

VISITING REGULATIONS

The Department of Corrections 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 and DAI 309.06.01 Visiting.

VISITING HOURS: Saturday and Sunday 9:00 am to 11:30 a.m. and 1:00 pm to 4:00 p.m

Monday and Friday 6:30 pm to 9:00 p.m.

Note: Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours

HOLIDAY VISITS:

1. You will be allowed visitors on recognized holidays.
2. Due to limited space, should the visiting room fill up, the first visit started will also be the first visit terminated.
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 1
- 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:

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 embrace and kiss your visitors once at the beginning and once at the end of the visit.
4. Inmates are required to sit directly across the table from their wife, girlfriend, fiancé or significant other.
5. Inmates and visitors must keep both hands above the table at all times.
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. Inmates are to 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 .
17. No money orders or certified checks are to be brought in on visits.
18. Visitors are not allowed to bring in any smoking materials.
19. Visitors may only bring in approved food or beverages during authorized picnic visit times.
20. All food items from picnic visits must be consumed during the visit or taken out by the visitors, as it is not allowed to be brought back to your room.

21. All food items from the vending machine must be consumed during the visit as it is not to be brought back to your room.
22. 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).
23. Changing of infant diapers is only allowed in the designated visitor bathroom.
24. You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
25. 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

PICNIC VISITS:

1. Picnic visits are allowed on Saturday, Sunday and Holidays from the Saturday of Memorial Day weekend through the Labor Day weekend.
2. Picnic visits or food items are not allowed during evening visits
3. The picnic visit area is directly in front of the main building
4. Visitors may bring in normal picnic type foods.
 - All containers for food items will be plastic and not contain juices.
 - Beverages/liquids must be in factory sealed container.
 - Factory sealed cold packs are allowed (no ice cubes)
 - Visitors may bring a small charcoal grill or charcoal for cooking (No gas grills)
 - Only plastic flatware is allowed
 - Cooking utensils will be limited to 1 metal spatula and 1 metal tongs.

SPECIAL VISITS:

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 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.