

# VISITING GUIDELINES

Flambeau Correctional Center  
N671 County Road M  
Hawkins, WI 54530-9400  
1-715-585-6394

**Should you have any questions about Flambeau Correctional Center rules, regulations, or guidelines, you are encouraged to call the center for clarification prior to your visit.**

## Visiting Days and Hours

Saturday, Sundays, and Holidays: 7:30AM to 4:00PM

**Note: Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours.**

Holidays include:

- New Year's Day (January 1st)
- Martin Luther King 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 Day (December 31st)

## General Rules

1. All visitors must be on the inmate's approved visiting list. Individuals not on the approved visiting list must leave the state property.
2. Visitors under the age of 18 must be included on the inmate's approved visiting list and must be accompanied by an adult 18 years of age or older who are also on the approved list.
3. All individuals ages 16 and older of shall provide *valid photo identification*. Acceptable forms of *photo* identification include: passport or visa; state issued driver's license; Department of Transportation, military, or tribal issued identification card.
4. Children are the responsibility of the parent or guardian that is visiting and must be monitored at all times.
5. All visitors must enter and exit through the main office door and report to the officer on duty upon arrival.
6. It is not permitted for persons who are not visiting to wait anywhere on FCC grounds for others who are visiting, including waiting in the parking lot or in vehicles.
7. Visitors may not be dropped off for visiting and picked up later.
8. All vehicle windows must be rolled up and vehicles must be secured at all times.
9. No animals may be left in any vehicle unattended.
10. Visitors may not retrieve any items from their vehicles once their visit has started, unless authorized by the officer on duty.

11. If a visitor leaves the designated visiting areas without permission the visit may be terminated.
12. All visitors must remain at their original selected table once the visit has started.
13. No money orders or certified checks will be accepted at the center during visits. All money orders and certified checks must be mailed to the WCCS Business Office with the inmate's name, number and center clearly noted: P.O. Box 7959; Madison, WI 53707-7959
14. Should more visits be requested than room allows, the visits will be terminated in the order they were logged so that as many visits as possible can be held.
15. Visitors and inmates are permitted to kiss and/or embrace at the start and end of a visit, but it must be done in a respectable manner.
16. Visitors and inmates may hold hands, as long as hands are kept above the table at all times. An inmate's hands must be visible at all times.
17. Inmates must be seated across the table from their wife, girlfriend, fiancé or significant other. Inmates may hold their own children.
18. A soda machine is available to visitors, which accepts dollar bills or change. The center has no means of making change.
19. Failure to abide by visiting guidelines and/or directives of a staff person is grounds to terminate a visit or restrict further visits.

## **Property**

1. **State Statute 302.095 prohibits the introduction of contraband, drugs, alcohol, or weapons into the center, making it a felony to do so. Firearms, ammunition, knives, cellular telephones, pagers are not permitted inside the center and if possessed by a visitor must be appropriately secured in the visitor's vehicle prior to entry to the facility. Internet-capable or "smart" technology and electronic recording equipment in any form are prohibited.**
2. All items brought in on a visit must be submitted to the officer on duty for inspection they can be allowed into the visiting area.
3. Inmates are not allowed to retain any items brought in on a visit.
4. Legal and other materials requiring the inmate's signature should be mailed and not brought in on a visit.
5. The following personal property items may be brought into FCC by visitors, provided that they pass inspection. All other personal property must be secured in one's vehicle prior to the start of the visit.
  - Money, not to exceed \$20.00 per visitor.
  - A comb, pick or brush, limited to one per visitor.
  - Up to two (2) baby blankets per child.
  - Up to four (4) diapers for each child. Diaper bags are not allowed.
  - Up to two (2) plastic baby bottles per child.
  - One (1) hand-held baby seat per child.
  - Diaper wipes, which must be kept in a clear plastic bag.
  - One (1) pacifier per child.

- One (1) coat and one (1) pair of gloves per visitor.
  - Headwear, provided it does not conceal identity.
  - Necessary medications, such as, but not limited to, inhalers, nitroglycerin, Epi Pens, etc.
  - One plastic bag for items or one reasonable size cooler is allowed.
  - Only the amount of food, napkins, plates, and plastic utensils necessary for that day's visit are permitted.
6. The following items ARE NOT permitted:
- Metal utensils, especially knives
  - Liquid refreshments of any kind
  - Glass containers
  - Alcoholic beverages or any items with alcoholic contents (e.g. hand sanitizer)
  - Intoxicants of any kind
  - Ice in cube form (ice packs are allowed)
  - Ice cream or Jell-O
  - All items will be inspected by the on-duty sergeant before.

### **Dress Code**

1. Appropriate attire shall be worn at all times. Inappropriate attire shall result in denial of entrance to the facility
  - Shorts may not be shorter than the reach of the visitor's fingertips while standing with upright posture, arms straight down, and fingers extended.
  - Skirts and dresses may not be shorter than the reach of the visitor's fingertips plus three inches while the visitor stands with upright posture, arms straight down, and fingers extended.
  - Footwear shall be worn at all times.
  - Camisoles and tank tops are permitted when worn under other attire.
2. The following items ARE NOT permitted:
  - Watches
  - Transparent/translucent clothing
  - Tops and dresses that are strapless, tube or halter style.
  - Tops and dresses that expose the midriff (front and/or back)
  - Spandex/Spandex-like and Lycra/Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified above.
  - Exposed undergarments
  - Clothing with revealing holes, tears, or slits
  - Clothing or accessories with obscene or profane writing or images
  - Gang-related clothing, headwear, shoes, logos or insignias
  - Clothing that may have the potential to cause undue attention

### **Summer Picnic Lunches**

1. Summer picnic lunches are allowed on visiting days, from Memorial Day through Labor Day weekends.
2. Only the designated picnic area may be used for picnics. Picnic tables may not be moved.
3. A charcoal grill is provided for use; however, the FCC does not provide charcoal.
4. Visitors may bring Match Light or similar self-starting charcoal; lighter fluid is not allowed.
5. Charcoal ashes must be deposited in the receptacle provided after use of the grill.

### **Winter Bag Lunches**

1. Bag lunches are allowed on visiting days, after Labor Day and prior to Memorial Day weekend.
2. During the winter months, there is no opportunity for meals to be cooked on site; therefore, all food items must be pre-cooked/ready-to-eat. A microwave is available in the visiting room.
3. All food items must be store-bought and factory-sealed; "fast food" items are not allowed.