

VISITOR BUS FOR FAMILIES (July 2019 - December 2019)

Dear Families,

Visits are an integral part of the overall treatment program at Copper Lake School/Lincoln Hills School, especially visits from immediate family members. We would like to remind you that a chartered coach bus with a bathroom is available to assist families at no cost. The bus seats 56 individuals on a first come basis and originates in Milwaukee with pick-up areas in Madison and Appleton/Green Bay on a rotating basis.

Additional dates may be added as needed; we encourage you to call (715) 536-8386 and dialing # 2 or check our website at <https://doc.wi.gov/Pages/AboutDOC/JuvenileCorrections/LincolnHillsCopperLake.aspx> for the most current schedule.

Option A Milwaukee / Madison	Option B Milwaukee / Appleton / Green Bay
Saturday, July 6	Thursday, July 11
Thursday, July 25	Saturday, July 20
Saturday, August 3	Thursday, August 8
Thursday, August 22	Saturday, August 31
Saturday, September 14	Thursday, September 12
Thursday, September 19	Saturday, September 28
Saturday, October 12	Thursday, October 10
Thursday, October 24	Saturday, October 26
Saturday, November 16	Thursday, November 7
Thursday, November 21	Saturday, November 23
Saturday, December 14	Thursday, December 5
Thursday, December 19	Saturday, December 21
Saturday, December 28	Thursday, December 26

Option A: Milwaukee/Madison Areas

Milwaukee Pick-Up

The bus departs from Lee School 921 West Meinecke Avenue Milwaukee, WI promptly at 7:00 a.m.

- This is a city bus stop and there is additional parking available in the vicinity.
- The bus loads on N 9th Street, between Meinecke Avenue and W. North Avenue.
- The bus faces south on N 9th Street which is on the west side of the street.
- The bus then travels to the Madison Pick-up location of East Towne Mall 89 E Towne Mall, Madison, WI.

Madison Pick-Up

The bus will pick up at the East Towne Mall at the front door of the J.C. Penny store and departs at 8:30 a.m.

- Bus departs Copper Lake/Lincoln Hills School by 3:00 p.m. and returns passengers at the Madison and Milwaukee pick up areas.

Option B: Milwaukee/Fox Valley Area Pick-Up (Appleton and Green Bay Stops)

The bus departs from Lee School 921 West Meinecke Avenue Milwaukee, WI promptly at 7:00 a.m.

- This is a city bus stop and there is additional parking available in the vicinity.
- The bus loads on N 9th Street, between Meinecke Avenue and W. North Avenue.
- The bus faces south on N 9th Street which is on the west side of the street.
- The bus then travels to Appleton Pick-up of Fox River Mall 4301 W Wisconsin Ave #42, Appleton, WI.

- The bus then travels to Green Bay Pick-up of Walmart Green Bay West of 2440 West Mason Street, Green Bay, WI.

Appleton Pick-Up

The bus will pick up at the Fox River Mall at the front door of the Target Store and departs at 9:00 a.m.

- Bus departs Copper Lake/Lincoln Hills School by 3:00 p.m. and returns passengers at the Madison and Milwaukee pick up areas.

Green Bay Pick-Up

The bus will pick up at the front door of Walmart Green Bay West and departs at 9:35 a.m.

- Bus departs Copper Lake/Lincoln Hills School by 3:00 p.m. and returns passengers at the Madison and Milwaukee pick up areas.

SPECIFIC GUIDELINES GOVERNING VISITS

Visits are an important and integral part of the overall treatment program at Copper Lake/Lincoln Hills School. Visits by family members and other approved parties in a safe and secure environment are encouraged.

You may visit your child as often as it is convenient for you, including immediately after his or her arrival at Copper Lake/Lincoln Hills School as there is no waiting period before visitation can commence. Before traveling a long distance to visit, however, it is recommended that you call the facility prior to your departure to check on changing road conditions, situations occurring at the facility, or a change in security conditions affecting your child's visiting status. The number for the facility is 715-536-8386 ext. 0. You can also get general directions to Copper Lake/Lincoln Hills School by dialing the facility number and then ext. 5253.

WHO MAY VISIT:

- ☞ **Only immediate parent/legal guardian(s)** are allowed to visit while your child is in reception.
Minors on the approved visitor list must be accompanied by a parent or guardian. Children under 18 years old will be identified by parents or guardians through the established visiting list.
- ☞ **Only APPROVED visitors with a COMPLETE MAILING ADDRESS and DATE OF BIRTH on record at the facility may visit. Please complete the enclosed Proposed Visitor Questionnaire (DOC-21AA) indicating the complete address, relationship to the youth, and birth date for each immediate family member who may expect to visit.**
- ☞ No unauthorized visitor will be admitted into the facility.

NUMBER OF PEOPLE PER VISIT:

- ☞ Regular visit - Six (6) maximum - Approved visitors
- ☞ Security visit – Two (2) per visit. Immediate family only. Must be 18 years of age or older. These are no contact visits and
will be completed via video conference.

DURATION:

Times:

- ☞ Monday-Friday 1:00pm – 9:00pm
- ☞ Thursday Bus Visits Noon – 9:00pm
- ☞ Weekends and Holidays 8:00am – 8:00 pm
- ☞ In conjunction with OJOR Reviews/Educational Meetings with prior approval.

Regular Visiting Area:

- ☞ Visits will be conducted in the visiting center in Tubman Hall.
- ☞ The visit begins when the youth arrives at Control.

Security Living unit Visits:

- ☞ Visits will be conducted via video conferencing.
- ☞ Visits are limited to 2 hours per day.
- ☞ Once you leave video conference area, the visit is terminated.

BUS SERVICE:

A bus service is offered periodically providing transportation from the Madison and Milwaukee areas. Please see the "Visitor Bus for Families in Southeast Wisconsin" form enclosed for more information. You can also call the facility number 715-536-8386 ext. 5252 for details.

MEDICATIONS:

- ☞ Only medically necessary medication such as but not limited to, inhalers, nitroglycerin, epi pens, etc. are allowed in the visiting area.

FOOD ITEMS:

- ☞ No food item may be brought into the facility.
- ☞ Vending machines are available in the visiting area. Only visitors can purchase food, Youth will not be allowed to access the vending machines.
- ☞ Food must be consumed in the visiting area.
- ☞ No food items are to be taken back to the living unit.

ALLOWED ITEMS:

- ☞ Money, not to exceed \$20.00 for each visitor. Must be coins in a clear bag.
- ☞ Comb, pick or brush, limited to one for each visitor.
- ☞ Up to two (2) baby blankets for each child.
- ☞ Up to four (4) diapers for each child. Diaper bags are not allowed.
- ☞ Up to two (2) plastic baby bottles for each child.
- ☞ One (1) hand-held baby seat for each child.
- ☞ Diaper wipes. Shall be kept in a clear plastic bag.

- ☞ One (1) pacifier for each child.
- ☞ One (1) coat and one (1) pair of gloves for each visitor.
- ☞ Headwear/hats are not permitted unless the Visitor has a religious justification for the headwear.
- ☞ One (1) facility locker key.
- ☞ Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitroglycerin, epi pens, etc.

NO ITEMS ARE ALLOWED TO BE TAKEN BACK TO ANY OF THE LIVING UNITS.

VISIT GUIDELINES:

- ☞ All items brought into the facility will be inspected. All contents of coats and pockets will be emptied onto a table for inspection, and must clear the metal detector and/or scanner.
- ☞ All visitors 18 years and older are required to provide picture identification prior to entering the facility
- ☞ All visitors will be required to step through a metal detector.
- ☞ You must remain in the visiting area for the duration of your visit. Once you leave the visiting area, your visit will be considered terminated.
- ☞ Youths and visitors must sit at a table in the visiting area and must remain together. Each group of visitors must remain separate from any other visits taking place at the same time, unless advance approval is given by the facility utilizing a Special/Extended Visit (DOC-1115) request form for all youth involved.
- ☞ Visitor with special needs may be required to complete a Visitor Requesting Accommodation (DOC-2424).
- ☞ It is the responsibility of the parent or guardian to assure that visiting children are not wandering or running through the visiting area and/or hallways. The parent or guardian should accompany children to the restroom.
- ☞ Visitors may not go for walks around the grounds or parking areas.
- ☞ The youth is required to dress in his dress clothes and must keep his shirt tucked in during the visit.
- ☞ When the visit is concluded, the youth should say good-bye to his or her visitors in the visiting area and then take a seat on the chairs next to the Control window and sit quietly until checked by staff.
- ☞ Please encourage your child to follow the visitation guidelines and cooperate with staff in assuring that this happens.

VISITOR ATTIRE:

- ☞ Clothing must be worn in the manner intended. Restrictions apply equally to all visitors.
- ☞ The following is considered unacceptable and shall result in the denial of entrance to the facility:
 - Clothing that is not in good repair, or is not appropriately fitted and/or reveals the visitor's abdomen, buttocks, breasts or chest area.
 - Transparent/translucent clothing.
 - Shorts, shorter than fingertip length (visitor standing naturally with arms straight down the side of body and finger extended).
 - Skirts or dresses shorter than fingertip length plus three inches (should a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance).
 - Tops and dresses that are strapless, tube or halter style.
 - Camisoles and tank tops are only permissible when worn under other attire.
 - Tops and dresses that expose the midriff (front and/or back).
 - 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.
 - Exposed Undergarments.
 - Clothing with revealing holes, tears or slits.
 - Clothing or accessories with obscene or profane writing, images or pictures.
 - Gang or club related clothing or insignia. This includes, but is not limited to, motorcycle jackets bearing club logos, and footwear.
 - Any clothing that may have the potential to cause undue attention
- ☞ Appropriate attire and footwear shall be worn at all times

TERMINATION OF VISITS:

- ☞ VIOLATION OF VISITING POLICY/GUIDELINES MAY RESULT IN IMMEDIATE TERMINATION OF THE VISIT.
- ☞ VISITORS WHO APPEAR TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL WILL NOT BE ADMITTED TO THE FACILITY.
- ☞ ANY INAPPROPRIATE PHYSICAL CONTACT WILL RESULT IN THE TERMINATION OF THE VISIT.