

# KETTLE MORAINÉ CORRECTIONAL INSTITUTION

Phone: (920) 526-3244

Fax: (920) 526-9320

**Physical Address** *(only use for MapQuest directions)*  
W9071 Forest Drive  
Glenbeulah, WI 53023

**Mailing Address**  
PO Box 31  
Plymouth, WI 53073-0031

## **ENTRANCE GUIDELINES**

The following guidelines are established to provide information to persons intending to enter the Kettle Moraine Correctional Institution (KMCI). Please read these guidelines carefully.

### **VISITING HOURS:**

**NO ADMITTANCE FROM 12:15 P.M. UNTIL "COUNT" CLEARS**  
**NO ADMITTANCE FROM 4:30 P.M. UNTIL "COUNT" CLEARS**  
**NO ADMITTANCE 30 MINUTES PRIOR TO THE END OF VISITING HOURS**  
**NO ADMITTANCE DURING EMERGENCY SITUATIONS**  
**NO VISITING ON TUESDAYS**

***Mondays, Wednesdays, Thursdays, Fridays:*** 3:00 pm – 8:30 pm (Limited to three (3) hours in length)  
***Saturdays, Sundays, and Holidays:*** 8:00 am – 3:45 pm (Limited to two (2) hours in length)

**NOTE:** General Population inmates are allowed a total of **three (3) visits per week**. The scheduled visit week begins Wednesday and ends on Monday. **Please verify with the offender prior to visitation if he has met his limit so that you will lessen your chance for denial.** From the three (3) visits allowed per week, there is a limit of one (1) visit per day and only one (1) visit per weekend.

All children must be supervised during the visit. All visitors – adult and children – must be on the offender's current approved visitor list.

### **SPECIAL INFORMATION**

Wisconsin State Statute 302.095 (2) (Delivering Articles to Inmate) prohibits delivery of any article to an inmate of a State Correctional Institution or depositing or concealing an article within the State Correctional Institution or its boundaries or receiving an article to convey out of the institution that is contrary to the rules and regulations and without the knowledge or permission of the Warden. Any person found in violation of this law is subject to imprisonment of not more than three years or a fine not exceeding \$500.00.

In addition, Wisconsin State Statute 961.465 (Distribution to Prisoners) states "... any person who violates S.961.41 (1) or (1m) by delivering or possessing with intent to deliver a controlled substance to a prisoner within the precincts of any prison, jail, or house of correction, is subject to the applicable fine under State Statute 961.41 (1) or (1m) or imprisonment of up to twice that authorized by S.961.41 (1) or (1m) or both."

The institution will actively investigate and prosecute any individuals bringing drugs into this prison. KMCI is committed to maintaining a drug-free institution. This facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband. Prosecution of individuals violating the above State Statute will be pursued.

# **ARRIVAL AT KETTLE MORAINÉ CORRECTIONAL INSTITUTION**

## **VISITOR PARKING**

- ◆ Park in the upper parking lot in lined spaces only.
- ◆ Minor children are not to be left unattended in a vehicle. Law enforcement will be summoned.
- ◆ Remove your keys and lock your vehicle.
- ◆ Pets are not permitted on state property.
- ◆ Move directly to and from vehicles when entering and leaving the institution.
- ◆ Anyone that is denied entrance to visitation, but is waiting for visitors that are approved, must park in the "designated" areas in the upper parking lot. No loitering in the parking lot area. No loud car radios/boom boxes. No picnic/tailgate parties. No horseplay.
- ◆ Verbal communication, waving, sounding horn, and/or blinking headlights to signal inmates is **prohibited**.
- ◆ Disabled/stalled vehicles must be reported to Gatehouse Officer and be attended to and/or removed as soon as possible. Vehicles left on state property for over 48 hours will be towed at the owner's expense.
- ◆ **No weapons, alcohol, or illegal drugs** are allowed on state property.
- ◆ Smoking and/or the use of tobacco products is prohibited on state property.

## **GENERAL**

Upon your arrival at the KMCI Visit Shelter/Gatehouse, you must fill out a Request to Visit Offender form. You will not be permitted to stay or loiter in the Gatehouse unless you are waiting to enter the institution. Secured lockers (no charge) are provided in the Gatehouse for items that are not allowed into the institution. You will retain the key to the locker. Your hand will be stamped. You will be required to show this stamp on your hand upon exit from the institution. Individuals are to conduct themselves in an appropriate and courteous manner and comply with institution rules and instructions.

## **IDENTIFICATION**

Individuals age 16 and over will be required to provide current picture identification. Acceptable forms of ID include: valid State driver's license; valid passport or visa; valid Department of Transportation ID; valid military ID; or valid tribal ID (if it provides a photo). Any person under the age of 18 must be accompanied by an adult who is on the approved visiting list, and visiting the same inmate, unless the visitor is the legal spouse of the inmate.

## **METAL DETECTOR**

All persons, with the exception of Department of Corrections employees and Law Enforcement Officers in pay status, must pass through and clear the metal detector. Visitors will be permitted three attempts to successfully pass metal detection, if available. Failure to pass metal detection will result in denial of entrance into the institution/center.

In order to expedite the entrance process, visitors should avoid wearing clothing with metal attached (e.g., buckles, snaps, metal buttons, etc.). It is also recommended that visitors refrain from wearing excessive jewelry. The metal detector is also sensitive to metal contained in undergarments. It is the visitor's responsibility to clear the metal detector.

Visitors with pacemakers or other medical implants which will affect the metal detector must have verification (form DOC-2424 Visitors Requesting Accommodation) completed and mailed from a physician to the KMCI Security Director at least one week prior to their initial visit to allow time for entrance approval to be available at the Gatehouse. Information on forms to verify accommodation may be obtained by calling the Security Supervisor's Office at (920) 526-3244.

## **SPECIAL ACCOMMODATIONS**

It is the visitors' responsibility to inform the institution of a disability requiring special accommodations. This includes accommodation requests necessary to enter the institution and for the duration of the visit. If individuals have questions about these accommodations, they should call Security Supervisor's Office at (920) 526-3244.

## **ALLOWABLE ITEMS**

Only the following items may be brought in for your use while visiting: 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 (must 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) institution locker key; and necessary personal medication such as, but not limited to, inhalers, nitro pills (only individual pills, not bottles), Epi pens, etc. (visitor must notify gatehouse officer and visiting room officer of the presence of such medications).

Money allowed to be brought in for use on the visit is not to exceed \$20 for each visitor. Money for inmates is not accepted on visits. Money orders or bank (cashier's) checks must be mailed in for inmates. Personal checks or cash will not be accepted.

## **ATTIRE**

The inmate visitors' dress code listed below has been developed to ensure a safe and secure institution-visiting area that is appropriate, tasteful, and conducive to a wholesome family atmosphere.

The following apparel is considered **inappropriate** and will result in the denial of entry to the institution.

- ◆ Watches
- ◆ Transparent/translucent clothing.
- ◆ Shorts which are shorter than fingertip length (i.e., visitor standing naturally with arms straight down the side of the body and fingers extended).
- ◆ Skirts or dresses shorter than fingertip length plus three inches (should a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance).
- ◆ Strapless, tube, and halter tops/dresses.
- ◆ Tops and dresses which expose the midriff front and/or back.
- ◆ Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or Leggings may be worn under attire of appropriate length.
- ◆ Exposed undergarments.
- ◆ Clothing with revealing holes, tears, or slits.
- ◆ Clothing or accessories with obscene or profane writing, images or pictures.
- ◆ Gang or club related clothing or insignia.
- ◆ Camisoles and tank tops are only permissible when worn under other attire.
- ◆ Any Clothing that may have potential to cause undue attention.
- ◆ Internet "Smart" technology and electronic recording equipment in any form is prohibited.

These restrictions apply equally to men and women. Footwear must be worn at all times. Acceptable attire must be worn at all times.

Failure to comply with the above guidelines will result in denial of entrance or removal from the Kettle Moraine Correctional Institution.



Jennifer McDermott  
Warden