

Drug Abuse Correctional Center

Superintendent: Jeff Jaeger



Visitor Handbook

This pamphlet is intended to help visitors to understand Drug Abuse Correctional Center (DACC) policies.

If you have any questions, please feel free to ask the sergeant on duty.

Drug Abuse Correctional Center

4280 Sherman Road

P.O. Box 190

Winnebago, WI 54985-0190

(920) 236-2700

Warning to DACC Visitors

ABSOLUTELY NO WEAPONS OF ANY KIND ARE ALLOWED ON STATE PROPERTY

Oral communications and activities may be monitored and recorded inside DACC.

Any person who introduces or attempts to introduce into DACC or to deliver to an inmate anything prohibited by center rules or by law can be prosecuted.

Entry into DACC is considered an individual's consent to be searched; if you do not consent to be searched, do not enter this facility. (SEC. 302.095 Wis. Stats.; DOC 306.17 Wis. Admin. Code)

No person(s) or animals are permitted to be left unattended in vehicles.

The visiting room is a family-friendly environment. We ask that you be considerate of others who are visiting with their loved ones.

Please enjoy your visit!

Visiting Hours

Wednesday: 3:00 p.m. – 9:00 p.m.

Saturday\Sunday: 8:00 a.m. – 2:00 p.m.

Holiday: 8:00 a.m. – 2:00 p.m.

DACC recognizes the following holidays for visiting purposes:

New Year's Day	January 1
Martin Luther King Day	3 rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Last Thursday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
New Year's Eve	December 31 st

Entrance Requirements

1. All visitors must be on the approved visiting list. Any person(s) not allowed to visit shall not wait in the lobby or parking lot areas and are required to leave state property.
2. Visitors under the age of 18 must be accompanied by an adult who is on the approved visiting list, unless the minor visitor is the spouse of the inmate.
3. Identification
 - A. All visitors age sixteen (16) or older must provide photo identification.

- B. Acceptable forms of 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 *photo* ID (if it provides).
 - C. Amish visitors who do not possess photo identification must provide a signed and notarized affidavit from their Bishop. The affidavit must include a physical description of the proposed visitor.
4. Upon arriving at DACC, visitors must complete form DOC-176 Request to Visit Inmate. The sergeant on duty will review the completed DOC-176 for compliance with DACC policies and procedures and issue an approval or denial.

General Visiting Rules

1. Any abuse of visiting policies and procedures, either by inmates or visitors, may result in termination of the visit and suspension of future visits.
2. Inmates are responsible for informing their visitors of all visiting rules. The inmate is responsible for the actions of his visitors.
3. Visiting hours may be shortened due to space availability but all efforts will be made to accommodate all visitors. Generally, a "first visitor in, first visitor out" rule applies.
4. Visits must be processed no fewer than 30 minutes before the end of visiting hours.
5. Approved visitors must check in at the officer's station. Seating will be assigned by visiting room staff. Inmates

must also check in at the officer's station before the start and at the end of their visit.

6. Neither inmates nor their visitors are permitted to change from their assigned seats.
7. If a visitor has waited more than 15 minutes for an inmate to arrive to the visiting room, staff may call the unit to inquire about the delay.
8. Visitors may not exit the visiting area and return once a visit commences.
9. Inmates are not allowed to leave the visiting room for any reason while on a visit.
10. The maximum number of visitors allowed per visit is ten (10). Five of which may be children seventeen years of age or younger. More than five minors may be allowed if all are the inmate's biological or adopted children.
11. Visitors may visit with more than one inmate on the same day, should space permit, but may not visit with more than one inmate at the same time without prior approval.
12. Visiting with another inmate's visitors is not allowed.
13. Inmates and visitors are not permitted to pass any items during visitation, with the exception of DACC-provided games and materials or vending machine products.
14. Inmates are required to sit directly across the table from their wife, girlfriend, fiancé or significant other.
15. Inmates and their visitors will be allowed to embrace/kiss at the beginning and end of their visit.
16. Physical contact during a visit, other than holding hands, is not permitted. Indiscreet, inappropriate, or unauthorized conduct will lead to individual disciplinary action and may include the removal of visiting privileges.

17. Inmates and visitors must keep both hands above the table at all times.
18. Visitors are responsible for making sure children are not disruptive in the visiting room.
19. Visitors must change their child's diapers in the restroom. Inmates may not change diapers, take children into restrooms, or interact disruptively with children.
20. Breastfeeding is permitted in the visiting room within the provided privacy area.
21. Visitors are required to use the designated bathroom in the visiting area.
22. Inmates may not enter visitor bathrooms for any reason. Inmates may only use inmate bathrooms and only with permission of staff.
23. The laps of inmates or visitors may not be covered at any time during the visit.
24. Abuse of the vending machines will not be tolerated.
25. Only visitors may purchase items from the vending machines. Inmates are not permitted to handle money at any time.
26. All food items from the vending machine must be consumed during the visit.
27. The use of offensive, loud, or vulgar language will result in the termination of your visit.
28. Hair combing or braiding is not permitted by anyone, at any time, during visitation.

Allowed Visitor Property

1. All packages and containers will be checked by security staff.
2. Visitors may not bring in any food, beverages or smoking materials.
3. Personal property, beyond the items outlined below, is not allowed inside the facility. This includes cellular phones, pagers, PDAs and cameras.
4. The following items are allowed to be brought into DACC by inmate visitors, should they pass inspection and are the only items allowed:
 - A. Money, not to exceed \$15.00 per visitor.
 - B. One (1) comb, pick or brush per visitor.
 - C. Up to two (2) baby blankets for each child.
 - D. Up to four (4) diapers for each child. Diaper bags are not allowed.
 - E. Up to two (2) plastic baby bottles for each child.
 - F. One (1) hand-held baby seat for each child.
 - G. Diaper wipes must be kept in a clear plastic bag.
 - H. One (1) pacifier for each child.
 - I. One (1) coat and one (1) pair of gloves for each visitor.
 - J. Headwear (provided it does not conceal identity).
 - K. One (1) DACC locker key, if lockers are available.
5. Visitors are permitted to bring in medically necessary medications, such as but not limited to, inhalers, nitro pills (individual pills only, not bottles), Epi-pens, etc. These items must be shown to the visiting room Sergeant prior to and at the end of each visit.

Visitor Attire

1. Acceptable attire, including footwear, must be worn at all times.
2. The following clothing is considered unacceptable and will result in denial of entrance to DACC:
 - A. Transparent/translucent clothing.
 - B. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
 - C. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
 - D. Strapless, tube and halter tops and dresses.
 - E. Tops and dresses that expose the midriff (front and/or back).
 - F. Spandex or Spandex-like and Lycra or Lycra-like clothing.
 - G. Exposed underwear.
 - H. Clothing with revealing holes, tears, or slits.
 - I. Clothing or accessories with obscene or profane writing, images or pictures.
 - J. Gang-related clothing, headwear, shoes, logos or insignias.
 - K. Any clothing that may have the potential to cause a disruption.

Money/Property for Inmates

1. Absolutely no money or property can be brought in for inmates on a visit. No money or other personal items

will be accepted for inmates by facility staff or allowed to be left in the visiting area.

2. All money orders must be mailed to the WCCS Business Office and labeled with the inmate name, number, and facility.

Wisconsin Correctional Center System
Business Office
PO Box 7959
Madison, Wisconsin 53707-7959