

Drug Abuse Correctional Center

Visitor Handbook

(920) 236-2700

4280 Sherman Road

Winnebago, WI 54985

Visiting Hours:

Wednesday:	3:00pm – 9:00pm
Saturday:	8:15am – 3:30pm
Sundays:	8:15am – 3:30pm
Holidays:	8:15am – 3:30pm

• **DACC recognizes the following holidays for visiting purposes:**

- New Year's Day - January 1st
- Martin Luther King Jr. Day – 3rd Monday in January
- Memorial Day – Last Monday in May
- Independence Day – July 4th
- Labor Day – 1st Monday in September
- Thanksgiving Day – Last Thursday in November
- Christmas Eve – December 24th
- Christmas Day – December 25th
- New Year's Eve – December 31st

Visitation Entrance:

- Visitors are required to successfully pass the walk-through metal detector prior to entering the visiting room. Visitors are allowed three attempts to clear through the metal detector. Failure to clear after three attempts will result in a denial to visit.
- The visitor will complete form DOC-176 "Request to Visit Inmate" and provide to the visiting room Sgt.
- All visitors age 16 and older must provide photo identification which shall include one of the following:
 - Valid state driver's license.
 - Valid passport or visa.
 - Valid Department of Transportation ID.
 - Valid military ID.
 - Valid tribal ID (if it provides a photo).
 - Amish visitors who do not possess photo identification will need to provide a signed and notarized affidavit from their Bishop. Affidavit must include a physical description of the proposed visitor.
- The visiting room Sgt. will assign an available seat.
- Only visitors on an PIOC's approved visiting list will be permitted to visit. Anyone denied visitation must leave facility property immediately; waiting in vehicles or parking lots is not allowed.

Visiting Attire:

Visitors are required to wear appropriate clothing. The following clothing is considered unacceptable and will result in denial of entrance to DACC:

- No watches of any kind are allowed.
- Transparent/translucent clothing.
- Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
- Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
- Tops and dresses that are strapless, tube, or halter style or have low cut necks.
- Camisoles and tank tops are only permissible when worn under other attire.
- Tops and dresses that expose the midriff (front and/or back).
- Spandex or Spandex-like and Lycra or Lycra-like clothing (any). Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.

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- Exposed undergarments.
- Clothing with revealing holes, tears, or slits.
- Clothing or accessories with obscene or profane writing, images or pictures.
- Gang-related clothing, headwear, shoes, logos or insignias.
- Any clothing that may have the potential to cause a disruption.
- Footwear shall be worn at all times.
- Acceptable attire shall be worn at all times.

Allowable Items:

Note: All allowed items are subject to be searched and must be clearly allowable before entering the visiting area.

- Money, not to exceed \$25.00 per visitor.
- Comb, pick, or brush, limited to one for each visitor.
- Up to two baby blankets for each child.
- Up to four diapers for each child.
- Up to two clear plastic baby bottles or sippy cups (must be able to clearly see through) for each child.
- One hand-held baby seat for each child.
- Diaper wipes. Shall be kept in a clear plastic bag.
- One pacifier for each child.
- One coat and one pair of gloves for each visitor.
- Headwear (provided it does not conceal identity).
- Medically necessary medications such as but not limited to: inhalers, nitro pills, EPI pens, etc.
 - Medication must be shown to the visiting room Sgt. prior to and at the end of the visit.
- One institution locker key.

Non-Allowable Items:

- No weapons of any kind.
- Diaper bags are not allowed.
- Property for PIOC.
- Food, beverages, tobacco products, or ignition devices.
- Internet “smart” technology in any form is prohibited (e.g. watches, cellular phones, pagers, PDA’s, cameras, or recording devices).

General Visiting Rules:

- No person(s) or animals are permitted to be left unattended in vehicles.
- Vehicles must be locked; windows and convertible tops must be closed.
- PIOC are responsible for the actions of visitors.
- Visitors are required to sit on the assigned side of the table and remain there for the duration of the visit.
- PIOC are required to sit directly across the table.
- Passing of any items to PIOC is NOT permitted.
- Visitors are responsible for making sure children are not disruptive in the visiting room.
- Visitors must change their child’s diapers in restrooms only.
- A mother with child is permitted to breastfeed in the visiting room within an available privacy area.
- Visiting with other PIOC’s visitors is prohibited.
- Laps of PIOC or visitors are not to be covered at any time during the visit.
- Conversation shall be family friendly. Vulgar, loud, or offensive language or behavior is prohibited.

A visit may be terminated immediately if there is any suspicion of illegal activities or any behavior that would be deemed inappropriate in the visiting room.