

Visitors must be approved prior to entering the institution. PIOC's may have only ONE visit in a single day. The visiting week starts on Sunday and ends on Saturday. Quarter return lockers are provided in the lobby for your use.

- Weekday visits are limited to three hours.
- Saturday, Sunday and Holiday visits are limited to three hours.
- Visiting hours may be shortened if problems arise with the amount of space available for the number of visits.
- During counts, no visitors will be allowed to enter or leave the institution.
- Upon entering the institution, ALL visitors will be screened by the STF staff.
- All items brought into the institution by PIOC visitors will be screened.
- Reading materials or other papers are prohibited, without prior approval
- Everyone on the visit slip must enter and exit the institution at the same time.
- Persons not authorized to visit an PIOC cannot remain on the state property. They must leave the institution vicinity. Persons failing to comply with this expectation will be reported to the local police.
- **NO CELL PHONES ARE ALLOWED IN THE LOBBY! THEY MUST BE LOCKED IN YOUR CAR NOT A LOCKER!**

VISITING LISTS

PIOC's may request that a potential visitor be added to their approved visitor's list. This will be completed prior to the visitor's entrance to the institution. In most cases, a prospective visitor must complete and return a questionnaire before visiting status is granted. Each person placed on the visiting list must remain on the list for six months from the date of approval, before they can be removed at the PIOC's request. PIOC's will be permitted to have twelve adult visitors on their list, regardless of their relationships.

Children of the PIOC, or of the approved visitors, who are under the age of eighteen must visit with an adult from the approved visitor's list. Minor children will not be counted against the twelve visitors permitted on the list.

The maximum number of persons permitted on a visit is six adults and their minor children, not to exceed a total of twelve.

IDENTIFICATION

All adult visitors, including minors age 16 or older, must provide a current form of identification. There will be no exceptions for expired ID's. The only acceptable forms of identification include:

- Valid State driver's license.
- Valid passport or visa.
- Valid Department of Transportation (DMV) photo ID.
- Valid military ID.
- Valid tribal photo ID

Amish visitors who do not possess photo identification as a requirement of their religion shall:

- a. Provide the facility with a signed and notarized affidavit from their Bishop. The affidavit shall include the physical description of each proposed visitor.
- b. The facility shall retain the original affidavit and place a copy in the respective PIOC's Visitor information file. The visitor(s) shall retain a copy of the affidavit and shall produce it upon arrival to the facility as a means of identification.
- c. Information regarding no photo identification shall be entered into the "Relatives/Associates" screen in WICS.

INSTITUTION RULES

1. No food items may be carried into the institution. There are vending machines available in the visiting area. Institution personnel do not make change; change machine is provided. Bags of food must be poured onto provided plates.
2. Visits will take place at designated tables and seats. PIOC's are to be seated facing the officer's station. In warm weather and with staff approval, visits are permitted in the outside visiting area. This must be requested prior to the start of the visit.
3. During outside visiting, no blankets will be allowed, nor will PIOC's or visitors be allowed to sit on the ground.
4. Items will be checked at the lobby. Purses are not permitted into the institution and must be checked in the lockers provided in the lobby. (We recommend that purses and valuables be locked in your car). Coats may be worn from the lobby to the visiting room. Lockers are coin return operated and you need to use a quarter to lock them. A \$15.00 lost key fee is enforced.
5. Money cannot be brought into the institution for the purpose of giving it to a PIOC.
6. In the event that a visitor arrives with an inhaler, nitro pills, an epi pen or any other medication medically necessary to carry with them that may be needed during the course of the visit, they will be placed in an envelope and taken up with the visitor. The visitor is to give the medication to the officer in the visiting room to hold for them during the visit. No other medications are allowed on a visit!
7. Cameras are not permitted.

8. Drugs, alcohol, tobacco, and weapons are not permitted on state property or in the institution. Violators will be subject to prosecution.
9. Prohibited pets or other animals, except for those required as service animals for persons with disabilities.
10. Games are not to be brought into the institution.
11. PIOC's are responsible for the behavior of their visitors.
12. **Parents are responsible for the supervision of their children.** Children should not be left unattended at any time. An adult must accompany any child leaving the visiting area; this includes being accompanied to the restroom.
13. Excessive displays of affection are not permitted. You may embrace and kiss at the start and end of your visit only. **No excessive kissing is permitted. No hand holding is permitted.**
14. Footwear must remain on the feet of both the visitor and PIOC.
15. Hands must remain visible at all times on the table.
16. Visitors may not make any contact with or talk with any PIOC's near the fence area.
17. A maximum of five (5) photographs may be taken during each visit.
18. Failure to comply with visiting rules may lead to termination of visits.

ITEMS ALLOWED INTO VISITS

- A. Loose coins not to exceed \$20 (no paper money) per person.
- B. Comb, pick or brush, limited to one for each visitor.
- C. Up to two (2) baby blankets for each child.
- D. Up to four (4) diapers for each child. Diaper bags are not allowed.
- E. Up to two (2) plastic baby bottles for each child.
- F. Diaper wipes. Shall be kept in a clear plastic bag.
- G. One (1) pacifier for each child.
- H. One (1) coat and one (1) pair of gloves for each visitor.
- I. Headwear (provided it does not conceal identity).
- J. One (1) facility locker key.
- K. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitroglycerin, epi pens, etc.
- L. Women may bring in 1 feminine hygiene item.

Attorney Visits: A Briefcase containing only material pertinent to the PIOC's case may be brought into the institution. Nothing may be left behind.

STF STRESSES A FAMILY ATMOSPHERE

Visiting areas are designed to cultivate a “family” atmosphere for family and friends of all ages. Visitors should dress and act accordingly. Footwear and acceptable attire must be worn at all times.

THE FOLLOWING APPAREL IS CONSIDERED INAPPROPRIATE AND WILL RESULT IN DENIAL OF VISITS.

- A. Watches, Sunglasses. Internet “smart” technology and electronic recording equipment.
- B. Camouflage clothing.
- C. Transparent clothing / translucent clothing / mesh or lace clothing.
- D. Shorts that do not reach fingertip length when visitor stands with upright posture, arms straight down, fingers extended.
- E. Skirts & dresses shorter than fingertip length + 3 inches, when visitor stands with upright posture, arms straight down, fingers extended.
- F. Tops and dresses that are strapless, tube, or halter style that expose the midriff (front and/or back).
- G. Camisoles and tank tops are only permissible when worn under other clothing attire. (IE: pull over shirts).
- 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. Any kinds of tight or form fitted clothing.
- I. Exposed undergarments.
- J. Clothing with revealing holes, tears, slits, or rips.
- K. Clothing or accessories with obscene or profane writing, images or pictures; this includes any symbols or logos for drugs or alcohol.
- L. Bib overalls or any clothing with excessive metal.
- M. Gang-related clothing, headwear, shoes, logos or insignias.
- N. Any clothing that may have the potential to cause undue attention.

Visitors wearing all green and/or orange clothing may be subject to questioning for proper identification prior to entering/exiting the institution. Visitors are therefore strongly encouraged to refrain from wearing these colors.

METAL DETECTOR

All visitors will be required to clear a VERY sensitive metal detector, so dress appropriately.

Accommodations for visitors who are unable to successfully walk through and clear the metal detector due to a medical appliance/assistive device should be requested using a DOC-2424 Visitor Requesting Accommodations form. This form is available for download in [English](#) and [Spanish](#) and can also be requested by checking a box on the DOC-21AA (visiting application). The visitor's physician must

complete, sign, and return the form via fax or mail to the institution security director or center superintendent for approval prior to the visitor being allowed entrance.

It is the responsibility of the person wishing to enter the institution to take the necessary steps to enable themselves to pass through the metal detector. **Persons will have a maximum of three attempts to pass through the metal detector a day.** The removal of required items, such as coats, hats, any kind of hairpins, hair clips, or barrettes must be done prior to passing through the metal detector so that the staff member can inspect them for contraband. This is done for your safety and ours.

In order to ensure the safety and security of this institution, all persons wishing to enter the institution, with the exception of Department of Correction employees, Law Enforcement and certain Department of Justice Staff, are required to clear the metal detector.

OFFICIAL VISITS

Public officials, attorneys licensed to practice in Wisconsin, clergy, and others in performance of professional duties shall be permitted to visit on weekdays during regular business hours (8:00 am to 4:00 pm), unless otherwise approved by the Center Superintendent or designee. These visits must be set up at least 24 hours in advance. They will be private, but under staff observation. Attorney visits should be arranged between the attorney and STF Support Staff at ext. 5050 or ext. 5520. Clergy visits will be arranged with the RCI chaplain.

STF MAILING ADDRESSES

STAFF:

Sturtevant Transitional Facility
Attn: Staff Name
9351 Rayne Rd.
Sturtevant, WI 53177-1829

PIOC NON-PRIVILEGED MAIL:

PIOC Name (first and last) and DOC #
Sturtevant Transitional Facility (do not abbreviate)
P.O Box 189 Phoenix, MD 21131

Information is available on department home page related to sending Privileged Mail and Legal Mail.

ORDERS FROM APPROVED VENDORS:

Sturtevant Transitional Facility
PIOC Name (first and last) & DOC #
9351 Rayne Rd.
Sturtevant, WI 53177-1829

**STURTEVANT TRANSITIONAL FACILITY
VISITOR INFORMATION**

WELCOME

Sturtevant Transitional Facility is located at 9351 Rayne Rd., Sturtevant, Wisconsin. Rayne Rd. is located approximately 2¼ Miles East of Interstate 94. The Institution can be reached using either Highway 20 or Highway 11.

VISITING HOURS / EXPECTATIONS

- **There will be no visiting on Monday, Wednesday, Thursday and Friday (unless a designated WI Legal Holiday).**
- **Lobby Closed Times:** The lobby will be closed at the following times every day: **12:30 pm-1:00 pm & 4:30 pm-5:00 pm.** Visitors may arrive at 12:55 pm to start filling out visiting forms for weekend visits and must be here by 3:15 pm for your visit to be processed. On Tuesday nights visitors may arrive at 5:55pm to start filling out visitor forms and must be here by 8:30pm for your visit to be processed.
- PIOC must display/wear ID on outer most clothing to attend visit, failure to comply will result in cancellation of visit.

Status	In Person Visits Per Week	Tuesday	Saturday & Sunday & Holidays
General Population	3	6:00pm-9:00pm	1:00pm-4:00pm