

## VISITING REGULATIONS

On June 16, 2021 starting at 9:00AM, PIOC visitors will be allowed to schedule in person visits. The DOC encourages visitation of an inmate's family and loved ones to maintain close and constructive family and personal relationships and support. Your visiting list and visiting procedures are regulated by the Administrative Code 309.12 Revocation, suspension, and termination of visiting privileges and DAI 309.06.01 Visiting.

### **General Rules**

Visiting days and hours are as follows:

#### **In-Person Visits (one per day) (designated block times below)**

Friday	6:30 p.m. to 9:00 p.m.
Saturday	8:30 a.m. to 11:30 a.m. / 1:00 p.m. to 4:00 p.m.
Sunday	8:30 a.m. to 11:30 a.m. / 1:00 p.m. to 4:00 p.m.
Monday	6:30 p.m. to 9:00 p.m.
Holidays	8:30 a.m. to 11:30 a.m. / 1:00 p.m. to 4:00 p.m.

#### **Zoom Visits (one-hour increments starting on the hour, 45 minutes in length)**

Monday	8:00 a.m. to 11:00 a.m.
Tuesday	8:00 a.m. to 8:00 p.m.
Wednesday	8:00 a.m. to 8:00 p.m.
Thursday	8:00 a.m. to 8:00 p.m.
Friday	8:00 a.m. to 11:00 a.m.

**Note: Two face to face visits will be allowed with total of 3 visits in any combination with video visits per schedule week. Schedule week is Tuesday thru Monday. Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours.**

**ALL VISITS NEED TO BE PRESCHEDULE 2 BUSINESS DAYS IN ADVANCE AND MUST RECEIVE A CONFIRMATION EMAIL PRIOR TO ANY VISIT. TO SCHEDULE A VISIT FOR IN-PERSON OR ZOOM, SEND AN EMIAL TO: [DOCWCCSGCCZoomVisits@wisconsin.gov](mailto:DOCWCCSGCCZoomVisits@wisconsin.gov)**

The following information is required:

- Type of Visit: In person/ zoom
- Preferred Date & Time:
  
- Your complete information: For all visitors attending
- Last Name, First Name and
- Date of Birth.
  
- Person In Our Care you would like to visit:
- Last Name, First Name,
- DOC#

For zoom visiting rules please referrer to GCC Video Visitation.

### **HOLIDAY VISITS:**

1. You will be allowed visitors on recognized holidays.
3. If a holiday falls on a Tuesday or Thursday there will not be any evening visits.
4. WCCS recognizes the following holidays for visiting purposes:

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

### **Due to Covid 19 the following rules will apply to in person visiting:**

1. Up to three approved visitors will be allowed for a specific visit with a PIOC.
2. Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
3. Hand holding and sitting on laps is not allowed.
4. All visitors age 2 or above shall wear a mask for the duration of the visit (except when eating or drinking).
5. All PIOC shall be required to wear a mask for the duration of the visit (except when eating or drinking).
6. Food and/or drink are allowed, but cannot be shared amongst visitors and PIOC.
7. All chairs and tables will be sanitized between visits to include outdoor door visiting areas.
8. All persons will be screened for temperature and Covid 19 Symptoms prior to being allowed to visit with PIOC. If you are experiencing any Covid 19 Symptoms please notify the Gordon Correctional Center to cancel your visit.
9. Failure to comply with these requirements may result in termination of visit.

### **VISITING RULES:**

1. All visitors must complete the DOC-176 Request to Visit Offender form and successfully clear through the metal detector before being allowed access into the visiting area.
2. You are not permitted to pass or receive items during a visit without authorization from staff.
3. You will be allowed to a short embrace at the beginning and once at the end of the visit.
4. You are required to sit directly across the table from your wife, girlfriend, fiancé or significant other.
5. You and your visitor(s) must keep both hands above the table at all times. Holding hands is NOT allowed.
6. Visitors leaving the visiting areas are not allowed to re-enter the building on that given day.
7. You are not allowed to go back to your room without permission from the Sergeant on duty.
8. No personal mugs, cups or bowls are allowed on a visit.
9. Parents are responsible for supervising their children during visits. If you have children or your family brings children, you are required to keep the children under control at all times. If staff feels that you are not keeping minor children under control, your visit will be terminated and/or those children may be temporarily suspended from visiting again.

10. An adult must accompany any visitor under the age of 18.
11. Visiting with another inmate's visitor is not allowed.
12. Visitors are required to use the designated bathroom facilities. Inmates are not to enter those bathrooms for any reason.
13. You must use designated inmate bathrooms with permission of staff.
14. Packages, paperwork and containers will not be allowed during visits without prior authorization from the Captain/Superintendent and, when authorized, will be inspected by security staff.
15. Purses and diaper bags are not permitted inside the center. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a paper or plastic bag.
16. No property items for inmates may be brought in on visits without prior authorization from a supervisor.
17. No money orders or certified checks are to be brought in on visits.
18. Visitors are not allowed to bring in any food, beverages or smoking materials.
19. All food items from the vending machine must be purchased by your visitor and consumed during the visit as it is not to be brought back to your room. You are not allowed to handle money.
20. No personal property (including cellular phones, pagers, PDA's, electronic devices or cameras) are allowed in the center except for baby supplies and a maximum of \$15 in cash (for the vending machines).
21. Changing of infant diapers is only allowed in the designated visitor bathroom.
22. You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
23. The use of offensive, loud, or vulgar language will result in the termination of your visit.

#### **OUTSIDE VISITS:**

1. Outside visiting is held during the summer months between Memorial Day and Labor Day, weather permitting, as determined by staff.
2. Outside visits are conducted on weekends and holidays.
3. You and your visitors must sit on the picnic benches provided in the outside visiting area.
  - Do not straddle the benches
  - Do not sit on top of the tables
  - Do not move the tables

#### **Items allowed in for picnic visits:**

- Factory sealed food and drink items may be brought in a small cooler, but must be inspected by the Sergeant before it will be allowed in the visiting area.
- Small bag of Matchlite charcoal (grills are available on site)
- Plastic eating utensils (forks, spoons, butter knives)
- Paper or plastic plates

#### **SPECIAL VISITS: Currently will not be authorized due to limited seating. Once visits return to normal operations follow the directions below.**

1. Intended as a one-time visit only.
2. Individuals that will visit regularly must be added to your visitor list.
3. Requests for special visits must be submitted on the DOC-1115 Special / Extended Visit form to the Social Worker at least 10 working days in advance of the visiting day and specify the exact date of the visit. Exceptions may be approved by the Warden/Superintendent.

**Directions To Center**

10401 East County Road G, Gordon, WI 54838

- From the South (HWY 29 or HWY 8): Northbound on Hwy 53, exit (eastbound) County Y in Gordon. Southbound on County G for 2 miles and turn left at Gordon Correctional Center.
- From the North (HWY 2): Southbound on Hwy 53, exit (eastbound) County Y in Gordon. Southbound on County G for 2 miles and turn left at Gordon Correctional Center.