measures imposed by the WSP may include revocation of individual certification, discontinuance of system access to the Department, or purging the Department's records.

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	<u>Chapter 1</u> Administration and Personnel Management	
1.05.001 Special Investigation Unit	Approved By:	Deputy Director H. Tamura
	Effective Date:	March 16, 2015
	Reviewed By:	PREA Coordinator
Distribution:	Review Date:	January 14, 2015

Purpose

To describe those duties and responsibilities of the Special Investigations Unit (SIU).

Policy

The department shall investigate crimes committed in the jail. Allegations of conduct that appear to be criminal shall be referred to the prosecutor's office. The Special Investigations Unit (SIU) Sergeants are responsible for overseeing inmate and juvenile detainee criminal misconduct complaints and investigations for crimes committed within the secure detention facilities including all escapes. Serious crimes (ex. Rape, Homicide, Arson) shall be referred to outside agencies to investigate in accordance with preexisting memorandums of understanding (MOU).

References

Federal: Prison Rape Elimination Act (PREA)
 RCW's: 9A.76.110 through 9A.76.130
 Department Policy: 4.01.021, Collection and Storage of Evidence
 4.01.006, Inmate Telephone System
 Other: MOU Seattle Police Department (SPD)
 MOU Kent Police Department (KPD)

Definitions

Special Investigations Unit (SIU): A unit consisting of two Sergeants who report to the Internal Investigations Unit Commander.

Criminal Investigations Unit (CIU): Staff representing the different facilities and shifts selected to investigate serious crimes and matters of special concern.

A. General Guidelines for all Investigators:

1. Treat all incidents as a potential criminal investigation. Protect the crime scene and preserve the evidence.
2. Once it has been determined enough probable cause exists to pursue charges, the Investigator shall obtain a case number from the King County Sheriffs Data Center.
3. Prior to obtaining a written or verbal statement, the suspect shall be provided with a Miranda warning and sign an acknowledgment of their rights. If using a taped statement, the suspect must verbally acknowledge their authorization to be tape recorded and understanding of their Miranda rights.
4. All investigations into allegations of sexual abuse and sexual harassment (including third-party and anonymous reports), shall be prompt, thorough, and objective.

5. The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as inmate, juvenile detainee or staff. The department shall not require an inmate or juvenile detainee who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.
6. Prior to being assigned to investigate allegation of sexual abuse, investigators shall receive specialized training in:
 - a. Techniques for interviewing juvenile sexual abuse victims;
 - b. Proper use of Miranda and Garrity warnings;
 - c. Sexual abuse evidence collection in correctional settings; and
 - d. The criteria and evidence required to substantiate a case for administrative action or prosecution referral.
7. The department shall maintain documentation of investigators who have received specialized training in sexual abuse investigations.
8. The evidentiary standard for department investigations substantiating allegations of sexual abuse or sexual harassment, shall be no higher than a preponderance of the evidence.
9. Investigations of sexual abuse shall not be terminated solely because the source of the allegation recants the allegation.
10. When the quality of evidence appears to support criminal prosecution, the department shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
11. Department Investigations of sexual abuse shall:
 - a. Include an effort to determine whether staff actions or failures to act contributed to the abuse;
 - b. Be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments and the investigative facts and findings; and
 - c. Not be terminated due to departure of the alleged abuser or victim from employment or control of a department facility.
12. Per department MOU's, KPD and SPD shall be utilized for serious crimes. KPD or SPD may:
 - a. Gather and preserve direct and circumstantial evidence, including any available physical evidence, DNA evidence and any available electronic monitoring data
 - b. Interview alleged victims, suspected perpetrators (when appropriate), and witnesses
 - c. Review prior complaints and reports of sexual abuse involving the suspected perpetrator
13. The department shall cooperate fully with outside agencies conducting investigations of sexual abuse.
14. Any inmate or juvenile detainee crime handled by local law enforcement may have a criminal investigator assigned as a liaison at the discretion of the Internal Investigations (IIU) Commander (or higher authority).

B. Special Investigations Sergeants Responsibilities:

1. SIU Sergeants report to the IIU Commander.
2. SIU Sergeants duties include, but are not limited to:
 - a. Criminal Investigation
 - 1) Process inmate or juvenile detainee criminal misconduct and investigations for the department.

- 2) Supervise and coordinate CIU to include:
 - a) Reviewing department incident reports,
 - b) Assigning cases to CIU Investigators
 - c) Assuring timeliness in the filing of charges
 - d) Maintaining the CIU database (see section f. for the responsibilities of the Criminal Investigators).
- 3) Provide courtroom testimony.
- b. Reporting to Inmates or juvenile detainees:
 - 1) Following an investigation into an inmate or juvenile detainee's allegation he or she suffered sexual abuse while in department custody, department shall inform the inmate or juvenile detainee as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.
 - 2) If the department did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the inmate or juvenile detainee.
 - 3) Following an inmate or juvenile detainee's allegation a department staff member has committed sexual abuse against the inmate or juvenile detainee, the department shall subsequently inform the inmate or juvenile detainee (unless determined the allegation is unfounded) whenever:
 - a) The staff member is no longer posted within the inmate juvenile detainee's unit.
 - b) The staff member is no longer employed at the facility.
 - c) The department learns the staff member has been indicted or convicted on a charge related to sexual abuse within the facility.
 - 4) Following an inmate or juvenile detainee's allegation he or she has been sexually abused by another inmate or juvenile detainee, the department shall subsequently inform the alleged victim whenever:
 - a) The department learns the alleged abuser has been indicted or convicted on a charge related to sexual abuse within the facility.
 - 5) All such notifications or attempted notifications shall be documented.
 - 6) The department's obligation to report under this standard shall terminate if the inmate or juvenile detainee is released from custody.
- c. Employment Background Checks:
 - 1) Conduct background and criminal history checks as directed by the IIU Commander on potential employees, volunteers, service providers, and contract staff. The background checks shall include making best efforts to contact previous employers regarding incidents involving substantial misconduct following department policy (refer to 1.03.016 Background Investigations).
- d. Evidence Custodian:
 - 1) Act as the department's evidence custodian following department policy (refer to 4.01.021, Evidence Collection and Storage).
- e. Intelligence and Phone Monitoring:
 - 1) Assist with the recording of the inmate or juvenile detainee phone system requests from the Prosecutor's Office and outside law enforcement agencies following department policy (refer to 4.01.006, Inmate Telephone System).
 - 2) Act as the Liaison between the department, the courts, the Prosecuting Attorney's Office and other law enforcement agencies.
- f. Record Keeping:

- 1) Maintain copies of criminal cases (to include escapes).
- 2) Archive old records.
- 3) Maintain statistics related to escapes.
- 4) Maintain statistics on the number and types of crimes that occur within the jail.
- 5) Compile information related to death investigations.

C. Criminal Investigators shall:


1. Respond to allegations of criminal misconduct as assigned.
2. Investigate crimes as assigned.
3. Investigate escapes and file charges.
4. Complete Rule Infraction/Behavior Modification Reports (F-544) on all escapes and request the loss of all earned good time credits.
5. Enter case file information in a database and update as necessary.

D. The Shift Commander (or designee) shall:

1. When necessary, notify, or leave a message requesting the assistance of the SIU Sergeant and/or a Criminal Investigator.
 - a. After hours contact the IIU Commander to facilitate.

E. The Shift Sergeant shall:

1. Screen the incident to determine if a criminal investigation is appropriate.
2. Notify the Shift Commander of the incident.
3. If no CIU Investigator is on duty:
 - a. Preserve the crime scene
 - b. Collect evidence.
 - c. Take photos.
4. Complete appropriate log notes and reports to be forwarded through the chain of command.

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	<u>Chapter 4</u> Security and Control	
4.01.005 Search and Screening at Public Entrances	Approved By:	Director W. Hayes
	Effective Date:	July 28, 2015
	Reviewed By:	KCCF Major
Distribution:	Review Date:	June 15, 2015

Purpose

To establish security measures for the safety of all persons and property in and around department facilities by using a variety of searching and screening methods.

Policy

It is the policy of the department to prevent the introduction of contraband into department facilities by searching and screening visitors.

References

Federal: Americans with Disabilities Act (ADA), Title II and III
 Department forms: Inmate Visitor Denial form (F-561)
 Officer's Report (F-627)

Definitions

Contraband: Any unauthorized item found inside of department facilities.

Dangerous contraband: Any item that can be used as a weapon or can aid in an escape.

Visitor: Any individual (i.e., contractor, volunteer, citizen) who has been granted authorization to be within the secure or non-secure perimeter.

Window visit: A non-contact visit, separated by a security window, consisting of an inmate and visitor(s).

Face-to-face visit: A legal, medical, or professional visit, where there is no separation by physical barriers. With the exception of law enforcement, all face-to-face visits shall be pre-authorized. Pre-approved Face-to-Face Visitors shall have a memo authorizing the visit. The letter shall include information about the parameters and timeline for the visit. All Face-to-Face visits shall be noted in the logbook.

Electronic search device: A device used to screen individuals. This includes, but is not limited to, the X-ray Machine, stationary metal detector and the hand-held metal detecting wand.

Hand-carried items: Purse, backpacks, briefcases, suitcases, baby bags, strollers, etc.

Reception: The staff station located on the third floor at the King County Correctional Facility (KCCF) and the first floor near the Visiting Control station at the Maleng Regional Justice Center (MRJC). The Corrections Technician assigned to this duty station as a Receptionist, is responsible for approving and coordinating visitors.

Media Representative: An individual who is directly employed by agencies of print, television, radio, and/or electronic media.

A. General Guidelines

1. With the exception of law enforcement officers who are on duty and who have presented their credentials, all individuals entering specific areas inside of department facilities shall have their belongings and person searched by electronic search devices (exceptions shall be made for individuals with certain medical conditions).
2. All hand-carried items entering the jail shall be screened through the X-ray Machine. If an item is too large to fit inside of the machine, a Check-In Officer shall conduct a physical search of the item.
3. With supervisors' approval, Check-In Officers may require an additional security screening when reasonable suspicion exists that a visitors has a dangerous item which is not detected by the electronic screening process.
4. All individuals entering department facilities, via public entrances, have the right to refuse or withdrawal permission to screen their person or belongings. Access shall be denied to the facility when this happens.
5. Prohibited items include but are not limited to: Cell phones, cameras, illegal drugs or drug paraphernalia, weapons of any kind (including: knives, pepper spray/mace, firearms, tools, and Electronic Control Devices).
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. Cell phones and cameras of any type are not allowed inside the facility, except for department personnel, court staff, law enforcement, approved attorneys, and media representatives while on official business.
11. Professional visitors may access facilities with a laptop or DVD player. The device is for official use only and video recording is strictly prohibited.
12. Officers shall not secure any items for visitors.
13. Items brought into the jail shall be kept to a minimum. Visitors who have excessive hand-carried items shall be given a choice to use lockers provided in the public area, otherwise secure their property outside of the facility, or be denied entry.

B. Procedures

1. Check-In Officers shall verify the identification of all department personnel, court staff, law enforcement, approved attorneys, and media representatives entering facilities.
2. If a person cannot successfully pass through the stationary metal detector, a Check-In Officer may use the hand-held metal detecting wand.

3. If a person fails to clear the hand-held metal detector, a pat-search may be authorized provided the individual gives permission to be pat searched. Only an Officer of the same gender shall conduct the pat search.
4. It may be necessary to perform a pat search on only the area of the body that the hand-held metal detecting wand has identifying as a source of question.
5. Religious head coverings shall not be removed from female visitors during screening or pat-search provided the visitor clears the electronic search and screening process. If a female visitor wearing religious head cover fails the electronic search and screening process, the visitor may opt to have her head cover searched in private by a female, uniformed staff member. In such instances, Check-In Officers shall contact the ITR Sergeant, who shall identify two female Officers to conduct the headdress search. These searches shall not take place inside of the secured perimeter. Operational staff shall determine an appropriate and private place for the head covering to be removed and searched. At the conclusion of the search, both female Officers shall forward a detailed report of the search to include any issues or concerns noted. If the visitor refuses to have her head covering searched in private by female uniformed staff members, entry shall be denied.
6. Any person who fails the screening process shall be denied access to the facility.

C. Refusal of Admittance

1. If a Visitor is in possession of prohibited items, attempting to introduce contraband into department facilities, suspected of being under the influence of drugs or alcohol, or being otherwise disruptive, the Check-In Officer shall:
 - a. Deny entry
 - b. Contact the ITR Sergeant
 - c. Complete an Officer Report (F-627) as directed
2. If a Visitor is denied facility access, a Correction Technician shall complete an Inmate Visitor Denial form (F-561). Written notice shall be provided to the inmate that a visitor attempted to visit.
3. If a visitor is believed to have committed a criminal violation, department personnel shall:
 - a. Contact the ITR Sergeant, who shall determine if law enforcement will be contacted, or if additional investigation is necessary.
 - b. Assist law enforcement agencies with their investigations.
 - c. Forward any contraband to the Special Investigations Unit.

D. Testing and Inspection of Electronic Search Devices


1. Testing electronic search devices shall occur at the start of each workday and shall be documented in the logbook.
2. If the stationary metal detector is deemed inoperable, Officers shall use the hand-held metal detecting wand to screen visitors.
3. The X-ray Machine shall be inspected for normal operation. If the X-ray Machine is deemed inoperable, screening shall be conducted by physically searching each hand-carry item.
4. When electronic search devices are inoperable, Officers shall notify the ITR Sergeant and Maintenance and Supply.

E. Training and Certification of Uniformed Department Personnel

1. Weapons qualified officers and sergeants shall be trained in the use of electronic search devices.
2. Training shall be provided by a qualified department instructor, outside vendor or the manufacturer.

F. Service Animals

1. Only dogs and miniature horses are recognized as service animals by the ADA.
2. Service animals shall be verified by staff at Check-In (KCCF), Visiting Control (MRJC), or Central Control (MRJC).
3. Service animals shall be allowed into a department facility unless:
 - a. The animal is out of control and the handler does not take effective action to control it; or
 - b. The animal is not housebroken.
4. When it is not obvious what service an animal provides, only limited inquiries shall be allowed:
 - a. Is the animal a service animal required because of a disability; and
 - b. What work or task has the animal been trained to perform?
 - c. Staff shall not ask about the person's disability, require medical documentation, a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	<u>Chapter 1</u> Administration and Personnel Management	
4.01.008 Identification For Access To Department Facilities	Approved By:	Director W. Hayes
	Effective Date:	July 28, 2015
	Reviewed By:	Policy Review Committee
Distribution:	Review Date:	July 6, 2015

Purpose

To establish a system of issuing department identification for facility access on the basis of need, and type of access to department facilities. Safety and security shall be the foremost concern when issuing any access to the facility.

Policy

It is the policy of this department that the issuance of department identification shall be limited to those persons determined by a Division Major (or higher authority) that require frequent and routine jail access and/or direct contact with inmates.

References

Federal: Prison Rape Elimination Act (PREA), 2003
Department Forms: Officer's Report Form (F-627)
Application for Professional Inmate Visit (F-509)
Criminal History Reference Check (CHRC; F-613) Packet (Including PREA Attachment F-758)
Background Investigation Questionnaire (BIQ; F-639)
CJIS Form
Department Policies: 1.03.016, Background Investigations
4.01.005, Searches and Screening at Public Entrances
7.06.004, Visiting

Definitions

Jail ID Management System: Automated photo system used in obtaining digital photos for identification and tracking of persons with jail access or department issued picture ID.

Non-DAJD Individuals: For the purposes of this policy, any person who is employed in a career service position, exempt position, term-limited-temporary position, short-term temporary position, or administrative temporary position for a King County department or office other than DAJD.

Contractor: An individual who works on contract for the County or the department. "Contract" means a formal agreement between King County and the vendor or contractor to provide a defined set of services or goods, materials, or supplies within a specified time period with specified compensation. This includes temporary personnel hired via King County contracts with employment agencies.

Volunteer: An individual who volunteers to perform services for the department where the individual receives no compensation or paid expenses, reasonable benefits, or nominal fee to perform the services for which the individual volunteered; and such services are not the type of services which the individual is employed to perform for DAJD. This group may include employees of community-based agencies or religious groups.

Face-to-Face Visitor: An individual or group of individuals who visit the jail, approved in advance, for a face-to-face contact with an inmate, facility tour, or meeting with administration.

Service Providers: Individuals who are not employed by King County that may meet one-on-one with inmates and or groups. Based on the work site assignment (secure vs. public access area) and other requirements or restrictions, service providers may be given in person contact visits, core access or window access to provide services to their clients or conduct group informational/educational workshops.

Visitor – "V" Badge (RED): Facility Visitors requiring escort including contractor's, trades people, and professional/legal "window only" visits at KCCF

Jail Health Services (JHS) – "H" Badge (BLUE): JHS, service providers with no access restrictions

Restricted – "R" Badge (GREEN): Religious and Programs visitors with limited and specific facility access to core areas and multi-purpose rooms at KCCF and designated housing units and multi-purpose rooms at the MRJC.

Face-to-Face – "F" Badge (ORANGE): Professional/Legal Visits with limited and specific access to core areas and conference/meeting rooms without escort.

Temporary ID: ID approved and issued by a Major or higher authority on a weekly basis. This ID limits specific access to pre-designated areas by interns/researchers or issued pending receipt of a permanent ID.

A. General Guidelines

1. Identification (ID) badges shall be limited to those persons who demonstrate a proven need for access.
2. ID badges shall:
 - a. Be worn prominently on the upper-body in plain sight while within the facility.
 - b. Not be altered or obstructed from view.
 - c. Only be used for business purposes and not as a form of identification while not on duty.
 - d. Not be used as a substitute for a concealed weapons permit.
3. All persons entering the jail are subject to search at any time.
4. Acceptable forms of personal identification include, but are not limited to:
 - a. A valid pictured state driver's license or identification card.
 - b. A passport.
 - c. Military Identification.
 - d. Law Enforcement Commission Card.
 - e. Any valid pictured United States Government document or identification card.
5. Facility access shall be approved for different levels, to include:
 - a. Unescorted access
 - 1) BIQ
 - 2) Law enforcement (signed in - ITR)
 - b. Escorted access

- 1) CHRC
- c. Window visits
- 1) CHRC

B. Temporary or Contract Staff and Volunteers

1. Temporary or contract staff and volunteers shall not be permitted to leave a department facility with a jail issued laminate badge. Laminate badges must be exchanged for personal identification each time an individual enters or exits secure detention, including if the individual only leaves on a temporary basis.
2. All temporary or contract staff and volunteers shall have a completed BIQ and approval of a Division Major (or higher-ranking authority), prior to direct contact with inmates.
3. KCCF Reception staff or MRJC Central Control staff shall:
 - a. Once verified, issue the appropriate laminate badge to the temporary contractor or volunteer, in exchange for an acceptable form of personal identification.
 - b. Laminate badges shall be returned by temporary, contract, or volunteers in exchange for their personal identification prior to exiting the facility.
 - c. If a personal identification card is left behind, notify the individual prior to the end of shift, log the notification, and notify a supervisor.
 - d. Correction Technicians in Reception (KCCF) and Central Control staff (MRJC) shall check for any missing laminate badges prior to the end of shift.
 - 1) Any missing badges shall be immediately reported to a supervisor.

C. Issuance of DAJD ID to Non-DAJD Personnel

1. Following department policy (refer to 1.03.016 Background Investigations), a Division Major (or higher authority) approving employment to persons requiring issued DAJD ID shall:
 - a. Issue a pre-employment clearance packet to the applicant.
 - b. Direct the applicant to complete the packet of information and return the packet no later than seven (7) days prior to reporting for duty.
 - c. Forward the packet to department Human Resources (HR) staff.
 - d. Direct the applicant to report to DAJD HR staff (or designee).
2. HR staff (or designee) shall:
 - a. Upon receipt of a facility access request (BIQ, CHRC or CJIS), forward the appropriate information to the SIU Sergeant for a preliminary review of the application (to include fingerprints) and conduct a records check.
 - b. After preliminary approval by a SIU Sergeant, forward the reviewed facility access request, along with a cover letter to the appropriate Administrator for review and/or authorization.
 - c. Upon approval from a Division Major (or higher authority), schedule the applicant for Jail ID Images to be taken (this, at times, may be scheduled by the Programs Manager).
 - d. After receipt of signed authorization, issue the DAJD ID.
3. The SIU Sergeant shall:
 - a. Perform all background investigations for DAJD ID clearance.
 - b. Return any forms to the appropriate ASIII or HR staff.
4. The Division Major shall:

- a. Review all facility access requests (approvals and denials).
- b. Return packets to SIU when appropriate for additional follow up or further investigation.
- c. Meet with applicant when appropriate, to complete review of BIQ.
- d. Return all packets to the ASIII.

D. Issuance of Visitor "V" Badge

1. All individuals issued a "V" Badge, shall be escorted at all times, by an employee with department issued ID.
2. Corrections Technicians in Reception (KCCF) or Central Control staff (MRJC) shall:
 - a. Verify the number of Visitor's ID badges at the beginning and end of each shift.
 - b. Immediately notify their supervisor of any missing Visitor's ID badges.
 - c. Log and pass on any discrepancies that are not resolved to the next shift.
3. When requested to provide a Visitor's ID card, a Correction Technician in Reception (KCCF) or Central Control staff (MRJC) shall:
 - a. Require the submission of acceptable personal identification.
 - b. Compare the ID with person requesting a Visitor's Identification card.
 - c. Verify the person is authorized and require:
 1. Bar card with valid picture ID or bar card with picture inserted on card (for attorneys).
 2. Written or verbal authority.
 3. Confirm if the person is in the Jail ID Management System.
 - d. Retain the personal ID for the duration of the visit; log the name and Visitor ID card number in the Visitor's log.
 - e. Issue a laminate "V" badge.
 - f. At MRJC have the individual wait for an officer escort to the appropriate multipurpose room or housing-unit.
4. Prior to the visitor departing the facility, a Corrections Technician in Reception (KCCF) or Central Control staff (MRJC), shall exchange the "V" badge for the appropriate piece of personal ID.
5. Written authorization (CHRC) to issue a laminate "V" badge may be approved by a Division Major. After business hours, a shift commander or above may approve access.

E. Issuance of Health "H" Badge

1. The Jail Health Services (JHS) "H" Badge shall:
 - a. Only be issued to JHS temporary employees and regular contracted agencies.
 - b. Be issued a laminated "H" badge by a Correction Technician in Reception (KCCF) or Central Control staff (MRJC) after verifying in the Rolodex.
 - c. Be granted un-escorted, general access to all facilities.
2. "H" badges shall only be issued if JHS notifies the appropriate Major's Office at least 48 hours in advance of a new employee's start date.
 - a. Have an approved BIQ prior to issuance of "H" badge.
3. Upon successful completion of the background investigation, HR shall schedule a jail security orientation training with the Training Unit.
4. Prior to the individual issued the "H" badge departing the facility, a Corrections Technician in Reception (KCCF) or Central Control staff (MRJC), shall exchange the "H" badge for the appropriate piece of personal ID.

F. Issuance of Restricted "R" Badge

1. Corrections Technicians in Reception (KCCF) or Central Control staff (MRJC) shall:
 - a. Verify the number of Restricted "R" badges at the beginning and end of each shift.
 - b. Immediately notify their supervisor of any missing Restricted "R" badges.
 - c. Log and pass on any discrepancies that are not resolved to the next shift.
2. When requested to provide a Restricted "R" badge, the Corrections Technicians in Reception (KCCF) or RJC Central Control staff (MRJC) shall:
 - a. Require the submission of acceptable personal identification.
 - 1) Compare the ID with person requesting a Restricted "R" badge.
 - 2) Verify the person is authorized by accessing the Jail ID Management System.
 - 3) Retain the personal ID for the duration of the visit.
 - 4) Issue a laminated Restricted "R" badge.
 - 5) At the MRJC, individuals shall wait for uniformed staff to escort them to the appropriate multipurpose room or housing unit.
 - b. Prior to the visitor departing the facility, exchange the "R" badge for the visitor's personal ID.

G. Issuance of Face-to-Face "F" Badge

1. Face-to-Face "F" Badge shall allow limited access to the core areas of the residential tower and conference rooms (KCCF), and Face-to-Face visiting rooms (MRJC).
2. No escort is required.
3. All Face-to-Face visits must be scheduled prior to visiting time.
4. Attorneys, Investigators, Court Ordered Specialists, or other authorized professionals scheduled for a contact Face-to-Face interview shall have a pre-approved Application for Professional Inmate Visit (F-509) completed, approved by the Division Major (or higher authority), and delivered to Reception (KCCF) or Central Control (MRJC).
5. Prior to scheduled visits Attorneys, Investigators, Court Ordered Specialists, or other authorized professionals must have their requests approved by the Division Major, Shift Commander, or CPA.
6. With the exception of court ordered specialist, visitors must have a completed CHRC and be authorized to enter the facility.
7. Attorneys, Investigators, Court Ordered Specialists, or other authorized professionals shall provide a bar card or other authorized form of professional identification.
8. Corrections Technicians in Reception (KCCF) or Central Control staff (MRJC) staff shall be responsible for verifying the information and issuing an "F" Badge.
9. The Visitor must sign their name to acknowledge they understand and will comply with all Face-to-Face visitation requirements.
10. Corrections Technicians in Reception (KCCF) shall be responsible for delivering the authorized Face-to-Face visitation slips to the appropriate Floor Control. Floor Control Officers shall review the slip for verification and file it in the visiting slip box for recordkeeping.


11. At MRJC, an Administrative Specialist shall be responsible for delivering approved Face-to-Face visitation slips to Central Control Staff. Central Control Staff shall file the slips in the appropriate folder for recordkeeping.
12. Prior to the visitor departing the facility, a Corrections Technician in Reception (KCCF) or Central Control staff (MRJC), shall exchange the "F" badge for the visitors personal ID.
13. Any attempt to re-enter the facility with one of these laminate badges, is prohibited; Corrections Staff shall be responsible for confiscating the badge and notifying their immediate supervisor for further investigation.

H. Issuance of Temporary Badge

1. Access requests shall be approved by the Division Major (or higher authority).
 - a. After business hours and on weekends, the Shift Commander shall review all requests and notify the Division Major's office of the outcome.
2. Individuals must have a completed background investigation and be authorized to enter the facility.
3. Badges shall be signed by a Division Major (or higher authority).
4. Badges shall be issued in Reception (KCCF) or Central Control (MRJC).
5. No escort shall be required.
6. Individuals must exchange a driver's license or other authorized personal I.D.

I. Replacement of Damaged or Missing ID

1. Staff who have a missing or a damaged ID card shall:
 - a. Immediately contact the on-duty supervisor at their assigned facility.
 - b. Submit an Officer's Report (F-627) requesting a replacement ID, via the chain of command to the Division Major, including:
 - 1) If missing, detail the circumstances.
 - 2) If damaged, detail the type of damage and how it happened.
2. The Employee's Immediate Supervisor shall sign and forward the Officer's Report (F-627) via the chain of command.
3. HR staff shall:
 - a. Upon receipt of the signed copy of the Officer's Report (F-627), prepare a replacement ID for the employee.
 - b. Forward the replacement ID to the Staff Member.
 - c. Note the date the replacement ID is issued on the Officer's Report (F-627).
 - d. For DAJD Employees, file the Officer's Report (F-627) in the employee's personnel file.
 - e. For Non-DAJD employees, file the Officer's Report (F-627) in an ID replacement file.

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 6 Inmate Classification and Discipline	
6.04.001 Prison Rape Elimination Act (PREA)	Approved By:	Director W. Hayes
	Effective Date:	April 20, 2016
	Reviewed By:	PREA Coordinator
	Review Date:	April 06, 2016
Distribution:		Document Code No.

Purpose

To establish procedures to prevent, detect, and respond to all forms of sexual abuse and sexual harassment.

Policy

Department policy mandates zero tolerance toward all forms of sexual abuse and sexual harassment. The occurrence of sexual abuse and sexual harassment undermines the public support of law enforcement, creates a hostile environment, and is not consistent with the department's mission of operating safe, secure, and humane detention facilities.

References

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| <p>Federal:</p> <p>RCW's:</p>
<p>Department Policies:</p>

<p>Memorandum of Understanding (MOU):</p>
<p>Department Form:</p> | <p>Prison Rape Elimination Act (PREA)</p> <p>9A.44.160, 1st Degree Custodial Sexual Misconduct</p> <p>9A.44.170, 2nd Degree Custodial Sexual Misconduct</p> <p>42.56, Public Disclosure</p> <p>1.01.005, Executive Duty Officer (EDO)</p> <p>1.01.017, Public Information Officer</p> <p>1.03.008, Code of Conduct</p> <p>1.03.015, Employee Assistance Program</p> <p>1.03.020, Anti-Harassment</p> <p>1.04.002, Internal Investigations</p> <p>1.04.003, Emergency Relief from Duty</p> <p>4.01.021, Collection and Storage of Evidence</p> <p>6.02.002, Inmate Disciplinary System</p> <p>6.04.002, Inmate Grievance Procedures</p> <p>Inmate Information Handbook</p>
<p>Kent Police Department (KPD)</p> <p>Seattle Police Department (SPD)</p> <p>PREA Investigation Checklist (F-720)</p> |
|--|---|

Definitions**Sexual Abuse:**

1. Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument;
 - d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation; and
 - e. Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.
2. Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - e. Any other intentional contact, either directly or through the clothing of, or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - f. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (a) through (e) of this definition;
 - g. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident; and
 - h. Voyeurism by a staff member, contractor, or volunteer.

Sexual Harassment:

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

A. General Guidelines

1. The department shall cooperate fully with Federal, State, and other local officials in fulfilling the requirements of PREA.

2. The department shall designate an agency-wide PREA Coordinator and each facility shall have a PREA compliance manager to coordinate the department's efforts to comply with PREA standards.
3. Should the department contract for the confinement of inmates with other entities, including other government agencies, any new contract or contract renewal shall include the entity's obligation to adopt and comply with PREA standards. Any new contract or contract renewal shall provide for agency contract monitoring to ensure the contractor is complying with PREA standards.
4. The department shall ensure any facility it operates has a staffing plan that provides for adequate levels of staffing, and where applicable, video monitoring, to protect inmates against sexual abuse.
5. The department shall ensure all employees, contractors, vendors, and volunteers who have contact with inmates have been trained on how to best comply with PREA standards. This training shall occur during New Employee Orientation, with refresher training occurring every two years. Training for contractors, vendors, and volunteers shall occur during initial orientation.
6. The department shall establish procedures to provide disabled inmates equal opportunity to participate in or benefit from all aspects to prevent, detect, and respond to sexual abuse and sexual harassment.
7. When the department learns an inmate is subject to a substantial risk or imminent sexual abuse, it shall take immediate action to protect the inmate.
8. Staff shall accept reports regarding an incident of sexual abuse or sexual harassment made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports.
9. All staff is required to immediately report any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in a facility, whether or not it is part of the department. This is to include, but not limited to information regarding retaliation against inmates or staff who reported an incident; and any staff neglect or violation of staff duty that may have contributed to an incident or retaliation.
10. Staff shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.
11. Multiple protection measures shall be taken, such as consideration of housing changes or transfers for inmate victims or abusers; removal of alleged staff, volunteers, contractors, or inmate abusers from contact with victims; or emotional support services for inmates or staff who fear retaliation for reporting sexual abuse, sexual harassment, or for cooperating with investigations.
12. An administrative or criminal investigation shall be completed for all allegations of sexual abuse and sexual harassment. If there is evidence to corroborate criminal behavior, allegations shall be referred for investigation to the Seattle Police Department or the Kent Police Department to conduct criminal investigations.
13. The department shall refer PREA complaints found to be factually untrue (false complaints), as a result of a criminal investigation, to the Prosecuting Attorney's Office for determination of charges against the complainant.
14. Staff members who have engaged in sexual abuse or sexual harassment shall be subject to disciplinary sanctions, up to and including termination, and the filing of formal criminal charges as applicable.

15. The department shall protect all inmates and staff who report sexual abuse or sexual harassment, or cooperate with sexual abuse or sexual harassment investigations, from retaliation by other inmates or staff. For at least 90 days following a report of sexual abuse, a designated staff member shall monitor the conduct and treatment of inmates, or staff who reported the sexual abuse, and of inmates who were reported to have suffered sexual abuse, to see if there are changes that may suggest possible retaliation by inmates or staff, and shall act promptly to remedy any such retaliation.
16. The department shall terminate monitoring if after investigating, the allegation is unfounded.
17. If the allegation of sexual abuse or sexual harassment involves a staff member, the department shall ensure that the alleged perpetrator(s) and victim are separated through appropriate placement, segregation, transfer, or administrative leave.
18. The department shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded.
19. The PREA Coordinator shall aggregate the incident-based sexual abuse data and prepare an annual report in order to assess and improve the effectiveness of the department's sexual abuse prevention, detection, and response policies, practices, and training. Data collected to develop the annual report shall include information reported on the most recent version of the Survey of Sexual Violence, conducted by the Department of Justice, and be securely stored by the Internal Investigations Unit (IIU) and designated department staff. The annual report shall be available on the department's website.

B. Procedures


1. Inmate Booking:
 - a. At booking, each inmate shall be offered an inmate handbook with information explaining the department's zero-tolerance policy, their rights to be free from sexual abuse and sexual harassment, and multiple ways to report sexual abuse and sexual harassment.
 - b. Each inmate shall watch a video explaining the department's zero-tolerance policy and their rights to be free from sexual abuse and sexual harassment. This may not occur if there are safety and security concerns preventing the inmate from watching the video.
 - c. All inmates shall be assessed during a classification intake screening for their risk of being sexually abused by other inmates or sexually abusive toward other inmates.
2. Inmate Housing:
 - a. Corrections Programs Specialist (CPS) shall use information from the classification intake screening to make housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive.
 - b. In deciding whether to assign a transgender or intersex inmate to housing for male or female inmates, and in making other housing and programming assignments, the CPS/caseworker shall consider on a case-by-case basis whether placement would ensure the inmate's health and safety, and whether the placement would present management or security problems. A transgender or intersex inmate's own views with respect to his or her own safety shall be given serious consideration.
 - c. Inmates at high risk for sexual victimization shall not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made,

and a determination has been made that there is no available alternative means of separation from likely abusers. If a classification officer cannot conduct such an assessment immediately, the department may hold the inmate in involuntary segregated housing for less than 24 hours while completing the assessment.

3. Work-Education-Release (WER):
 - a. Out of Custody WER bookings shall have a PREA assessment conducted during the intake appointment by the caseworker.
 - b. WER placements shall receive a copy of the WER PREA Guidebook from a caseworker.
 - c. All jail transfers and new bookings shall have a PREA assessment conducted within 72 hours of placement in WER by a caseworker.
 - d. Community Corrections Division (CCD) Caseworkers shall use the intake screening and orientation information to make housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized (North-end "A,D" Dorm) from those inmates at high risk of being sexually abusive (South-end "C" Dorm).
4. Staff Response to Incident or Allegation of Sexual Assault or Sexual Harassment:
 - a. Any Staff Member becoming aware of sexual assault, sexual harassment, or the accusation of sexual assault or sexual harassment shall:
 - 1) Separate the alleged victim and abuser.
 - 2) Inform the alleged victim:
 - a) That department staff can and will help.
 - b) Of the importance of receiving help in dealing with the situation.
 - c) To get help, he or she does not need to make an official report or identify the assailant(s).
 - 3) If the sexual assault happened within the past 120 hours, request the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating until he or she has been examined by JHS staff and/or an outside medical provider.
 - 4) Immediately notify the duty sergeant.
 - 5) Preserve and protect any crime scene until steps can be taken to collect evidence.
 - 6) Collect and document information without jeopardizing the inmate's safety, identity, and confidence. Key data and information includes:
 - a) Alleged victim information (name, BA#, Title, etc.);
 - b) Alleged perpetrator information (name, BA#, Title, etc.);
 - c) Date, time, and location of alleged incident; and
 - d) Details of the alleged incident.
 - 7) Notify JHS medical and psychiatric staff. If no qualified medical or mental health practitioners are on duty at the time a report of recent abuse is made, officers shall take preliminary steps to protect the victim, and if medically indicated, shall transport the victim to a qualified medical facility.
 - 8) Notify classification staff so the alleged victim inmate can be assigned to a new location and "Keep Separate From" entered in both alleged inmates histories.
 - 9) Prepare and forward written reports to your supervisor regarding the incident, including all statements made by the inmate.
 - 10) Provide a method for staff to privately report sexual abuse and sexual harassment of inmates.

- 11) Inform the alleged victim of staff duty to make a report and the limitations of confidentiality due to the fact that all information directly relevant to sexual misconduct must be reported by law.
- b. The duty sergeant shall:
 - 1) Assist with and ensure that appropriate investigative steps are taken.
 - 2) Notify the shift commander.
 - 3) Ensure that the crime scene is secured and the chain of evidence is not compromised following protocols set forth in department policy 4.01.021.
 - 4) Collect and prepare written reports regarding the incident.
 - 5) Assist JHS staff with their response, as necessary.
- c. The shift commander shall:
 - 1) If the incident involves a staff member, follow department policy (refer to 1.04.003, Emergency Relief from Duty)
 - 2) Arrange for the inmate's transport to a qualified medical facility, as necessary.
 - 3) Contact outside law enforcement agencies, as necessary.
 - 4) Immediately notify a department criminal investigator and/or the IIU commander and request their assistance.
 - 5) Notify the division major and EDO, following department policy (refer to 1.01.005, Executive Duty Officer).
 - 6) Collect, prepare, and forward to the division major all written reports regarding the incident.
 - 7) If notified of an allegation made by an inmate that he or she was sexually abused when confined at another facility:
 - a) Document such allegations.
 - b) Notify the agency where the alleged abuse occurred and document the notification. Notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation. If allegations are received from other confinement facilities regarding an incident that allegedly occurred in a department facility, the incident shall be investigated in accordance with PREA standards.
- d. The division majors shall:
 - 1) Review all written reports regarding incidents of sexual assault within the facility.
 - 2) Identify any patterns that occur, such as common locations, circumstances, etc.
 - 3) Identify and arrange for any additional training deemed necessary.
 - 4) Ensure annual reports are prepared as mentioned in the General Guidelines above.
- e. The department director shall:
 - 1) Participate (or select a designee to partake) in public hearings or other processes at the request of federal, state, or local officials.
 - 2) Designate a liaison(s) with federal, state, and other local officials as necessary.
 - 3) Take additional steps as necessary for the elimination of sexual assaults within the department.
 - 4) Approve the annual PREA report and make available to the public via the department's web site.
5. Protection against retaliation:
 - a. IIU/SIU shall monitor retaliation relative to sexual abuse being reported. This monitoring shall include:
 - 1) Interviewing or meeting with the alleged victim after receiving notification of the allegations

- 2) Reviewing grievances, classification changes (housing, transfers, etc.), and discipline actions or infractions, etc.
 - 3) Monitoring for at least 90 days following a report of sexual abuse, unless deemed as unfounded prior to the 90-day timeframe
 - 4) Periodic status checks to determine if additional actions are necessary
6. Opposite Gender Announcement:
- a. All department staff entering an inmate housing unit, who are opposite gender of the unit, shall verbally announce their presence.
 - 1) If the announcement is made by the staff member entering the unit, a verbal announcement of title and name (e.g. "Officer Smith on deck"), shall suffice.
 - 2) If the announcement is made by the unit officer, who is of the same gender as the unit, it shall be more specific and include the gender of the individual entering the unit (e.g. "female on deck", or "man on the unit").
 - 3) It shall be the responsibility of all staff to ensure the appropriate announcement is made.
 - b. Supervisors performing unannounced supervisory rounds, (pursuant to 115.13(d)), shall not be exempt from the opposite gender announcement.

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 7 Inmate Services	
7.06.004 Visiting	Approved By:	Director W. Hayes
	Effective Date:	March 28, 2016
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Purpose

To establish procedures for inmate visiting.

Policy

It is the policy of the department that inmates in department custody shall have reasonable access to the general public, legal counsel, the clergy, and other law enforcement agencies.

References

- Federal: Prison Rape Elimination Act (PREA) of 2003
- RCW: 72.70.010
72.76.101
- WAC: 289-24-220
- Department Policy: 3.02.021, Public Crimes and Injury
4.01.001, Attorney Pass-Through Slots
4.01.008, Searching and Detaining Non-Offenders
4.01.011, Metal Detectors
- Department Forms: Application to Visit (F-510)
Inmate Movement Log (F-558)
Inmate Visitor Denial (F-561)
Officer's Report (F-627)
Professional Visiting Form (F-509)

Definitions

- Attorney pass-through slots:** Small, lockable openings that allow the transfer of documents.
- Contact visit:** A visit where the inmate and visitor are not separated by any physical barriers. Also known as a face-to-face visit. There are no contact visits between inmates and the general public, unless authorized by a division major or higher authority.
- Immediate family:** Spouses, children, parents, siblings, grandparent, aunts, uncles, and any person so related through marriage.
- Jail ID Electronic Imaging Management System:** Software used to take and store digital images of persons that are authorized different levels of access to department facilities.
- Non-ambulatory inmate:** An inmate who is unable to move about without assistance.
- Non-contact visit:** A visit where the inmate and visitor have no immediate physical contact.

Professional visit: A visit by attorneys, paralegals, members of the clergy, medical and law enforcement personnel, or representatives of authorized governmental agencies or the criminal justice system.

Reception: The staff station located on the third floor at the King County Correctional Facility (KCCF) and the first floor near the Visiting Control station at the Maleng Regional Justice Center (MRJC). The Corrections Technicians assigned to this duty station are responsible for approving and coordinating visitors.

Remote video visit: A visit between an inmate and a visitor(s) who is not at the facility, enabled by technology.

Social visit: A visit between an inmate and a visitor(s) that does not qualify as a professional visit.

Special visit: A visit granted between an inmate and a visitor(s) that is outside normal visiting guidelines.

Special visit logbook: A notebook kept in the reception area and maintained by the corrections technicians in which a record of special visits are kept.

Video visit: A video visit between an inmate and a visitor(s) via video terminal.

Visiting control: A post staffed by an officer assigned to: direct visitors for non-contact visits, control access to all visiting booths in the visiting corridor, notify housing unit officers of visits, and monitor activity in the area.

A. General Guidelines

Public Visiting Rules

1. Each inmate is allowed two window visits, two free on-site video visits (from terminals in the RJC Lobby), and unlimited paid off-site visits per week.
2. Visiting schedules shall be posted for inmates, visitors, and staff.
3. All visits by the general public shall take place during regularly scheduled visiting hours, unless a special visit is authorized.
4. All visits shall be scheduled a minimum of 24 hours in advance.
5. Signs giving notice that all visitors and their accompanying possessions are subject to search shall be conspicuously posted at the main entrance to the facilities and other areas as necessary.
6. Visitors must successfully pass through the metal detector located at Check-In (KCCF) or Visiting Control (MRJC) to pass through these areas. All unnecessary items shall be left outside the facility. No audio or visual communication devices shall be allowed while visiting. Any potential visitor may refuse a search but, subsequent to such refusal, shall be denied entry.
7. If visitors do not check in with jail reception 15 minutes prior their scheduled visit, their visit may be canceled.
8. Visiting shall be granted on a first-come, first-served basis.
9. Valid reasons for denying entrance to visitors shall include, but not be limited to:
 - a. Any attempt or reasonable suspicion of an attempt, to bring contraband into the facility.
 - b. Obvious impairment from intoxicants.
 - c. Fraudulent or expired identification.
 - d. When a warrant of arrest exists for a visitor, the warrant(s) shall be verified with the original arresting agency and a determination of extradition shall be made. Visitor(s) may be arrested, detained and booked, or denied entry based on the warrant. Final determination shall be made by the ITR sergeant or higher authority.

- e. Any reasonable grounds to believe a particular visit would present a substantial danger to jail security or management of the welfare of inmates, staff, or other visitors.
 - f. Not enough visiting booths or terminals available.
 - g. Inappropriate dress (refer to the dress code section of this policy).
 - h. The existence of a valid no-contact order.
 - i. Visits may be terminated at any time due to inappropriate language, gestures, or behavior by the visitor or inmate.
10. If a visitor is refused admittance during regular visiting hours, the inmate shall receive notice, in writing (Form F-561), of the refusal and the reasons the visit was denied. This form is initiated by a corrections technician. The visitor is entitled to have the decision reviewed by a division major.
 11. Only visitors with valid government-issued picture identification shall be allowed to visit. (See page 4, 2D)
 12. Visitors under 18 years of age:
 - a. Shall be accompanied by a parent or legal guardian at all times while in the facility.
 - b. All persons who meet the legal guardian requirement shall have a "letter of guardianship" from the granting court.
 - c. If the minor is visiting a parent, they must be accompanied by an immediate family member.
 13. All public visits shall be non-contact.
 14. Inmates are not required to be in the dayroom, but must be readily available to receive visitors and must respond immediately. If not ready, the inmate's visit may be denied or postponed to allow others to visit.
 15. When returning from visiting, inmates may be required to remain in the dayroom until the next scheduled rack-out time.
 16. When the visit has been completed, the visitor shall exit the visiting booth and return to the public area or exit the facility. There shall be no loitering in the visiting area or corridors. At MRJC, visitors shall return the visiting booth keys to the visiting control officer.
 17. Inmates may be searched at any time, before, during, or after visitation.
 18. Inmates shall be strip-searched following department policy (refer to 4.02.005 Strip Searches), after a face-to-face visit, if reasonable suspicion or probable cause to believe the individual is concealing contraband, a threat to security, or if the inmate's charges fall under the automatic strip search criteria.
 19. Appropriate attire is required and shoes must be worn at all times. The following Dress Code shall be followed:
 - a. No miniskirts or similar attire.
 - b. No low-cut or revealing necklines.
 - c. No bare midriff.
 - d. No exposed undergarments.
 20. Visits may be shortened or cancelled for cause at the discretion of department staff.
 21. No food or drink is allowed in the visiting booths.
 22. No written correspondence is allowed between an inmate and visitors at the time of visiting. All written correspondence shall be through the U.S. Postal Service.
 23. Children must be under the direct supervision of an adult at all times while in the facilities.

B. Processing Public Visits

1. Visitors shall completely fill out the Application to Visit Form (F-510) and submit it to the corrections technician for visiting.
2. The corrections technicians shall:
 - a. Verify each visitor has completed a Visiting Application Form (F-510)
 - b. Verify the inmate's correct visiting time.
 - c. Verify the identity of the visitor by comparing the picture and physical description on the presented identification with the visitor's appearance.
 - d. Verify valid identification.
 - e. Acceptable forms of identification include:
 - 1) Washington State Driver's License or Identification Card
 - 2) Other U.S. State Driver's License or Identification Card
 - 3) Canadian Driver's License or Identification Card
 - 4) U.S. Armed Forces Identification Card
 - 5) U.S. Government Passport
 - 6) Resident Alien Card/Green Card
 - 7) Native American Tribal Photo I.D.
 - 8) Other documents as approved by the ITR sergeant (or higher authority).
 - f. Verify active warrants, and notify the ITR sergeant.
 - g. Deny visitors with active no contact orders between themselves and the person they are attempting to visit.
 - h. Check for visiting space availability on the requested floor (KCCF).
 - i. Verify the inmate's location and note it on the visiting form.
 - j. Inform the visitor of the inmate's location and when the scheduling visiting time begins and ends.
 - k. Send the approved visiting form to the appropriate floor control via pneumatic tube system (KCCF) or send the visitor with approved slip to the visiting control officer (MRJC).
3. The floor control officer (KCCF), housing unit officer (MRJC), or visiting control officer (MRJC) shall:
 - a. Ensure visiting booths are in working order, clean, not damaged or marked up in any way, and all attorney pass-through are secured, except during the authorized times.
 - b. Any booth not meeting minimum cleanliness criteria or damaged, shall not be used until cleaned or repaired.
 - c. Notify reception staff and the Maintenance & Supply Unit if any booths are inoperable and log these actions in the logbook.
 - d. Verify it is the inmate's scheduled visiting time.
 - e. Notify the housing officer of the inmate(s) to be visited.
 - f. Allow the inmates into the visiting area (KCCF).
 - g. Allow no inmates into the visiting booths with attorney pass-through, unless the pass-through is secured.
 - h. Control the flow of visiting and monitor the behavior of all visitors.
4. Place all visiting forms in the appropriate container in Floor Control Rooms (KCCF) and Visiting Control (MRJC).
5. The housing unit officer shall:
 - a. Call out the inmate and log them out on the Inmate Movement Log (F-558).
 - 1) At the KCCF, notify Floor Control when the inmate is ready to come out to visiting.
 - 2) At the MRJC, send the inmate up to the visiting area.

- b. Mark the inmate in on the movement log upon return.

C. Special Public Visits

1. Special visits must occur during regularly scheduled visiting hours (between 0800-2200 hours at KCCF and from 1100-1400, 1500-1730, and 1900-2200 hours at the MRJC).
2. Reasons for granting a special visit include, but are not limited to:
 - a. The recent movement (within 24 hours) of the inmate resulting in a change in visiting times, in which case the previous visiting times may be honored.
 - b. Verified death or emergency hospitalization of an inmate's immediate family.
 - c. Elderly and disabled persons who have trouble travelling to and from the jail.
 - d. Other valid reasons, as determined in advance or at the time of request by a sergeant (or higher authority).
 - e. Persons who must travel over fifty miles, one-way, from their residence to the facility as verified by their home address on valid identification. Maps with a 50-mile radius drawn around the perspective facility shall be maintained in each reception area and used for this purpose.
 - f. Three (3) special visits may be granted to a person within a 90-day period. The 90-day period commences on the day of the first special visit.
3. Each special visit shall be logged in the Special Visit Logbook located in reception.
4. Special visits do not take precedence over regular visits. All other regular visiting rules apply to special visits.
5. Questions regarding special visits shall be resolved by the ITR sergeant or higher authority.

D. Hospital Visits

Only a shift commander or higher authority may authorize any type of visit, including phone contact, with an inmate at a hospital.

E. Non-Contact Visits for Non-Ambulatory Inmates (MRJC)

Inmates who are unable to access the regular housing unit visiting booths shall utilize the visiting booths adjacent to Central Control on the ground floor of the facility.

F. Professional Visiting Rules

1. Professional visitors shall look up the jail location for the inmate(s) they wish to visit using computer terminals provided at visiting control (MRJC) and check-in (KCCF).
2. In order to be granted access, professional visitors shall be required to present personal or professional valid picture identification in the same manner as any other visitor.
3. Professional visitors shall also be required to present agency identification (bar card, law enforcement ID, religious ID, etc.).
4. Professional visitors shall submit a completed Professional Inmate Visit Form (F-509).
5. All law enforcement and attorney visits shall normally be conducted in the professional visiting booths equipped with a pass-through or through video terminals.
6. Law enforcement officers, licensed attorneys, and other professional visitors may generally have access to inmates at any time. Access after-hours shall be facilitated by the ITR Sergeant or higher authority.
 - a. At MRJC they shall:
 - 1) Enter the facility through ITR.
 - 2) Utilize the face-to-face or visiting booths next to central control.

- b. At KCCF law enforcement and DOC officers shall:
 - 1) Enter the facility through ITR
 - 2) Utilize the interview rooms in ITR
- c. At KCCF licensed attorneys shall utilize the Interview rooms in ITR
7. Professional visitors may be authorized to see several inmates in succession.
8. Legal service messengers shall be authorized window access only for the purpose of serving legal papers to inmates.
 - a. At the KCCF, they shall be authorized access to the core window pass through.
 - b. At the RJC, they shall be authorized window access only, and if any documents are to be delivered to the inmate, the messenger shall provide the documents to the corrections technician in reception for delivery.
9. Agents of authorized bonding companies shall be allowed window access only. A valid driver's and business license shall be required.
10. One-on-one, face-to-face contact visits, by professionals of the opposite gender of an inmate, shall be visually monitored, pursuant to PREA.
 - a. At KCCF, these visits shall be scheduled for the Multi-Purpose Room.
 - 1) If the multi-purpose room is unavailable, the floor control officer shall notify the duty sergeant, and document in the logbook, the potential for using an alternative location for the visit.
 - b. At MRJC, these visits shall:
 - 1) Be scheduled for the Face-to-Face Visiting Booths located adjacent to Central Control; or
 - 2) Occur in a housing unit multi-purpose room, with the door open.
11. All other professional visitors (excluding law enforcement officers and licensed attorneys) shall be in the Jail ID Electronic Imaging Management System in order to visit. If they are not in the Jail ID Electronic Imaging Management System, they may only visit during the inmate's regularly scheduled visiting hours in non-pass-through visiting booths.
12. Department staff may visually monitor professional visits for safety and security concerns, but shall not monitor conversations between an inmate and their professional visitors.

G. Processing Professional Visits

1. The corrections technician (KCCF) or visiting control officer (MRJC) shall:
 - a. Accept the visiting request along with the visitor's personal and professional ID, and make sure the request is properly filled out.
 - b. Verify the identity of the visitor by comparing the picture I.D. with the visitor's physical appearance.
 - c. All professional visitors shall submit a visiting request (F-509) with ID to the receptionist.
 - d. Refer to the written authorization files, as necessary.
 - e. Determine the inmate's location and notify the visitor of that location, noting the location on the visiting form.
 - f. Direct the visitor to the visiting area, and then notify the appropriate housing unit officer of the inmate's visit.
 - g. Send the approved visiting form to the appropriate floor control via pneumatic tube system (KCCF).
2. Professional visits shall generally take place in the visiting booths equipped with a pass-through.

3. The floor control officer or the housing unit officer shall:
 - a. Call for the inmate.
 - b. Ascertain the proper visiting booth.
 - c. Designate the proper booth to the inmate.
 - d. Return the inmate to their housing location upon the conclusion of the visit.
 - e. Place all visiting forms in the appropriate container in housing control (KCCF) and Visiting Control (MRJC).
4. The housing unit officer shall:
 - a. Call for the inmate and send them out for professional visits in the same manner as done for public visits.
 - b. Provide inmates with a pen for signatures, if needed.

H. Denial or Termination of Visiting Privileges

1. If any staff member witnesses inappropriate behavior, a violation of visiting rules, or receives information an inmate's visit should be terminated; and a visitor denied visiting privileges, the following guidelines shall be followed:
 - a. A decision by an officer or staff member to terminate a visit must have the concurrence of the ITR sergeant or higher authority before it is enforced. Once a visit has been terminated, future visiting privileges can be denied pending review by the division major.
 - b. The basis for the denial or termination shall be documented in an Officer's Report (F-627) with a copy of the original Application to Visit (F-510) attached and forwarded up the chain-of-command to the division major.
 - c. The division major shall determine if further restriction is warranted and if so, for how long. If further restriction is warranted, a letter shall be sent to the visitor informing them of the restriction placed on their visiting. The letter shall explain the reason and length of restriction and the date that visitation can resume. The letter shall also explain the right to appeal and the appeal procedure.
 - d. The major's ASIII shall be responsible for drafting the letters and maintaining the master files, including all documents.
 - e. Corrections technicians shall maintain a notebook(s) with letters of all restricted visitors. The restricted visitors spreadsheet shall be located:
 - 1) At Check-In and Reception, for KCCF
 - 2) At the Reception Office, Captains' Office, and Visiting Control, for MRJC
 - 3) SIU sergeants are responsible for entering restricted visitors in the approved vendors scheduling system (for video visitation).

I. Video Visitation

General Guidelines

The department may monitor and record non-attorney inmate video visitations. Recording and monitoring of inmate video visitations improves the safety of department facilities and can provide possible details of potential assaults, homicides, domestic violence, coercion, witness tampering, narcotics trafficking, gang activity, and other crimes within or outside department facilities. They may also reveal inmate plans for self-harm or suicide, as well as assist in the tracking of inmates who escape from custody.

To protect inmates' constitutional rights and confidential and privileged attorney-client communications, video visitation sessions between inmates and their attorneys shall not be monitored or recorded.

There shall be no expectation of privacy while conducting a non-attorney video visitation.

1. The department may offer video visitation through an approved vendor.
 - a. Available visiting times may vary between facilities.
 - b. Inmate available visiting times shall be listed through the approved vendor's scheduling system.
 - c. Inmates shall not be permitted to visit outside of regular visiting hours, without the approval of the ITR sergeant or higher authority.
 - d. Inmate visiting may be denied or canceled for disciplinary reasons, or operational necessity, with the approval of a sergeant or higher authority.
 - e. Visits may be scheduled online or via kiosk at the MRJC.
2. Any visitor who does not check in with jail reception, shall not be allowed to visit.
3. If visitors do not check in with jail reception 15 minutes prior their scheduled visit, the visit may be canceled.
4. Cell phone use shall be prohibited in the visiting area.
5. Minors shall not be permitted to register for visitation.
6. Minors shall be allowed to visit, as long as they are accompanied by a parent or legal guardian and listed on the visitation sign-up.
7. Only three (3) visitors shall be allowed at each visiting terminal, per visit.
8. All social visiting is subject to recording and monitoring.
9. Any visitor who engages in prohibited conduct may be suspended or terminated from video visiting privileges.
10. The following conduct is prohibited during video visits:
 - a. Any display of nudity.
 - b. Behavior or actions that are sexual in nature.
 - c. Use or display of any weapons, drugs/alcohol, or related paraphernalia.
 - d. Activity or display of graphics/paraphernalia associated with any Security Threat Group.
 - e. Unlawful activity or depiction of unlawful activity.
 - f. Recording/filming of the visit or visit participants by the visitor(s) or any third party.

J. Remote Video Visitation

1. The department may offer remote (off-site) video visitation through an approved vendor.
2. Remote video visitation may be conducted via a video terminal in the housing unit and any high-speed internet connection with an available web cam, microphone, and speakers.
3. Remote video visits may be scheduled online or via a kiosk at the MRJC.
4. The length and cost of visits shall be posted by the approved vendor.
5. Online visits shall be scheduled on a first come, first served basis.
6. There shall be no limit on the number of paid visits within the visiting schedule.
7. Visitors must provide their own equipment and the necessary internet connections to participate in remote video visitation.
8. All social visiting shall be subject to recording and monitoring.
9. Any visitor who engages in prohibited conduct may be suspended or terminated from remote video visiting privileges.

10. The following (but not limited to) shall be considered prohibited conduct:
 - a. Any display of nudity.
 - b. Behavior or actions that are sexual in nature.
 - c. Use or display of any weapons, drugs/alcohol, or related paraphernalia.
 - d. Activity or display of graphics/paraphernalia associated with any Security Threat Group.
 - e. Unlawful activity or depiction of unlawful activity.
 - f. Recording/filming of the visit or visit participants by the visitor(s) or any third party.
 - g. Participation from individuals who are not on the approved visiting request.

