



Department of Adult and Juvenile Detention
 KCCF 500 5th Ave Seattle, WA 98104
 RJC 620 West James St. Kent, WA 98032
 Youth Services 1211 E. Alder St. Seattle, WA 98122

Authorization Form for Criminal History Reference Check

As part of the review process for all persons seeking access into the Department of Adult & Juvenile Detention (DAJD) facilities, a criminal history reference check is required. Your signature authorizes DAJD to conduct a criminal history reference check and annual reviews, if applicable. This information is kept strictly confidential within our agency. Please answer the following questions completely and accurately. Include **all** past history of adult, military or juvenile offenses including charges that may have been dismissed, stricken or expunged from your record. **Exclude non-criminal** traffic and parking violations. **Please note:** An arrest or conviction will not necessarily result in denied access. Withholding information will result in denied facility access.

IMPORTANT: Please submit a **CLEAR PHOTOCOPY or SCANNED COPY** of your Photo ID with this application (State ID, State Driver's License, Visa, Passport or U.S. Government ID).

Name:			Maiden Name:		
(last)	(first)	(middle)			
Address:					
Soc. Security:			Driver's License:		
Date of Birth:			Place of Birth:		
Gender:	Race:	Height:	Weight:	Hair:	Eyes:
Company/Agency:		Supervisor:		Date:	
Job Title:			Email:		
Emergency Contact:					
(Name)		(Relationship)		(Area Code + Phone Number)	
DAJD Contact:		Section:		Phone:	
Purpose for Access:			Access Date(s):		
(INFORMATION MUST BE INCLUDED)					

I understand it is my responsibility to contact the DAJD Major's Office, if at anytime, I am arrested, cited or convicted of a crime or involved with a No-Contact, Protection or Anti-Harassment Order not previously disclosed.

Signature of Applicant (I authorize DAJD to conduct a criminal history reference check)	Date
--	-------------

Work phone:	Cell phone:	Home phone:	Pager:
--------------------	--------------------	--------------------	---------------

Please continue to page 2→

OFFICE USE ONLY BELOW THIS LINE

Application	SIU/CIU	
<input type="checkbox"/> Applicant Picture ID	<input type="checkbox"/> SEA/KING	<input type="checkbox"/> Interstate Identification Index (III)
<input type="checkbox"/> Copy of Applicant SIU	<input type="checkbox"/> WACIC/NCIC	
<input type="checkbox"/> Applicant Photo ID Matches JEMS Photo	<input type="checkbox"/> DOL	
<input type="checkbox"/> CLEARED - Jail Access	Date of CHRC _____	Authorized by _____
<input type="checkbox"/> DENIED - Jail Access	Date of CHRC _____	Authorized by _____

Date of Tour _____ Facilitator _____

NAME: _____

1) Have you EVER been arrested, detained, cited, or convicted of ANY crime or do you have a criminal charge currently pending against you? Please include all warrants, outstanding fines or restitution.
(Attach additional sheets if necessary). YES NO

2) Have you EVER had a No-Contact, Protection, or Anti-Harassment Order served against you?
(Attach additional sheets if necessary). YES NO

3) Do you currently use or have you used in the last seven (7) years, any illegal drugs/narcotics, including cocaine, opiates, heroin or hallucinogenic drugs as defined by R.C.W. Sections 69.50.204 or 69.50.206? Have you used marijuana in the last three (3) years? If yes to either question, please explain.
(Attach additional sheets if necessary). YES NO

4) Do you now or have you ever had any relationship with a person, including relatives, in this jail or any other correctional institution? Please list the relationship, institution and the person's full name.
(Attach additional sheets if necessary). YES NO

King County Correctional Facility Access
Guidelines for Professional Visitors

- **Identification:** You will be required to exchange your valid photo I.D. at the Reception Window for a "Visitor's Badge." You may also be required to show proof of employment from the agency you represent. The "Visitor's Badge" should be worn above your waist attached to your outer clothing in a visible location. It must be worn at all times while in the facility. No one under 18 years of age will be allowed in the secure areas of the adult facilities.
- **Facility Clearance:** During the time your King County Correctional Facility Clearance and Access is valid, you must immediately report any arrest, citation, conviction or no-contact order you receive to the Major and/or Facility Commander.
- **Door/Elevator Operations:** Central Control Officers operate all door and elevator movement by audio/visual control. Pushing a door or elevator button **once** will generate a response. Be patient, they are busy. When you hear the Officer ask, "Where are you going? or What floor do you need? you may then respond with your request.
- **Codes:** If you hear a "*Medical Status call*" or "*Building Status call*," over the All-Call, do not push the door or elevator buttons. Make sure you move out of the way of all uniform and medical staff responding to the code. When Central Control announces, "*Resume Normal Operations*," or "*Medical Status - All clear*," you may resume your movement to your destination. Do not push any buttons or get on any elevators until you hear the code has been cleared.
- **Contraband:** Bringing firearms, explosives, alcoholic beverages, narcotics, or any controlled substance into any facility is a crime and cause for arrest. This includes any item that could be used as a weapon such as pocketknife, scissors, metal nail file, or any other similar items. All cell phones, cameras and tape recorders are also prohibited unless prior authorization has been granted by the Major or Facility Commander. Any contraband items listed above, or any unauthorized items brought in without prior approval from supervisory staff and given to an inmate or received from an inmate is a punishable offense subject to a maximum sentence of 10 years and a \$20,000 fine (R.C.W. 9A.76.140, 150, and 160).
- **Personal Items:** Your escort or contact person will show you where to store personal items such as your purse, coat or backpack when you are going to the inmate housing areas. Your personal items will be searched when entering the building and maybe searched at anytime during your visit.
- **Conclusion of your Visit at the Kent Facility:** Upon concluding your visit at the Kent Facility, notify the Central Control Officer by pressing the door alert button. The Central Control Officer will give you further instructions.
- **Conclusion of your Visit at the Seattle Facility:** Upon concluding your visit at the Seattle Facility, notify the Officer that your have completed your visit. The Officer will give you further instructions.
- **No Hostage Facilities:** The King County Correctional Facilities are "NO HOSTAGE FACILITIES." All attempts will be made to ensure the safe release of anyone held hostage; however, no inmate will be allowed to escape in exchange for the release of any hostage.

I have read and understand the above rules and guidelines for access into the King County Correctional Facilities. Signature of this form acknowledges that I agree to abide by these rules as defined above.

SIGNATURE _____ **DATE** _____