

**STATE OF WISCONSIN  
DEPARTMENT OF CORRECTIONS  
WAUPUN CORRECTIONAL INSTITUTION  
PHONE: (920) 324-5571**

**MEMORANDUM**

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**TOUR VISITOR ENTRANCE AND ATTIRE GUIDELINES**

The following guidelines are established to provide information to business/tour visitors intending to enter Waupun Correctional Institution. Please read these guidelines carefully.

**Location:** The Waupun Correctional Institution is located in the city of Waupun at 200 S. Madison St. (Business Hwy 151) three blocks south of East Main St. (Hwy 49).

**Clothing Guidelines:**

The following clothing is NOT ALLOWED to be worn in the institution and apply equally to men and women:

- Baseball hats
- Open toed or backless shoes, flip flop-style footwear or heels higher than 3 inches
- Transparent / translucent clothing
- Swimming suits, spandex or spandex-like and lycra or lycra-like tops or pants
- Shorts
- Skirts or dresses above knee level or with revealing slits.
- Strapless, tube and halter tops and dresses
- Tops or dresses which expose the midriff
- Blouses, shirts or dresses which are low cut
- Clothing with revealing holes or tears above fingertip level
- Clothing or accessories with obscene or profane writing, images or pictures
- Clothing or accessories with reference to alcohol or tobacco products
- Gang or club related clothing, shoes, logos or insignia. This includes, but is not limited to, motorcycle jackets bearing club logos and footwear
- Underwear worn on the outside

**Entrance:**

1. Visitors must have photo identification bearing his/her date of birth and current address.
2. Visitors must pass through and clear the metal detector. **Visitors will be denied entrance if they fail to pass through the metal detector after three (3) attempts.**
  - In order to expedite the entrance process, it is recommended that tour visitors **DO NOT wear** wired undergarments, studded clothing, buckles, metal buttons, decorative snaps, excessive jewelry or carry loose change/cash or other metal objects that will delay clearing the metal detector.
  - Failure to pass through the metal detector will result in the visitor removing the items in question either for inspection or storage.
3. Visitors with pacemakers or other medical implants, which will affect the metal detector, must bring a doctor's statement of verification indicating where the metal is located.

4. Visitors who have a need to carry medication must notify the Lobby staff and also tour staff. Only the amount needed for the duration of the tour should be brought into the institution.
5. Only items needed for identification and for the tour should be brought in the Lobby with tour visitors. Identification will be secured in the lockers provided.
6. Upon clearance, the tour visitor will have their hand stamped and hand scanned. Please step forward, out of the way, when the officer acknowledges to you that your stamp is visible.
7. Tobacco products/lighters/matches, weapons, illegal drugs, alcohol are not allowed in the institution
8. No electronic devices (cell phones, palm pilots, etc.) are allowed unless previously approved by the Warden. Electronic devices should be secured in your vehicle.
9. Anyone who exhibits signs of intoxication will not be allowed to enter Waupun Correctional Institution.

**General Guidelines:**

- Tour visitors are expected to conduct themselves in an appropriate and courteous manner.
- Tour visitors must stay with the tour group.
- In the event of an emergency, tour guides will provide directions to tour visitors. Follow these directions quickly and quietly.

**Special Information:**

Wisconsin State Statute 302.095 prohibits delivery of any article to an offender of a state correctional institution or depositing or concealing an article within the state correctional institution or its boundaries or receiving an article to convey out of the institution that is contrary to the rules and regulations and without the knowledge or permission of the Warden. Any person found in violation of this law is subject to imprisonment of not more than two years or a fine not exceeding \$500.00.

In addition, Wisconsin State Statute 961.465 (Distribution to Prisoners) states "...any person who violates s.961.41 (1) or (1m) by delivering or possessing with intent to deliver a controlled substance to a prisoner within the precincts of any prison, jail or House of Correction, is subject to applicable fine under State Statute 961.41(1) or (1m) or imprisonment of up to twice that authorized by s.961.41 (1) or (1m) or both."

Waupun Correctional Institution is committed to maintaining a drug-free institution and will actively investigate and prosecute any individuals bringing drugs into this facility. This facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband.