

Green Bay Correctional Institution

12/22/23

P.O. Box 19033, Green Bay, Wisconsin 54307-9033 (920) 432-4877

Visiting Guidelines

The following guidelines are established to provide information to the person intending to enter the Green Bay Correctional Institution in accordance with Wisconsin State Statute and Wisconsin Administrative Code, Chapter DOC 309.

Location and Directions

Green Bay Correctional Institution (GBCI) is located at 2833 Riverside Dr. (HWY 57), Allouez. Directions:

- 1) I-43 to Green Bay, Exit 180 (HWY 172 West) to Webster/Riverside Exit. Cross Webster Ave. and stay in the far-right lane for HWY 57 exit ramp to Riverside Dr. At the traffic light turn left, continue on Riverside (thru 2nd traffic light) and then left at the second turn lane into GBCI 3rd Driveway.
- 2) Take HWY 41 to Green Bay, take Exit 165 (HWY 172 East) to Riverside Dr. (HWY 57), left at traffic light and left at the second turn lane into GBCI 3rd Driveway.

Special Information

- (1) Wisconsin State Statute 302.095(2), "Any...person who delivers or procures to be delivered or has in his or her possession with intent to deliver to any inmate confined in a jail or state prison, or who deposits or conceals in or about a jail or prison, or the precincts of a jail or prison, or in any vehicle going into the premises belonging to a jail or prison, any article or thing whatever, with intent that any inmate confined in the jail or prison shall obtain or receive the same, or who receives from any inmate any article or thing whatever with intent to convey the same out of a jail or prison, contrary to the rules or regulations and without the knowledge or permission of...the warden or superintendent of the prison, in the case of a prison, shall be imprisoned for not more than 2 years or fined not more than \$500.."
- (2) Wisconsin State Statute 961.49, Offense involving intent to deliver or distribute a controlled substance on or near certain places, states, "...the delivery, distribution or possession takes place under any of the following circumstances, the maximum term of imprisonment prescribed by law for that crime may be increased by 5 years...while the person is in or on or otherwise within 1000 feet of a...correctional facility."
- (3) The Facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband. Prosecution of individuals in violation the above state statutes will be pursued.
- (4) GBCI is a tobacco free institution. No tobacco, tobacco products, matches, lighters, or other incendiary devices are allowed. No audio or video recording devices, including but not limited to cameras, dictation equipment, cell phones or pagers, are allowed.
- (5) No persons or animals are permitted to be left unattended in vehicles.

Arrival at Green Bay Correctional Institution

- Upon your arrival at the GBCI Visiting Center Lobby, you must fill out a Request to Visit Offender, DOC-176A. You will not be permitted to loiter in the Lobby Area, unless you are waiting to enter the institution.
- Only Nitroglycerin, inhalers and epi-pens will be allowed. Visitor must notify the Visiting Center Officer, and turn the medication in to the Visits Officer. Medication may only be used at the Visits Officer's desk, in presence of Security Staff (Officers/Sergeants). Other medication must be pre-approved by a Security Supervisor.
- Visiting week begins on Monday.
- Any portion of a visit is considered a full visit and will be deducted from the number of visits allowed per week.

Identification of Visitors

Individuals age 16 and over must provide a Government Issued, valid photo identification

- (1) State Driver's License
- (2) State Identification card (to include a valid Department of Transportation identification card)
- (3) Passport or Visa
- (4) Military Identification card
- (5) Tribal Identification card (must have photo)
- (6) Amish Visitors are referred to DAI Policy 309.06.01

Metal Detector

It is the visitor's responsibility to successfully pass the metal detector within **three** attempts, or the visit will be denied. The metal detector is sensitive to all types of metals. In order to expedite the entrance process, visitors are cautioned and should avoid wearing excessive jewelry and clothing with metal attached or sewn. Visitors will not be allowed to go into the bathroom to remove clothing items in order to pass the metal detector.

Medical exemptions must be filed with the Institution, and approved, prior to visiting. DOC-2424 is the only accepted form. The form must be filled out by the visitor, and their medical professional. Once completed it must be faxed to (920) 430 -1694 or mailed to Security Director, P.O. Box 19033, Green Bay, WI, 54307-9033. The form must be detailed, explaining the location, type of medical device and whether or not it is permanent. After verification the Security Director will approve/disapprove, complete the DOC-2424, and distribute it. See DAI Policy 309.06.02, Visitor Entrance – Special Needs for further information.

The following apparel is considered unacceptable for all visitors (men, women & children) and will result in denial of visits:

1. The following is considered unacceptable and shall result in denial of entrance to the facility:
 - a. Watches.
 - b. Transparent/translucent clothing.
 - c. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
 - d. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
 - e. Tops and dresses that are strapless, tube or halter style.
 - f. Camisoles and tank tops are only permissible when worn under other attire.
 - g. Tops and dresses that expose the midriff (front and/or back).
 - h. Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
 - i. Exposed undergarments.
 - j. Clothing with revealing holes, tears or slits. (i.e. when standing with proper posture, holes/tears/slits on pants/shorts/skirts/dresses that exist above fingertip length when arms straight down at side)
 - k. Clothing or accessories with obscene or profane writing, images or pictures.
 - l. Gang-related clothing, headwear, shoes, logos or insignias.
 - m. Any clothing that may have the potential to cause undue attention.
 - n. Camouflage clothing.
2. Footwear shall be worn at all times. Shoes shall meet the following requirements: heel height three inches or less as measured at the back of the heel; heel width should be reasonable – spike or stiletto heels are prohibited; shoes must be supported in the back (i.e., solid back or strap); open toe shoes are not allowed.
3. Acceptable attire shall be worn at all times.
4. Internet “smart” technology and electronic recording equipment in any form is prohibited.

Lobby and Visit Officers have the authority to use discretion regarding clothing and accessories.

Visit Scheduling

1. In-Person and Video Visitation options are available.
2. Visitors are required to schedule visits at least seven (7) days in advance.
3. To visit in person or by video, the visitor will need to establish an ICS account or update their current account with their unique Party ID. Any issues with Party IDs can be directed to DOCDAlElectronicVisitSupport@wisconsin.gov.
4. Visitors will need to follow the directions provided on the ICS website www.icsolutions.com. Visitors without internet/email may call ICS at 1-888-646-9437.
5. Each video visit will be limited to 50 minutes in length and in-person visits will be limited to 90 minutes in length.
6. GBCI will provide opportunity for up to six (6) in-person visits for each Person(s) In Our Care (PIOC) each week (with a max of 2 per day) and up to two (2) video visits each day with unlimited each month. This is subject to change
7. Each adult visitor on the call must have an ICS account and all visitors must be listed on the visit reservation.
8. Each visitor will be required to show ID at the beginning of the visit and anytime during the call when asked by staff.
9. Each PIOC is eligible for two free 50-minute video visits per month. Free visits will be the first two scheduled.
10. Additional video visits are available at the cost of \$5.00 per visit.

Visiting Regulations

1. You may visit an PIOC only if you are on their list of approved visitors. Each PIOC is permitted to designate up to 8 adults. Minor children must also be listed on the PIOC visiting list.
2. Children under the age of 18 must have written approval of a non-incarcerated custodial parent or legal guardian, or a court order directing the visit, and their names must appear on the approved visitors list.
3. An adult, who is on the approved visiting list, shall accompany any visitor who has not reached their 18th birthday, unless the visitor is the legal spouse of the PIOC.
4. Failure to follow the entrance guidelines may result in denial of the visit. Failure to follow the visiting rules may result in the termination of the visit, and may also result in the termination or suspension of visiting privileges by the Security Director.

Items Permitted in the Visiting Area

- Up to \$20.00 in coins. Must be in a clear bag. No paper money (a change machine is available in the Lobby Area)
- Identification cards – must be locked in a locker in the Lobby area
- One coat, one pair of gloves (must be x-rayed)
- Headwear, so long as it doesn't conceal identity (must be x-rayed) (Visitors who have religious headwear that conceals identity are required to allow institution staff to view their face(s) in order to verify the identification of the visitor, upon entry and exit of the institution. After identification, the visitor will be permitted to replace the facial covering. Special security precautions may be taken as authorized by the Security Director to effectively supervise the visit).
- Clothing/hats that are removed during the visit or are carried in to the visit area must not obstruct staff's view of the area surrounding and/or underneath the visit table. Visits may be ended if obstruction occurs.
- Institutional Locker Key
- Up to 5 picture tokens
- If you have an infant/baby
 - A small infant seat (must be scanned/inspected thoroughly) 4 diapers, 2 baby blankets, small clear bag of wipes, 2 see through bottles or spill proof cups, 1 pacifier.
- Inhaler, nitro pills (no bottle), epi-pens (must be reported to Lobby Officer, and stay at the Visits Officer's desk)

Pastoral/Professional Visits

- Pastoral Visits are considered professional visits. (Pastoral Visits no longer take place in the General Visiting Area.)
 - To schedule a Pastoral Visit, please contact our Chaplains at 920-436-3367 or 920-436-3368
- All professional visits must be scheduled in advance and occur during business hours in designated locations within the institution or via video visitation.
 - To schedule a Professional Visit, please contact our Records Dept at DOCDIGBCIRecordsStaff@wisconsin.gov

Behavior in the Visiting Area

1. It is the visitor and PIOC responsibility to know and obey all the rules provided, written, posted, or verbal direction by institution staff.
2. There shall be no loud talking or boisterous behavior in the visiting area.
3. Visitors are responsible for supervising children (under the age of 18) accompanying them on a visit at all times which includes to and from the restroom. Visits may be terminated due to unruly children or lack of supervision of the children by the PIOC and/or adult visitors.
4. Visiting is a family activity and unrestrained or continued physical affection is not allowed. A brief kiss and/or embrace is only allowed at the beginning and end of your visit. Hand holding is not allowed. Unrestrained or inappropriate displays of affection may result in the termination of your visit.
5. PIOC may hold their own children who are the age of 5 or under.
6. PIOC are not permitted to handle money, tokens, or use the vending machines, or pass or exchange items during a visit.
7. Visitors are not allowed to leave the visiting area, except to use the designated restroom. If you exit the visiting room for any other reason, your visit will be considered complete.
8. Visitors and PIOC must remain at their assigned tables. PIOC are not permitted to leave their assigned table with the exception of using the designated restroom. Requests for a specific table are not permitted. Combining visits is not permitted without prior verifiable approval. Chairs will not be moved. PIOC and visitors will sit across from each other.
9. Visitors and PIOC must promptly leave the visiting area upon termination of the visit.
10. Hair styling of any kind is not permitted.
11. Leaning on the tables is not permitted by PIOC or visitors (no elbows or forearms on tabletops). PIOC hands must remain visible at all times.

PIOC Status: For visiting purposes, PIOC are identified by their status:

- UNRESTRICTED: PIOC in General Population with no Visiting Restrictions
 RESTRICTED: PIOC in General Population with a No Contact visiting restriction.
 RESTRICTIVE HOUSING: PIOC in Temporary Lock Up (TLU), Disciplinary Separation, Protective Confinement, Administrative Confinement in Restrictive Housing or Treatment Center.
 DENIED: PIOC in a Controlled or Observation Status without the verifiable prior approval of the Warden

Visit Status	Location of Visit	Visiting Hours
UNRESTRICTED Offsite Video Visit	ICSolutions	Mainstream Unit: Monday through Friday 8:00 am – 5:50 pm Step & Transition Units: Monday through Friday 10:00am-5:50pm Dorm: Monday through Sunday 6:00am-10:50pm North & South Cell: Monday through Friday 10:00am-5:50pm
UNRESTRICTED In-Person	Visiting Room	Mondays through Fridays 2:15 – 5:45 pm
RESTRICTED In-Person	No Contact Booths	Mondays through Fridays 2:15 – 5:45 pm
RESTRICTIVE HOUSING Offsite Video Visit	ICSolutions	Mondays and Tuesdays 5:00 – 9:00 pm
RESTRICTIVE HOUSING Onsite Video Visit	Visit Booth from GBCI Visit Lobby	Fridays 2:15 – 5:45 pm

- For all statuses, except "Unrestricted," the number of visitors per visit is limited to 2 visitors (including children).
- Unrestricted Status PIOC are allowed up to 8 visitors (including children).

Special Accommodations:

If you require special accommodations because of a physical condition, a DOC-2424 Visitor Requesting Accommodations form needs to be filled out by your physician and returned to the Security Department for verification and approval. This form needs to be faxed from your physician's office to 920-430-1694 and the original copy mailed to Green Bay Correctional Institution, Attention Security, PO Box 19033 Green Bay WI 54307. Once approved, you will be notified in writing.

Approved PIOC Property:

No items or money can be brought in to the PIOC, nor can they be left with an Officer at the institution. Family and friends may only order from approved vendors. You are encouraged to check with the PIOC before placing an order, as there are limits on the number of items an PIOC may possess. Approved vendors can be located on the WIDOC public website: <https://doc.wi.gov/Pages/Home.aspx>