

Chippewa Valley Correctional Treatment Facility

Please refer to DAI policy #309.06.01 Visiting and DAI Policy #309.06.02 Visitor Entrance Special Needs for more information.

General Visiting Hours

Thursday & Friday

3:00 PM – 9:00 PM

Saturday, Sunday & Holidays

9:00 AM – 3:00 PM

1. Please do not arrive any earlier than 2:50 PM on weekdays and 8:50 AM on weekends & holidays.
2. Visitors arriving after 8:15 PM on weekdays and 2:15 PM on weekends will not be processed.
3. Potential visitors must be approved prior to entering the institution. General Public will be asked to leave state grounds if not visiting. If you have any questions, please feel free to ask.

Visiting will be from 9:00 AM - 3:00 PM on the following days: New Year's Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

1. Visiting hours may be shortened due to space availability, but all efforts will be made to accommodate all visitors; generally, first visitor in, first visitor out will apply.
2. Inmates and their visitors will not leave the visiting room from fifteen minutes before count until count is cleared.
3. Inmates are responsible for informing their visitors of their program and work schedule. Inmates will not be allowed to leave or miss work or a program session to attend a visit.

General Visiting Rules, Policies and Procedures

Oral communications and activities may be monitored and recorded on state grounds. Any person who introduces or attempts to bring into this institution or to deliver to any inmate any items that the law or institution rules forbid can be prosecuted. Forbidden items include, but are not limited to, alcohol, drugs and drug paraphernalia, firearms, and other weapons. You should lock in your car or put in a locker anything that you do not want to take into the institution. Your entry into the institution beyond the entrance area will be considered your consent to be searched. If you do not consent to be searched, do not enter this institution. (SEC. 302.095 Wi. Stats.; DOC 306.18 Wi. Admin. Code).

Inmates entering the Visiting Room during visitation are voluntarily self-disclosing their identity to all parties attending each visitation. CVCTF is no longer liable for protecting their identity per Federal Drug Confidentiality Rules. The disclosure made to you is protected by Federal Confidentiality rule 42 CFR part 2. The Federal rules prohibit you from making any further disclosure without written consent of the person to whom it pertains or as otherwise permitted by 42 CFR part 2. Failure to comply with the law may make you eligible for criminal sanctions including a \$500 fine for the first offense and \$5,000 for each subsequent offense. If you are in need of further information regarding this law, please contact the officer in charge who will take your name and address. The information shall be forwarded to you by the Warden's office.

I. Identification

- A. All visitors age sixteen (16) or older must provide current photo identification.
- B. Acceptable forms of non-expired identification are:
 1. Valid State Driver's License.
 2. Valid Passport or Visa.
 3. Valid Department of Transportation ID.
 4. Valid Military ID.
 5. Valid Tribal ID (if it provides photo).
- C. For Amish visitors who do not possess photo identification as a requirement of their religion, refer to DAI Policy #309.06.01

II. Allowed items

- A. The following items are allowed to be brought into facilities by inmate visitors, should they pass inspection:
 1. Money not to exceed \$25.00 for each visitor. May be coins or bills.
 2. Comb, pick or brush, limited to one for each visitor.
 3. Up to two (2) baby blankets for each child.
 4. Up to four (4) diapers for each child. Diaper bags are not allowed.
 5. Up to two (2) plastic baby bottles for each child. (Filled.)
 6. One (1) hand-held baby seat for each child.
 7. Diaper wipes. Shall be kept in a clear plastic bag.
 8. One (1) pacifier for each child.
 9. One (1) coat and one (1) pair of gloves for each visitor.
 10. Headwear (provided it does not conceal identity) See section IV for religious headwear.
 11. One (1) facility locker key.
- B. Visitors are permitted to bring in medically necessary medications such as but not limited to: inhalers, nitro pills (only individual pills, not bottles), epi pens, etc. These items will be kept with the Officer at the Visiting Room front desk for easy access.

III. Dress Code

- A. The following apparel is considered unacceptable and will result in denial of entrance to the facility:
 1. Watches
 2. Transparent/translucent clothing.
 3. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
 4. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
 5. Tops and dresses that are strapless, tube and halter style.
 6. Camisoles and tank tops are only permissible when worn under other attire.
 7. Tops and dresses that expose the midriff (front and/or back).

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8. Spandex or spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length in this section (Fingertip length plus three inches)
 9. Exposed undergarments.
 10. Clothing with revealing holes, tears or slits.
 11. Clothing or accessories with obscene or profane writing, images or pictures.
 12. Gang-related clothing, headwear, shoes, logos or insignias.
 13. Any clothing that may have the potential to cause undue attention.
- B. Footwear must be worn at all times.
- C. Acceptable attire must be worn at all times.
- D. Internet “smart” technology and electronic recording equipment in any form is prohibited.

IV. Search of Visitors

- A. Visitors will be permitted three attempts to successfully pass metal detection. Failure to pass metal detection will result in denial of entrance into the institution. Exceptions:
1. Visitors wearing underwire bras shall be given a onetime exception. This exception shall be documented in WICS as a warning and the person shall not be able to visit in the future if they cannot successfully pass metal detection. The process below will be utilized for this one time exception:
 - a. The visitor shall be directed to a private room to remove the bra and place it in a bag that will be provided by facility staff.
 - b. The visitor shall then allow institution staff to visually inspect the bag containing the bra.
 - c. The visitor shall proceed through the metal detector.
 - d. If the visitor successfully passes through the metal detector, they will then be directed to a private room to place the bra back on, and the visit shall be permitted.
 - e. If the visitor cannot successfully pass through the metal detector at this point, entrance into the facility shall be denied.
 2. For visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection, the visitor must have a medical professional mail or fax a Visitor Request for Accommodation (DOC-2424) directly to the CVCTF Security Department. The information will then be verified prior to visiting.
- B. Visitors with a GPS monitoring unit shall be processed per DAI Policy 309.06.02
- C. Headwear is permitted, provided it does not conceal identity and allows institution staff to verify identification of the visitor. Non-religious headwear is required to be removed for inspection prior to passing through the metal detector.
- D. Visitors who have religious headwear that conceals identity are required to allow facility staff to view their face(s) in order to verify identification of the visitor, upon entry and exit of the facility. After identification, the visitor shall be permitted to replace the facial covering.
1. If the visitor is female, a female staff member will conduct the identification verification procedure.
 2. Special security precautions may be taken, as authorized by the facility Security Director to effectively supervise the visit.

V. Visitor Entrance

- A. After a visitor has been processed and had their hand stamped, they should proceed up the sidewalk and enter the building. Once inside, they should enter the door to the immediate left, and wait to be let in.
- B. Visitor(s) will check in at the officer’s station. Seating will be assigned by visiting room staff.
- C. 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 as to the reason for the delay. Once it has been verified that the inmates has been personally told of a visit; he has 20 minutes to arrive at the visiting room. A visitor may leave at any time they choose to do so with the exception of count time.
- D. After waiting an additional 20 minutes, and the inmate has not arrived, the visitor(s) will be asked if they would like to continue to wait. If the visitor says yes, it will be verified that the inmate intends to accept the visit.

VI. Infant-Feeding During Visitation

- A. A mother with child is permitted to breast-feed during visitation in the facility’s visiting room.
- B. An area within the visiting room may be 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 express breast milk into bottles. They can be offered a privacy area for this, but cannot be required.

VII. Regulation of Visits

- A. All visitors and inmates are expected to abide by facility procedures.
- B. No persons or animals are permitted to be left unattended on facility grounds, including inside vehicles.
- C. An adult, who is on the approved visitor list, shall accompany any visitor who has not reached their 18th birthday unless the visitor is the legal spouse of the inmate.
- D. Inappropriate conduct by visitors (including children) and/or inmates may result in termination of the respective visit and potential suspension of visiting privileges dependent on severity. A visit may be terminated by order of the shift supervisor for conduct deemed inappropriate by visit staff.
- E. Children of an inmate who are age five (5) or under, may be permitted to be held and/or sit on the inmate’s lap, provided there are no risk factors as determined by facility staff.
- F. Inmates must sit across the table from their significant other.
- G. Excessive displays of affection are prohibited. A short embrace and brief kiss are allowed at the beginning and end of a visit only. Hand-holding is allowed during a visit.