
DRUG ABUSE CORRECTIONAL CENTER VISITOR HANDBOOK

GENERAL INFORMATION

For both in-person and video visitation, visitors shall be on the approved visiting list.

To visit in-person or by video, the visitor will need to establish an ICSolutions (ICS) account or update their current account with their unique Party ID. Visitors will need to follow the directions provided with the visiting list and on the ICS website: www.icsolutions.com.

In order for an ICS account to be created for visits, persons in our care (PIOC) must provide their friends or family the unique Party ID listed next to the visitor's name on the visiting list. Any issues with Party ID's can be directed to DOCDAlElectronicVisitSupport@wisconsin.gov. DACC staff cannot assist with Party ID questions.

Visitors must schedule in-person or video visits at least 48 hours in advance and not more than 14 days in advance.

ATTIRE FOR IN-PERSON AND VIDEO VISITATION

Visitors are required to wear appropriate clothing during both in-person and video visitation. The following are considered unacceptable and shall result in denial of entrance to the center or termination of video visitation.

UNACCEPTABLE VISITING ATTIRE SPECIFIC TO IN-PERSON VISITS

- Watches.
- Internet smart technology and electronic recording equipment.
- Camouflage clothing.
- Shorts that are shorter than fingertip length when the visitor standing with proper posture, arms straight down, fingers extended.
- Skirts and dresses shorter than fingertip length plus three inches when the visitor standing with proper posture, arms straight down, fingers extended.
- Tops and dresses which are strapless, tube, or halter style or have low cut necks.
- Camisoles and tank tops are only permissible when worn under other acceptable attire.
- Spandex or Spandex-like and Lycra or Lycra-like clothing (any). Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
- Tops and dresses that expose the midriff (front and/or back).

UNACCEPTABLE ATTIRE FOR BOTH IN-PERSON VISITS AND VIDEO VISITS

- Transparent/translucent clothing.
- Exposed undergarments.
- Clothing with revealing holes, tears, or slits.
- Clothing or accessories with obscene or profane writing, images or pictures.
- Gang-related clothing, headwear, shoes, logos or insignias.
- Any clothing which may have the potential to cause undue attention.
- Headwear that conceals identity.

IN-PERSON VISITATION

IN-PERSON VISITATION HOURS

Wednesday: 3:00PM – 9:00PM
Saturday: 8:15AM – 3:30PM
Sundays: 8:15AM – 3:30PM
Holidays: 8:15AM – 3:30PM

LOCATION

4280 SHERMAN ROAD
WINNEBAGO, WI 54985
(920) 236-2700

DACC RECOGNIZES THE FOLLOWING HOLIDAYS FOR IN-PERSON VISITATION SCHEDULING PURPOSES

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

ENTRANCE TO THE CENTER

- Each PIOC is eligible for three in-person visits each week. A week is defined as Monday through Sunday.
- Each in-person visit will be a maximum of three hours in length.
- Visitors shall not arrive more than 10 minutes prior to start of visitation.
- Each visit is limited to six visitors.
- Visitors are required to successfully pass the walk-through metal detector prior to entering the visiting room. Visitors are allowed three attempts to clear through the metal detector. Failure to clear after three attempts will result in a denial to visit.
- The visitor will complete form DOC-176 "Request to Visit Inmate" and provide to the visiting room sergeant.
- All visitors age 16 and older shall provide photo identification which shall include one of the following:
 - Valid state driver's license.
 - Valid passport or visa.
 - Valid Department of Transportation identification.
 - Valid military identification.
 - Valid tribal identification (if it provides a photo).
 - Amish visitors who do not possess photo identification will need to provide a signed and notarized affidavit from their Bishop. Affidavit must include a physical description of the proposed visitor.
- The visiting room sergeant will assign an available seat for the visit.

ALLOWABLE ITEMS AT THE CENTER

All items are subject to search and shall pass inspection prior entering the visiting area.

- Money, not to exceed \$25.00 per visitor.
- Comb, pick, or brush, limited to one for each visitor.
- Up to two baby blankets for each child.
- Up to four diapers for each child.
- Up to two clear plastic baby bottles or clear sippy cups for each child.
- One hand-held baby seat for each child.
- Diaper wipes, which shall be kept in a clear plastic bag.
- One pacifier for each child.
- One coat and one pair of gloves for each visitor.
- Headwear, provided it does not conceal identity.
- Medically necessary medications, such as but not limited to: inhalers, nitro pills, EPI pens, etc.
- Medication shall be shown to the visiting room sergeant prior to and at the end of the visit.
- One institution locker key.

NON-ALLOWABLE ITEMS AT THE CENTER

- Weapons of any kind.
- Cell phones, cameras, pagers, recording equipment, and all other electronic devices.
- Illegal drugs.
- Alcohol.
- Tobacco and related products.
- Matches and lighters.
- Purses and diaper bags.
- Strollers.
- Money or other items intended to be given to an inmate.
- Reading materials or other papers.
- Pets or other animals, except for those required as service animals for persons with disabilities.
- Food, beverages, with the exception of items purchased through the visiting room vending machines.

GENERAL RULES FOR IN-PERSON VISITS

- All verbal and non-verbal communication with PIOC from outside the approved visiting area is prohibited. This includes speaking, waving, and the sounding of horns or blinking of headlights.
- Loitering in parking lots is prohibited. Any person accompanying a visitor who is not visiting a PIOC shall leave facility property while waiting for the visitor(s); waiting in the parking lot or a vehicle is prohibited.
- Animals may not be left unattended in vehicles.
- Vehicles must be secured; windows rolled up, doors locked, convertible tops up. If your vehicle is found unsecured, the visit may be terminated. Disabled or stalled vehicles must be immediately reported to the central control sergeant. Any vehicle left on state property for more than 24 hours may be ticketed or towed at the owner's expense.
- Visitors shall conduct themselves in an appropriate and courteous manner and shall follow all visiting rules at all times. It is the PIOC's responsibility to ensure their visitors are aware of all visiting rules and regulations.
- Visitors appearing to be under the influence of intoxicants will not be allowed entrance.

- Visitors are responsible for the behavior and supervision of children at all times. Any child leaving the visiting area shall be accompanied by an adult.
- Visitors shall change their child's diapers in restrooms only.
- PIOC may embrace and kiss visitors at the beginning and end of each visit. Excessive displays of affection are not permitted. The PIOC's shall must remain visible at all times.
- Children of a PIOC who are age seven or under, may be permitted to be held and/or sit on the PIOC's lap, provided there are no risk factors as determined by facility staff.
- Laps of PIOC or visitors are not to be covered at any time during the visit.
- Visitors are required to sit on the assigned side of the table and remain there for the duration of the visit.
- PIOC are required to sit directly across the table.
- Passing of any items is NOT permitted.
- A mother with child is permitted to breastfeed in the visiting room within an available privacy area.
- Visiting with other PIOC's visitors is prohibited.
- Conversation shall be family friendly. Vulgar, loud, or offensive language or behavior is prohibited.
- Inappropriate conduct by visitors or PIOC, including children, may result in termination of the visit and potential suspension of visiting privileges.
- Footwear shall be worn at all times.

VIDEO VISITATION

VIDEO VISITATION HOURS

Monday and Tuesday: 7:30AM-8:30AM; 5:00PM-6:00PM; 7:30PM-8:00PM; 8:30PM-9:00PM; 9:30PM-10:00PM
 Wednesday: 8:30AM-9:00AM; 3:00PM-8:30PM
 Thursday and Friday: 7:30AM-8:30AM; 5:00PM-6:00PM; 7:30PM-8:00PM; 8:30PM-9:00PM; 9:30PM-10:00PM
 Saturday and Sunday: 8:30AM-3:00PM; 7:30PM-8:00PM, 8:30PM-9:00PM, 9:30PM-10:00PM

- Each video visit is 25 minutes in length.
- Video visits are limited to one per day per PIOC.
- Each visitor shall have an ICS account and be listed on the visit reservation.

GENERAL RULES FOR VIDEO VISITS

- Video visits may be recorded and monitored.
- PIOC shall inform their visitors of all the rules governing their visit. Any violations will result in the termination of the visit and is subject to suspension of visits by the Security Director/designee.
- Conversation during visits will be held to a normal tone of voice to not disturb others.
- Visitors may be asked to show identification prior to the start of and during the visit.
- Only those scheduled to attend the visit shall be on the video screen.
- Visitors shall not record the visit.
- Video visiting shall be terminated immediately if there is any suspicion of illegal activity or any behavior which would be deemed inappropriate/unacceptable in the visiting room setting. This includes, but is not limited to, the following:
 - Sexual acts or nudity.
 - Drug or alcohol use during the visit.
 - Showing of objects identified as a threat (firearms, weapons, knives, etc.)
 - Inappropriate language.
 - Inappropriate location of visitor (bar, night club, etc.)

- Operating a moving vehicle during the scheduled visit.