

Drug Abuse Correctional Center

Visitor Handbook

(Effective 06/22/2021)

Superintendent: Clinton Bryant

Address:

Staff: PO BOX 36
4280 Sherman Road
Winnebago, WI 54985-0036

PIOC: PO BOX 190
4280 Sherman Road
Winnebago, WI 54985-0190

Phone: (920)236-2700

Please note that due to the COVID-19 Pandemic there have been many changes to DACC visiting rules and procedures. Please help DACC keep everyone safe and have an enjoyable visit by reviewing the updated rules and regulations prior to an in person or video visitation.

Any changes will be posted on the DOC Public website for DACC at:

<https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/DrugAbuseCorrectionalCenter.aspx>

Visiting Hours

- **In person visits (45 min visit):**
 - Wednesday: 3:00pm – 9:00pm
 - Saturday: 8:00am – 4:00pm
 - Holidays: 8:00am – 4:00pm
- **Zoom/Video visits (40 min visit):**
 - Sundays: 8:00am-4:00pm
- **DACC recognizes the following holidays for visiting purposes:**
 - New Year's Day - January 1st
 - Martin Luther King Day –3rd Monday in January
 - Memorial Day – Last Monday in May
 - Independence Day – July 4th
 - Labor Day – 1st Monday in September
 - Thanksgiving Day – Last Thursday in November
 - Christmas Eve – December 24th
 - Christmas Day – December 25th
 - New Year's Eve – December 31st

Video/Zoom Visiting Requirements

- Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and been

approved to visit a Person in Our Care (POIC). Prior to the video visit starting the visitor(s) shall be required to show an approved form of identification. Children or minors shall be allowed to visit as long as they are already on the approved visiting list.

- All visitors age 16 or older must provide photo identification which shall include one of the following:
 - Valid State driver's license.
 - Valid passport or visa.
 - Valid Department of Transportation ID.
 - Valid Military ID.
 - Valid tribal ID (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.
- Only an adult shall be permitted to schedule Zoom visits.
- Approved children scheduled to visit via Zoom, shall be accompanied by an adult.
- Information will be posted to the public WI DOC website; doc.wi.gov. Visits are scheduled on a first come first serve basis as space is limited.

- Visits can be scheduled by emailing the address:
DOCWCCSDACCVisitingRequest@wisconsin.gov
and note the following:
 - Who you are requesting to visit.
 - Everyone attending the visit.
 - Approximate time requesting to visit.
- Visitors shall submit their requests at least two working days in advance, but more than 14 days.
- Visitors will not be allowed to schedule more than one visit per request to allow for equal opportunity.
- Visits will be a maximum of 40 minutes in length but will be scheduled on the hour to allow for set-up and clean-up.
- Visitors that scheduled a ZOOM visit shall receive an email confirmation indicating the date, time and a link explaining how to connect to the visit.
- Because of scheduling limitations, visits shall not be rescheduled due to any no-shows or tardiness by the visitor or the PIOC.

Video/ZOOM Visit Conduct

- Conversation during visits shall be held to a normal tone of voice so not to disturb others.
- Only those approved to attend the visit are permitted to be seen and heard on the video screen.
- Visitors are not permitted to record the visit.
- Visitors are required to wear appropriate clothing during the video visit. Visitor attire or backgrounds may not have any of the following:
 - Exposed undergarments.
 - Clothing with revealing holes, tears or slits (including low cut tops).
 - Clothing or accessories with obscene or profane writing, images or pictures.
 - Gang-related clothing, headwear, shoes, logos or insignias.
 - Transparent/translucent (see-through) clothing.
- Video visiting shall be terminated immediately if there is any suspicion of illegal activities or any behavior that would be deemed inappropriate in the visiting room setting or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy # 309.06.01. This includes but is not limited to the following:

- Sexual acts or nudity.
- Drug and 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 vehicle during the scheduled visit.
- Adding individuals to the visit after it has started.

In-person Visitation Requirements

- All visits shall be scheduled via email correspondence to:
DOCWCCSDACCVisitingRequest@wisconsin.gov
 - Those without e-mail access will be allowed to call during business hours M-F 8:00a-4:00pm. However, e-mail is the preferred method.
- Visitors shall submit their requests at least two working days in advance, but more than 14 days.
- Visitors will not be allowed to schedule more than one visit per request to allow for equal opportunity.

- Visits will be a maximum of 45 minutes in length but will be schedule on the hour to allow for check-in and clean-up.
- Visitors shall receive confirmation of their scheduled visiting time via e-mail.
- Only those schedule to attend the visit shall permitted to enter.
- Three people will be allowed to visit at one time.
 - Minors must be accompanied by an adult on the visiting list.
- Due to scheduling limitations, visits shall not be rescheduled due to tardiness by the visitor or the PIOC.

In-person Visitation Entrance

- All visitors ages 2 and older entering must wear a mask that covers the nose and mouth.
- Visitors are not permitted to arrive more than 10 minutes prior to the visit.
- Visitors arriving more than 20 minutes after the scheduled time will not be allowed to enter.
- Please maintain social distancing as much as possible.
 - You may be asked to wait outside the doors of the lobby to maintain social distancing.

- Please keep doorways clear for those entering and exiting.
- Upon entering, staff shall confirm the visit appointment.
- All confirmed visitors shall be required to complete a COVID-19 health screening:
 - A no-touch temperature check.
 - Question: Do you have an abnormal cough?
 - Question: Do you have abnormal shortness of breath?
 - Question: Do you have a fever/chills?
 - Question: Have you been in contact with anyone that tested positive for COVID-19 in the past 14 days?
 - If a visitor answers “yes” to any of the above questions and/or has a temperature of 100 degrees or above, they shall not be allowed to visit.
- Visitors are required to successfully pass the walk-through metal detector prior to Visit Room entry. Visitors are allowed 3 attempts to clear through the metal detector. Failure to clear after 3 attempts will result in a denial to visit. If your mask has a metal piece in it you may be required to show your mask and take it off to go through the metal detector.

- The visitor will complete form DOC-176 “Request to visit Inmate” and give to the visiting room Sgt.
- Once in the visiting room, visitors may be asked to temporarily remove the mask in order to be properly identified.
- All visitors age 16 or older must provide photo identification which shall include one of the following:
 - Valid State driver’s license.
 - Valid passport or visa.
 - Valid Department of Transportation ID.
 - Valid military ID.
 - Valid tribal ID (if it provides 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 Sgt. will assign an available seat.

In-person Visiting Attire

Visitors are required to wear appropriate clothing to include a face covering. The following clothing is considered unacceptable and will result in denial of entrance to DACC:

- Transparent/translucent clothing.
- Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
- Skirts and dresses shorter than fingertip length plus 3 inches with the visitor standing with proper posture, arms straight down, fingers extended.
- Tops and dresses that are strapless, tube or halter style or have low cut necks.
- Tops and dresses that expose the midriff (front and/or back).
- 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.
- Exposed underwear.
- 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 that may have the potential to cause a disruption.
- Camisoles and tank tops are only permissible when worn under other attire.
- Acceptable attire must be worn at all times.
- Footwear must be worn at all times.

- No watches of any kind are allowed.
- Face covering that do not properly cover the nose and mouth for those ages 2 and older

Allowed Items during an In-person visit

Note all allowed items are subject to be searched and must be clearly allowable before entering the visiting area.

- 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 plastic see through baby bottles or sippy cups (must be able to clearly see through) for each child.
- One hand-held baby seat for each child.
- Diaper wipes (Must 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). One institution locker key.
- Medically necessary medications such as but not limited to: Inhalers, nitro pills, EPI pens, etc.

- a. Medication must be shown to the visiting room Sgt. prior to and at the end of the visit.

Non-Allowable Items for In-person visits

- No weapons of any kind.
- Money of any kind.
 - Vending machines are closed.
- Property for PIOC.
- Food, beverages, tobacco products or ignition devices.
- Smart technology such as Cellular phones, pagers, PDA's, cameras or recording devices.

General In-person Visiting rules

- No person(s) or animals are permitted to be left unattended in vehicles.
- Vehicles must be locked, windows and convertible tops must be closed.
- PIOC are responsible for the action of visitors.
- Visitors are required to sit on the assigned side of the table and remain there for the duration of the visit.
- Children's games will not be available.
- Visitors/PIOC are to use social distancing (6 feet) at all times.
- Brief hugs before and after the visit are allowed; kissing is prohibited.

- Hand holding or sitting on laps of PIOC is prohibited.
- PIOC are required to sit directly across the table.
- Passing of any items to inmates is NOT permitted.
- Visitors are responsible for making sure children are not disruptive in the visiting room.
- Visitors must change their child's diapers in restrooms only.
- 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.
- Laps of PIOC or visitors are not to be covered at any time during the visit.
- Conversation shall be family friendly.
Meaning: No vulgar, loud or offensive language or behavior.

A visit may be terminated immediately if there is any suspicion of illegal activities or any behavior that would be deemed inappropriate in the visiting room.