

## VISITING REGULATIONS

**VISITING HOURS:** North Wing – Tuesday 6:00 p.m.-10:00 p.m. and Saturday 11:00 a.m.-4:00 p.m.  
South Wing – Thursday 6:00 p.m.-10:00 p.m. and Sunday 11:00 a.m.-4:00 p.m.

**HOLIDAYS:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas are considered holidays for visiting purposes. Those visiting hours are 11:00 a.m.-4:00 p.m. Both housing wings are allowed to have visitors on these days. If the holiday falls on a Tuesday/Thursday, there will be no evening visits. Due to limited space, should the visiting room reach capacity, the first visit that began will be the first visit terminated. Inmates on work release or assigned to institution crews, will be required to work if their employer works on a holiday and does not give the inmate the day off.

**PARKING:** Visitors must park in the north visitor parking lot or on the street (not allowed in the staff parking lot).

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

**IDENTIFICATION:** All visitors age sixteen (16) or older shall provide photo identification. Acceptable forms of identification are: 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 shall contact the Superintendent for policy requirements.

### **ALLOWED ITEMS:**

The following are the ONLY items allowed to be brought into facilities by inmate visitors, should they pass inspection:

- Money, not to exceed \$20.00 for each visitor.
- Comb, pick or brush, limited to one for each visitor.
- Up to two (2) baby blankets for each child.
- Up to four (4) diapers for each child. Diaper bags are not allowed.
- Up to two (2) plastic baby bottles for each child.
- One (1) hand-held baby seat for each child.
- Diaper wipes. Shall be kept in a clear plastic bag.
- One (1) pacifier for each child.
- One (1) coat and one (1) pair of gloves for each visitor.
- Headwear (provided it does not conceal identity).
- One (1) facility locker key.
- Visitors may bring in medically necessary medications such as/but not limited to, inhalers, nitroglycerin, epi pens, etc.

**DRESS CODE:** The following is considered UNACCEPTABLE and shall result in denial of entrance to the facility:

- Watches. 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 three inches with the visitor standing with proper posture, arms straight down, fingers extended.
- Tops and dresses that are strapless, tube or halter style.
- Camisoles and tank tops are only permissible when worn under other attire.
- Tops and dresses that expose the midriff (front and/or back).
- Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
- Exposed undergarments.
- 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 undue attention.
- Internet "smart" technology and electronic recording equipment in any form is prohibited.

Acceptable attire shall be worn at all times; Footwear shall be worn at all times; Non-religious headwear is required to be removed for inspection prior to passing through the metal detector. Visitors who have religious headwear that conceals identity are required to allow facility staff to view their face(s) in order to verify identification of the visitor, upon entry and exit of the facility.

**SPECIAL NEEDS:**

such as medical devices/appliances that render it impossible to clear metal detection, DAI Policy 309.06.02 shall apply.

**VISITING RULES:**

All visitors are expected to abide by facility procedures.

1. Must complete the DOC-176 Request to Visit form and 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 once at the beginning and once at the end of the visit.
4. You are required to sit directly across the table from your husband, boyfriend, fiancé or significant other.
5. Inmates and visitor(s) must keep both hands above the table at all times. Holding hands is allowed.
6. Visitors leaving the visiting area are not allowed to re-enter the building on that given day.
7. Parents are responsible for supervising their children during visits. If staff feels children are not under control, the visit will be terminated.
8. An adult must accompany any visitor under the age of 18.
9. Visiting with another inmate's visitor is not allowed.
10. Visitors are required to use the designated bathroom facilities. Inmates are not to enter those bathrooms for any reason.
11. Packages, paperwork, property or containers are prohibited during visits without prior authorization
12. All funds must be mailed in the WCCS Business Office; PO Box 7959, Madison WI 53707-7959.
13. Visitors are not allowed to bring in any food, beverages or smoking materials.
14. All food items from the vending machine must be purchased by visitor(s) and consumed during the visit. Inmates cannot handle money.
15. No personal property (including cellular phones, pagers, PDA's, electronic devices or cameras).
16. Changing of infant diapers is only allowed in the designated visitor bathroom.
17. You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
18. The use of offensive, loud, or vulgar language will result in the termination of your visit.
19. No persons or animals are permitted to be left unattended on facility grounds, including inside vehicles.

**OUTSIDE VISITS:**

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

**Per Wisconsin State Statute 302.095(2) – Delivering Articles to Inmate**

“Any officer or other person who delivers or procures to deliver or who has in his possession with intent to deliver to any inmate confined in the State prison or shall deposit or conceal in or about a prison, or the precincts thereof, or in any vehicle going into the premises belonging to a prison, any article or thing whatsoever with intent that any inmate confined therein shall obtain or receive the same, or who receives from any inmate any article or thing whatsoever with the intent to convey the same out of the prison, contrary to the rules and regulations and without the knowledge or permission of the Warden or Superintendent of the prison, is guilty of a Class I felony.”

**Per DOC 306.18 - Visitors to KCC are Subject to Search**

Staff may require the visitor to empty pockets and containers, permit the inspection of containers and submit the visitor and objects carried by the visitor, to inspection by a device designed to detect metal or other unauthorized objects. The Warden may require a visitor to submit to a personal search or strip search as defined in 306.17 prior to entering the institution. Before an inspection or search is conducted, staff shall inform the visitor orally and written (posted) that the visitor need not permit the inspection or search and that if the visitor does not permit it, staff shall not admit the visitor to the institution at that time.