

# RACINE CORRECTIONAL INSTITUTION

## VISITOR INFORMATION

### WELCOME

Racine Correctional Institution is located at 2019 Wisconsin Street, Sturtevant, Wisconsin. Wisconsin Street is located approximately 2-1/4 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 Institution Training Days, which are:** The first non-holiday Monday of each month, as well as the third Thursday during the months of September thru May.
- **Gatehouse Closed Times:** The gatehouse will be closed at the following times every day: 12:00 pm-1:00 pm & 4:10 pm-5:00 pm. Visitors must have cleared the metal detector by these times.
- Visitors must arrive to the gatehouse before 7:20 pm. Visitors must be processed in before 7:30 pm.

**General Population:** Inmates may have visits during the following times:

Monday through Friday: 9:00 am-8:45 pm

Saturdays, Sundays, Holidays: 8:00 am-8:45 pm and only one (1) visit per inmate.

**Restrictive Status Housing:** Inmates may have visits during the following times:

Monday through Friday: 8:00 am-12:00 pm. You must arrive no later than 10:30 am.

Saturdays, Sundays, Holidays: 8:00 am-4:00 pm. You must arrive no later than 2:30 pm and only one (1) visit per inmate.

Status	Visits Per Week	Monday-Friday	Sat / Sun & Holidays
General Population	3 (3 Hours each)	9:00am-8:45pm	8:00am-8:45pm
Waukesha Unit - TLU	3 (1 Hour each)	8:00am-12:00 Noon	8:00am-4:00pm
Waukesha Unit - Program 1	1 (1 Hour each)	8:00am-12:00 Noon	8:00am-4:00pm
Waukesha Unit - Program 2	2 (1 Hour each)	8:00am-12:00 Noon	8:00am-4:00pm
Waukesha Unit - Program 3	2 ( 1½ Hour ea.)	8:00am-12:00 Noon	8:00am-4:00pm
Waukesha Unit - Adjustment Seg.	1 (1 Hour each)	8:00am-12:00 Noon	8:00am-4:00pm
Administrative Confinement	2 (1½ Hour each)	8:00am-12:00 Noon	8:00am-4:00pm

Visitors must be approved prior to entering the institution. Inmate visiting is on an even or odd policy. If the inmate's institution number ends in an odd number, his visitors can visit on odd numbered days and even numbers on even numbered days. Inmates may have only ONE visit in a single day. The visiting week starts on Wednesday and ends on Tuesday. 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 two 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 gatehouse staff.
- All visitors to the institution will have their hand stamped.
- All items brought into the institution by inmate visitors will be screened.
- Everyone on the visit slip must enter and exit the institution at the same time.
- Persons not authorized to visit an inmate 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 ALLOWED IN THE GATEHOUSE! THEY MUST BE LOCKED IN YOUR CAR!**

### VISITING LISTS

Inmates 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 he/she can be removed at the inmate's request. Inmates will be permitted to have twelve adult visitors on their list, regardless of their relationship.

Children of the inmate, 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 ID.
- Valid military ID.
- Valid tribal ID (if it provides photo).

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

- Provide the facility with a signed and notarized affidavit from their Bishop. The affidavit shall include the physical description of each proposed visitor.
- The facility shall retain the original affidavit and place a copy in the respective inmate'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.
- Information regarding no photo identification shall be entered into the "Relatives/Associates" screen in WICS.

## INSTITUTION RULES

- 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 machines are provided.
- Visits will take place at designated tables. In warm weather, visits are permitted in the outside visiting area. This must be requested prior to the start of the visit.
- During outside visiting, no blankets will be allowed, nor will inmates or visitors be allowed to sit on the ground.
- Packages will be checked at the gatehouse. Purses are not permitted into the institution and must be checked in the lockers provided in the gatehouse. (We recommend that purses and valuables be locked in your car). Coats may be worn from the gatehouse 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.
- Money cannot be brought into the institution for the purpose of giving it to an inmate. Money for inmates must be mailed in certified check or money order only, to the appropriate address (see "RCI Mailing Addresses" section).
- In the event that a visitor arrives with an inhaler, epi pen, nitro pills or any other medication that is medically necessary to carry with them and 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!
- Cameras are not permitted.
- Drugs, alcohol, and weapons are not permitted on state property or in the institution. Violators will be subject to prosecution.
- Pets are not permitted, unless medically necessary.
- Games are not to be brought into the institution.
- Inmates are responsible for the behavior of their visitors.
- 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.
- Excessive displays of affection are not permitted. You may embrace and exchange a short kiss at the start and end of your visit only.
- Hands must remain visible at all times.
- Visitors may not make contact with or talk with any inmates near the fence area.
- A maximum of five (5) photographs may be taken during each visit.
- The only items that may be brought in by visitors, for inmates, are musical instruments and accessories (only with written approval of recreation staff). Items will be given to the gatehouse officer for later processing by the property department.
- Failure to comply with visiting rules may lead to termination of visits.

## ITEMS ALLOWED INTO VISITS

The following items are allowed to be brought into facilities by inmate visitors, should they pass inspection:

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| A. Loose coins not to exceed \$20.00 (no paper money).       | H. Up to four (4) diapers for each child. Diaper bags are not allowed. |
| B. Comb, pick or brush, limited to one for each visitor.     | I. Diaper wipes. Shall be kept in a clear plastic bag.                 |
| C. One (1) coat and one (1) pair of gloves for each visitor. | J. Two Plastic Baby Bottles (pre-mixed).                               |
| D. Headwear (provided it does not conceal identity).         | K. Sippi Cup (empty) plastic.  |
| E. One (1) facility locker key.                              | L. One (1) hand-held baby seat for each child Child (non-tubular).     |
| F. Up to two (2) baby blankets for each child.               |  |
| G. One (1) pacifier for each child.                          |  |

**Restrictive Status Housing: No personal items are allowed into the institution for Restrictive Status Housing visits. No car seats or carriers allowed. Locker key only. Only three (3) bodies allowed on a visit.**

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

## RCI 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.
- B. Transparent / translucent clothing.
- C. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down with 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. Tops and dresses that expose the midriff (front and/or back).
- G. Camisoles and tank tops are only permissible when worn under other attire.
- 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 that are above fingertip length for pants, and above fingertip length plus three inches for skirts and dresses.
- K. Clothing or accessories with obscene or profane writing, images or pictures.
- L. Bib overalls or clothing with excessive metal.
- M. Gang-related clothing, headwear, shoes, logos or insignias.
- N. Any clothing that may have the potential to cause a disruption.

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.**

If for some medical reason you are not able to clear the metal detector, you must obtain a note from your doctor explaining the procedure performed and the reason for not being able to clear the metal detector. This is to be sent in to the institution (on the doctor’s letterhead) to the attention of the Security Director. Be sure to include the name of the inmate you will be visiting. It will then be verified with your doctor, which will allow us to be able to use the hand scanner to process you in to visit. **The note must be mailed in and approved prior to your coming in to visit.**

It is the responsibility of the person wishing to enter the institution to take the necessary steps to enable himself/herself to pass through the metal detector. **Persons will have a maximum of three tries to pass through the metal detector.** The officer will instruct you as to removal of required items, such as coats, hats, any kind of hairpins, hair clips, or barrettes. (These must be removed 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 Corrections 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 4:30 pm), unless otherwise approved by the Warden 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 the Records Department at ext. 1212. Clergy visits will be arranged with the chaplain.

## RCI MAILING ADDRESSES

### **STAFF:**

Racine Correctional Institution  
2019 Wisconsin Street  
Sturtevant, WI 53177-1829

### **UPS PACKAGES:**

Racine Correctional Institution  
Inmate Name & DOC#  
2019 Wisconsin Street  
Sturtevant, WI 53177-1829

### **INMATE CORRESPONDENCE ONLY (No Money Orders):**

Racine Correctional Institution  
Inmate Name & DOC#  
P.O. Box 900  
Sturtevant, WI 53177-0900

### **MONEY ORDERS ONLY (No Correspondence):**

Racine Correctional Institution  
Inmate Name & DOC#  
P.O. Box 909  
Sturtevant, WI 53177-0909