

# **RACINE YOUTHFUL OFFENDER CORRECTIONAL FACILITY**

## **VISITOR GUIDELINES**

REVISED March 2016

**Attempts to introduce contraband into the institution will be reported to the security supervisor. Outside charges may be filed.**

### **VISITING HOURS**

Tuesday, Wednesday, and Friday     3:00 PM - 8:30 PM  
Saturday, Sunday, Holidays             8:30 AM - 3:30 PM

1. Inmates housed in general population are permitted a total of up to nine (9) hours of visiting time per week.
2. Inmates may receive only one (1) visit per day, with a maximum of three (3) visits per week.
3. The week begins on Tuesday and ends on Sunday or a Holiday Monday.
4. Tuesday, Wednesday, and Friday visits may last up to three (3) hours.
5. Saturdays, Sundays, and Holiday visits may last up to two (2) hours. Inmates may have only one visit on a weekend, holiday, or holiday weekend combination.
6. Holidays are: New Year's Day, Martin Luther King Jr. Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day.
7. Visiting hours may be shortened due to space availability problems; efforts will be made to accommodate all visitors.
8. Visits must begin (45) minutes prior to the end of visiting hours.
9. Visiting time does not accumulate and does not carry over from week to week.

### **VISITOR IDENTIFICATION AND REQUIREMENTS**

All visitors age sixteen (16) and older must have appropriate picture identification. ID's must be valid. No expired identification will be accepted. The only acceptable picture ID's will be:

1. Valid State driver's license / DOT fee receipt with photo.
2. Valid Current issued Passport or Visa.
3. Valid Wisconsin Department of Transportation ID.
4. Valid military ID.
5. Valid tribal ID (if it provides photo).

Visitors not having the proper ID will be denied access to the institution. There will be no exceptions regardless of how many times you have visited and/or if you feel the staff should automatically know who you are based on past visits.

All visitors, including minors, must be on the offender's approved visiting list. An adult, who is also on the approved visitors' list, must accompany all minors unless the minor is the spouse of the offender.

Disruptive or disrespectful behavior will not be tolerated and will result in the visitor being denied admittance into the institution and may also result in a loss of visiting privileges as deemed appropriate by the Security Director.

Visitors with alcohol on their breath, or who appear intoxicated or under the influence of any substance will not be allowed into the institution.

All visitors entering the institution will be stamped on the right hand with invisible ink. No visitor will be permitted to exit the institution until the lobby staff identifies his/her stamp.

Visitors who are not allowed to visit must leave institution grounds immediately.

### **METAL DETECTOR/SEARCH OF VISITORS**

1. All visitors must clear the metal detector before being permitted to enter the facility. Only three attempts to clear the metal detector are allowed.
2. **Visitor Entrance-Special Needs**
  - a. If there is a medical reason a visitor cannot pass the metal detector, he/she will be required get a medical clearance signed by a licensed doctor (this includes wheelchairs and scooters). DOC Form 2424 is available to inmates to send to visitors.
  - b. Your physician must complete and return this document to the Security Director (RYOCF, P.O Box 2200, Racine, WI 53404-0001) using the medical provider's letterhead and must include the name of the offender the individual intends to visit. Information received via Facsimile or sent via US Mail from addresses not identified as medical facilities, is not acceptable.
  - c. Until this document is approved, the visitor in question will not be allowed to visit.
  - d. If the Security Director approves the medical clearance, the visitor will be hand-scanned before entering the visiting room.
  - e. Pacemaker cards or other cards identifying medical conditions will NOT be accepted as proof of medical condition.
3. Bobby pins / metal clamps in hair will need to be removed before clearing the metal detector.
4. Visitors will proceed through at a normal pace with arms at their side.
5. Visitors will not be allowed entry when wearing clothing with decorative metal or large metal fasteners (i.e. buckles, snaps, metal buttons, etc. such as jean jackets or button fly jeans) Visitors must be able to remove/lock up or replace clothing that will not pass the metal detector.
6. Wire in undergarments and shoes will not pass the metal detector and should not be worn. Visitors that elect to wear these items will be subject to additional search procedures as follows:
  - a. Visitors shall be permitted three attempts to successfully pass metal detection, if available. Failure to pass metal detection shall result in denial of entrance into the facility.
  - b. Visitors wearing underwire bras who cannot pass metal detection may be given an opportunity to participate in the following procedure:
    - i. The visitor shall be directed to a private room to remove the bra and place it a bag provided by facility staff.
    - ii. The visitor shall then allow facility staff to visually inspect the bag containing the bra.
    - iii. The visitor shall proceed through the metal detector.
    - iv. If the visitor successfully passes through the metal detector, they shall be directed to a private room to place the bra back on, and the visit shall be permitted.
    - v. If the visitor cannot successfully pass through the metal detector at this point, entrance into the facility shall be denied.
7. For visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection, DAI Policy 309.06.02 shall apply.

8. Those facilities equipped with tele visiting equipment outside the secure perimeter may permit visitors who cannot pass metal detection the option for a televisit.
9. For visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection, DAI Policy 309.06.02 will apply.
10. Headwear/hats are permitted.
  - a. Visitors who have religious headwear that conceals identity are required to allow institution/center staff to view their face(s) in order to verify identification of the visitor, upon entry and exit of the institution/center. After identification, the visitor will be permitted to replace the facial covering.
  - b. If the visitor is female, a female staff member will conduct the identification verification procedure.
  - c. Special security precautions may be taken, as authorized by the institution Security Director to effectively supervise the visit.
11. Breastfeeding During Visitation
  - a. A mother with child is permitted to breast-feed during visitation in the institution/facilities visiting room.
  - b. Institutions/facilities have an area within the visiting room available if a mother desires to have privacy while breastfeeding, but the mother cannot be required to utilize it.
  - c. Mothers wishing to breast-feed cannot be required to utilize restrooms to expel breast milk into bottles. They can be offered a privacy area for this, but it cannot be required.
12. Money / Property Brought in on Visits
  - a. No cash or other personal items will be accepted by facility staff or left in the visiting area for offenders.
  - b. Money may not be brought in on a visit to be deposited in an offender's account. All money for deposit to an offender's account must be sent through the mail and must be in the form of a cashier's check or money order only. Money mailing address is on the last page.
  - c. Letters, photos, and legal papers cannot be brought in on visits. Exceptions may be made with prior approval at tax time for tax documents that must have the offender's signature. No other exceptions will be made.

### **VISITOR DRESS CODE ATTIRE**

1. RYOCF stresses a family atmosphere and visitors should keep this in mind when selecting clothing to wear for their visit. Clothing must be worn in the manner intended. The following apparel is considered unacceptable and will result in the denial of a visit.
  - a. Watches and all internet "smart" technology and electronic recording equipment in any form are prohibited.
  - b. Transparent/translucent (see-through) clothing.
  - c. Shorts which are shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
  - d. Skirts or dresses shorter than fingertip length plus three inches with proper posture, arms straight down, fingers extended.
  - e. Tops and dress that are strapless, tube, tank, spaghetti-strap and halter top.
  - 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.
  - 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.
2. Footwear shall be worn at all times.
  3. Acceptable attire shall be worn at all times.
  4. Internet "smart" technology and electronic recording equipment in any form is prohibited.

### **APPROVED PROPERTY FOR OFFENDER VISITORS**

#### Allowed items

1. The following items are allowed to be brought into facilities by inmate visitors, should they pass inspection:
  - a. Money, not to exceed \$20.00 for each visitor.
  - 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. One (1) hand-held baby seat for each child.
  - g. Diaper wipes. Shall be kept in a clear plastic bag.
  - h. One (1) pacifier for each child.
  - i. One (1) coat and one (1) pair of gloves for each visitor.
  - j. Headwear (provided it does not conceal identity).
  - k. One (1) facility locker key.
2. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitroglycerin, epi pens, etc.

All articles not approved for entry into the visiting room must be placed in a locker. These lockers are located in the lobby and can be operated with two quarters, which are returned to you after returning the key to the locker. The Department of Corrections is not responsible for lost or stolen items that are stored in lockers by visitors.

### **GENERAL VISITING RULES - RESTRICTIVE HOUSING**

1. ALL Restrictive Housing visits are no-contact visits.
2. South Restrictive Housing visiting are in the Visiting Room no-contact booths.
3. Main Restrictive Housing is in Main Restrictive Housing Unit no-contact booths.
4. The number of visitors allowed on ANY no-contact visit is limited to three (3) visitors.
5. Of the three visitors ONLY one can be a child and MUST be the offenders' child or sibling.
6. Inmates in Restrictive Housing are not eligible for joint visits.
7. All visits are for a maximum 60 minutes
8. In addition all other General Visiting Rules apply for visitors and inmates
9. The number of weekly visits is determined by the Offender's current Restrictive Housing Status:  
Temporary Lockup=3 Step 1=1 Step 2=2 Step 3=3 Any Observation=0

### **GENERAL VISITING RULES**

1. Inmates are responsible to inform their visitors of all the rules governing their visit.

2. Any abuse of visiting policy and procedures, either by inmates or visitors, may result in a no-contact visit, the suspension or the permanent loss of visiting privileges.
3. Once a no-contact visit has begun, it will remain a no-contact visit.
4. Visitors are not allowed to physically or verbally abuse an inmate. This includes pushing, hitting, striking or loud verbal exchanges with inmate. This will result in the visit being terminated. The visitor will be subject to having no-contact visiting or their visiting privilege suspended or terminated per the Security Director's decision.
5. Visitors are not allowed to verbally abuse or disrespect staff in any way. This may result in the visit being terminated and the visitor being subject to having their visiting privilege suspended or terminated per the Security Director's decision.
6. Seating will be assigned by visiting room staff. Inmates must check in at the Officer Station before the start of their visit. Inmates will then be seated in the purple chair facing towards the officer station.
7. The official start time of a visit is when the inmate arrives and checks in with staff. If a visitor has waited more than 15 minutes for an inmate to arrive at the Visiting Room, staff will make a call to the unit to inquire the reason for the delay. Once it has been verified that the inmate has been personally told of a visit, he has 20 minutes to arrive at the Visiting Room before disciplinary action is taken.
8. Inmates must wear a complete set of greens, which include a green shirt and pants. All buttons on shirt are to be buttoned except the top button, which shall not be buttoned. Shirts must be tucked inside pants. Collar shall not be tucked in, turned under or turned up.
9. Inmates are not allowed to handle any coins at any time. Only visitors are allowed to approach and operate the vending machines.
10. Inmates are not allowed to take anything out of the visiting area back to their unit. This includes any items purchased from vending machines.
11. No visitors will be allowed to leave or be added once a visit commences. If one person leaves, the visit is ended.
12. Inmates may not leave the visit and then return.
13. Inmates must sit facing the Officer Station, with their chairs facing their assigned table.
14. Inmates and visitors will always sit in an upright position and will not place their feet on the furniture.
15. Hands of inmates and visitors must be visible to staff at all times. Inmates and visitors are not allowed to place their hands inside or underneath anyone else's clothing.
16. Laps of inmates or visitors are not to be covered at any time during the visit.
17. Inmates and visitors are permitted to hold hands. No other parts of body shall come in contact.
18. The inmates and their visitors may not put their arms around or on one another.
19. Excessive displays of affection are not permitted. Inmates and their visitors are permitted to embrace and kiss at the beginning and end of their visit
20. Any embracing, kissing, or indiscreet conduct during the visit will lead to individual disciplinary action, which may include no-contact visiting, the suspension or the removal of visiting privileges.
21. Conversation during visits will be held to a normal tone of voice to not disturb others.
22. Visitors are responsible for the care and behavior of their children. Children should not be loud, screaming and distracting other visitors, left unattended and are not allowed to leave their assigned table area.
23. No running, jumping, or horseplay allowed in the Visiting Room.
24. No cross visiting. Inmates and visitors are allowed to visit with people at their table only.
25. Inmates are not allowed to physically or verbally abuse a visitor. This includes disciplining their own children (spanking, pushing, hitting, and loud verbal exchanges of any kind). This behavior will result in the visit being terminated; inmates will be subject to disciplinary action.
26. Visitors will change their children's diapers in the visitor's restroom only. Inmates are not allowed to take children to the restroom. Inmates needing to use the restroom will only be

allowed to use the inmate restroom. All inmates will be strip searched before being allowed to use the restroom.

27. Inmates must clean their table area at the end of the visit.

28. At completion of the visit, the inmate must leave the Visiting Room first, then visitors will leave.

Failure to abide by the rules and regulations of the RYOCF visiting room may result in the suspension/termination of visiting room privileges.

## **MAILING ADDRESSES**

### **Racine Youthful Offender Correctional Facility- RYOCF**

#### **OFFENDER MAIL**

Racine Youthful Offender Correctional  
Facility  
Offender's Name and DOC Number  
Housing Unit & Cell number  
P.O. Box 2500  
Racine, WI 53404-0002

#### **OFFENDER PROPERTY- UPS DELIVERY**

Racine Youthful Offender  
Correctional Facility  
Offender's Name and DOC Number  
Housing Unit & Cell number  
1500 Hamilton Street  
Racine, WI. 53404

#### **OFFENDER MONEY**

Racine Youthful Offender Correctional Facility  
Offender's Name and Number  
Housing Unit & Cell number  
P.O. Box 44398  
Racine, WI 53404-7007

**Racine Youthful Offender –  
Correctional Facility**

**Street address-** 1501 Albert Street Racine, WI 53404  
**Telephone Number-** (262) 638-1999

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