

## **VISITING REGULATIONS**

The DOC encourages visitation of an PIOC 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.

### **VISITING HOURS**

Visiting days and hours are as follows:

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.

**Note:** Visitor should not show up to the center no sooner than 15 minutes prior to the start of the visit.

Visitors will not be admitted if they attempt to visit with only 30 minutes left to the end of visiting hours.

### **HOLIDAY VISITS:**

- You will be allowed visitors on recognized holidays.
- Due to limited space, should the visiting room fill up, the first visit started will also be the first visit terminated.
- If a holiday falls on a Monday or Friday there will not be evening visits.
- 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

### **VISITING RULES:**

- 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.
- You are not permitted to pass or receive items during a visit without authorization from staff.
- You will be allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit.
- You are required to sit directly across the table from your wife, girlfriend, fiancé or significant other.

- You and your visitor(s) must keep both hands above the table at all times. Holding hands is allowed.
- Visitors leaving the visiting areas are not allowed to re-enter the building on that given day.
- You are not allowed to go back to your room without permission from the Sergeant on duty.
- No personal mugs, cups or bowls are allowed on a visit.
- 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.
- An adult must accompany any visitor under the age of 18.
- Visiting with another PIOC visitor is not allowed.
- Visitors are required to use the designated bathroom facilities. PIOC are not to enter those bathrooms for any reason.
- PIOC must use designated PIOC bathrooms with permission of staff.
- 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.
- No property items for PIOC may be brought in on visits without prior authorization from a supervisor.
- No money orders or certified checks are to be brought in on visits.
- Beverages that are factory sealed maybe brought in to be consumed during visits. Alcoholic beverages or THC drinks are prohibited. No glass is allowed.
- All food items shall be consumed during the visit as it is not to be brought back to your room.
- No personal property (including cellular phones, pagers, PDA's, electronic devices, smart watches, or cameras) are allowed in the center except for baby supplies.
- Changing of infant diapers is only allowed in the designated visitor bathroom.
- You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
- The use of offensive, loud, or vulgar language will result in the termination of your visit.

### **OUTSIDE VISITS:**

- Outside visiting is held during the summer months between Memorial Day and Labor Day, weather permitting, as determined by staff.
- Outside picnic visits are conducted on weekends and holidays only.
- 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**

- Picnics are only allowed on Saturday, Sunday and holidays.
- 1 cooler, 32 quart max size, all items must fit in the cooler with the lid closed. All items subjected to inspection from staff.
- Factory sealed food items only. No sealed containers from restaurants. (I.E. Subways, McDonalds)
- Small bag of Matchlight charcoal (grills are available on site)
- Plastic eating utensils. (forks, spoons, butter knives) Must be disposable.
- Paper or plastic plates and cups. Must be disposable.

- One grilling utensil, I.E. Tongs or spatula. Must be provided by the visitor.
- No other items permitted such as table clothes, aprons, or frying pans. All items must be disposable.

**SPECIAL VISITS:**

- Intended as a one-time visit only.
- Individuals that will visit regularly must be added to your visitor list.
- 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 THE 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.