

# REECC OFFENDER VISITING INFORMATION

## **VISITING Days and Hours:**

Mondays, Tuesdays, Wednesdays and Thursdays

5:30 PM until 9:00 PM

Saturday, Sundays and Holidays

10:00 AM until 9:00 PM

Visitors will not be admitted from 10:45 a.m. until count is clear.

Visitors will not be admitted from 3:30 p.m. until count is clear.

## **RHU Visiting Hours:**

Tuesday and Thursday

6:00 PM to 9:00 PM for all inmates

Saturday and Sunday

3:15 PM to 5:15 pm for Program 2 and TLU only

**EXCEPTION: There will be NO VISITS on Training Days which are held on the 1<sup>st</sup> Friday and the 3<sup>rd</sup> Monday of every month. In the event that a training day is altered a notice will be provided to all inmates here at REECC.**

**Please do not arrive early for visits as you will not be allowed to wait on Center grounds.**

The following days are considered holidays for visiting purposes:

New Years Day (Jan. 1<sup>st</sup>)

Thanksgiving Day

Martin Luther King Day

Christmas Eve. (Dec. 24<sup>th</sup>)

Memorial Day

Christmas Day (Dec. 25<sup>th</sup>)

Independence Day (July 4<sup>th</sup>)

New Years Eve (Dec. 31<sup>st</sup>)

Labor Day

## **General Visiting Rules:**

1. Inmates are allowed a total of 1 visit per day, 3 visits total per week (Monday through Sunday), this includes weeks that there are holidays.
2. Inmates are only allowed 1 visit on either Saturday or Sunday, not both.
3. All visits are limited to a total of three (3) hours in length.
4. All visitors must be here at least 60 minutes before visits end, or they will be denied entrance.
5. No persons or animals are permitted to be left unattended in vehicles.
6. **Outside Visits:**
  - a. Outside visits will be allowed, weather permitting, from Memorial Day to Labor Day. The on-duty officer will determine if the outside visiting area is open or closed. Check in with the officer on duty beforehand to let them know that you would like to visit outside.
  - b. Inmates and visitors are not allowed to sit or lie on the ground and may not straddle benches.
  - c. When seated at the picnic tables you will sit facing towards the center of the table. You must sit on the opposite side of the table as your visitors unless there are more than 2 visitors.
  - d. There will be no communication with the inmates using the outside recreation area. Inmates and visitors must remain at least three feet from the fence and from the building during outside visits. You may not walk the perimeter, or loiter by the fence or building.
  - e. Just as with inside visiting, food purchased from the vending machines can be taken outside for consumption, but must be properly disposed of.
  - f. Children must be monitored while using playground equipment.

**No property for an offender can be left at the Main Entrance. Pursuant to DAI POLICY 309.06.01 - Visiting - Allows visitors an opportunity to access Wisconsin Correctional Institutions/Centers.**

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### A. IDENTIFICATION

1. All visitors age sixteen (16) or older must provide photo identification.
2. Acceptable forms of identification are:
  - a. Valid State driver's license.
  - b. Valid passport or visa.
  - c. Valid Department of Transportation ID.
  - d. Valid military ID.
  - e. Valid tribal ID (if it provides photo).
3. Visitors must be on the approved visiting list, (this includes children and infants) and provide proper picture identification as stated above.
4. Amish visitors who do not possess photo identification as a requirement of their religion shall:
  - a. Provide the institution/center with a signed and notarized affidavit from their Bishop. The affidavit must include the physical description of each proposed visitor.
  - b. The institution/center will retain the original affidavit and place a copy in the respective inmate's Social Services/Visitor file. The visitor(s) shall retain a copy of the affidavit and must produce it upon arrival to the institution/center as a means of identification.
5. Persons who cannot or will not identify themselves will be refused permission to visit.

### B. ALLOWED ITEMS

1. The following items are allowed to be brought into facilities by inmate visitors, should they pass inspection:
  - a. Money, not to exceed \$20.00 (twenty dollars) for each adult visitor.
  - b. Comb, pick or brush, limited to one for each visitor.
  - c. Up to two (2) baby blankets for each child.
  - d. Up to four (4) diapers for each child. Diaper bags are not allowed.
  - e. Up to two (2) plastic baby bottles for each child. An empty "sippy" cup will count the same as a bottle.
  - f. Three unopened plastic containers of baby food with a plastic spoon.
  - g. One (1) hand-held baby seat for each child.
  - h. Diaper wipes must be kept in a clear plastic bag.
  - i. One (1) pacifier for each child.
  - j. One (1) coat and one (1) pair of gloves for each visitor.
  - k. Headwear (provided it does not conceal identity).
  - l. One (1) coat and one (1) pair of gloves for each visitor.
  - m. One (1) facility locker key.
2. Visitors are permitted to bring in medically necessary medications in a clear plastic bag such as but not limited to: inhalers, nitro pills (only individual pills, not bottles), epi pens, Diabetic supplies, etc.

### C. DRESS CODE

1. The following apparel is considered **unacceptable** and will result in denial of the visit:
  - a. Transparent/translucent clothing.
  - b. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
  - c. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
  - d. Strapless, tube and halter tops and dresses.
  - e. Tops and dresses that expose the midriff (front and/or back).

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- f. Spandex or Spandex-like and Lycra or Lycra-like clothing (any).
  - g. Exposed underwear.
  - h. Clothing with revealing holes, tears or slits.
  - i. Clothing or accessories with obscene or profane writing, images or pictures.
  - j. Gang-related clothing, headwear, shoes, logos or insignias.
  - k. Any clothing that may have the potential to cause a disruption.
2. Footwear must be worn at all times.
  3. Acceptable attire must be worn at all times.

### **D. INTERNET “SMART” TECHNOLOGY AND ELECTRONIC RECORDING EQUIPMENT IN ANY FORM IS PROHIBITED.**

### **E. SEARCH OF VISITORS**

1. 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 facility.  
Exceptions:
  - a. Visitors wearing underwire bras who cannot pass metal detection may be given an opportunity to participate in the following procedure:
    - i. The visitor will be directed to the restroom in the main entrance, where s/he can remove the bra and place it in a bag that will be provided by facility staff.
    - ii. The visitor will then allow facility staff to visually inspect the bag containing the bra.
    - iii. The visitor shall proceed through the metal detector.
    - iv. If the visitor successfully passes through the metal detector, s/he will then be directed to the restroom inside the visiting room to place the bra back on, and the visit will be permitted.
    - v. If the visitor cannot successfully pass through the metal detector at this point, s/he will then be denied entrance into the facility.
  - b. For visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection, DAI Policy 309.06.02 will apply.
  - c. Those institutions/centers equipped with televisiting equipment outside the secure perimeter may permit visitors who cannot pass metal detection the option for a televisit.
2. Headwear is permitted, provided it does not conceal identity and allows institution/center staff to verify identification of the visitor. Headwear is not required to be removed for inspection prior to passing through the metal detector.
3. 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. After identification, the visitor will be permitted to replace the facial covering.
  - a. If the visitor is female, a female staff member will conduct the identification verification procedure.
  - b. Special security precautions may be taken, as authorized by the institution Security Director/Center Superintendent, to effectively supervise the visit.

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### F. VISITOR RULES

1. Visitors must completely fill out a 'Request to Visit Offender' form and give it to the Lobby Officer in order to start the process of being admitted for a visit.
2. Visitors must be on the approved visiting list, (this includes children and infants).
3. Visitors suspected to be under the influence of alcohol or any intoxication substances will not be permitted to visit. The officer on duty will make this judgment.
4. Rude or disruptive behavior will not be tolerated from any visitor or inmate and may result in the loss of visiting privileges.
5. No cellular phones, pagers, cameras, watches or other electronic equipment will be allowed in the facility.
6. No purses, watches, or keys will be allowed in the visiting room. Purses, wallets, and other property should be locked in your vehicle. All money brought in for the vending machines must be in a clear plastic bag. Bring dollar bills and change, officers cannot make change. There will be no refunds from the vending machines.
7. An adult must accompany any visitor under the age of eighteen years. Children must be under immediate adult supervision at all times. They are to remain at the assigned table with their adult supervisor.
8. No alcoholic beverages are allowed.
9. Visitors will use the visiting bathrooms in the visiting area.
10. A mother with a child is permitted to breast-feed during visitation.
11. Paperwork or checks that require an inmate's signature may only be brought to a visit with prior approval of the Superintendent. The inmate must submit a written request.
12. Inmates and their visitors are permitted to briefly embrace and kiss only at the beginning and end of their visits. Any embracing, kissing, or touching during the visit, or any other indiscreet conduct is not allowed.
13. Inmates are permitted to hold hands with their visitors (above the tables only), this is the only physical contact allowed during the visit.
14. Inmates and visitors are not allowed to place their hands inside or underneath each other's clothing.
15. Hands or laps of inmates and visitors are not to be covered at any time during the visit.
16. Inmates and visitors are not allowed to sit on each other's laps.
17. Children of an inmate who are age five (5) or under, may be permitted to be held and/or sit on the inmate's lap, provided there are no risk factors as determined by facility staff.
18. Inmates or their visitors will not place children on their shoulders or hold them in a way which may be unsafe or disruptive.
19. Inmates are responsible for the actions and behavior of their visitors including minors during visits.
20. Inappropriate conduct by visitors (including children) and /or inmates may result in termination of the respective visit and potential suspension of visiting privileges.
21. Inmates are not allowed to handle money on their visits.
22. The officer on duty will provide cards and games on a first come basis. The cards and games may be taken outside but use caution when doing so.
23. Inmates are not allowed to receive anything from their visitors while on a visit.
24. Conversation will only occur at the table at which you are seated. You may not converse with other inmates or visitors. All visits will commence and end at the visiting table.
25. Inmates are not allowed to go up to the vending machines with their visitors. Visitors can bring items from the vending machine to the inmates.
26. Camera and sound monitor the visiting room and outside visiting area. Visits may be recorded.

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### G. VISITOR PARKING:

1. Visitors will use the parking spaces provided in the parking lot across the road.
2. If visitors are being dropped off to visit, the driver, other passengers and the vehicle are not allowed to wait for the visitors in either parking lot. Visitors must be dropped off, and arrange for a pick up time with the driver.
3. Anyone that is denied entrance to visitation, but is waiting for visitors that are approved, must leave the grounds until the end of the visit.
4. Move directly to and from vehicles when entering and leaving the institution. Loitering is prohibited. No loud car radios/boom boxes, etc. No picnic/tailgate parties. No horseplay.
5. Verbal communication, waving, sounding and/or blinking headlights to signal inmates is prohibited.
6. Robert E. Ellsworth and the parking lots are smoke-free areas.
7. Animals are not allowed on institution grounds except for service animals.
8. Minor children are not to be left unattended in a vehicle. Law enforcement will be summoned.
9. Handicap parking spaces are provided for people with physical impairment.
10. Parking on the roadway or grass is prohibited.
11. Vehicles will be parked in between the lines in an appropriate manner.
12. Parking in the roadway to the sallyport is prohibited.
13. If visitors park in the staff (upper lot) they will need be instructed to move their vehicle unless they have already started their visit, at which point the visit will need to be terminated.
14. All vehicles are to be locked, windows are to be rolled up, and sunroofs should be secured in the closed position. Exception – during periods of extreme heat vehicle windows may be cracked open approximately 1 inch.
15. Motorcycles will park in between the lines.
16. No alcohol, weapons, pepper spray, drugs or unsecured items that could be used for aid in an escape will be allowed on state property.  
~~Bicycles will park in bike rack provided.~~
17. No vehicles may be left overnight. Disabled/stalled vehicles must be reported to the Lobby Officer and be attended to and/or removed as soon as possible. Vehicles left on state property for over 24 hours will be towed at the owner's expense.

The entire DAI Visiting Policy for all Wisconsin Department of Corrections facilities can be viewed at <https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/VisitingInformation.aspx> Failure to comply with the guidelines may result in denial of entrance or removal from the Robert E. Ellsworth Correctional Center. The Wisconsin Women's Correctional System encourages and supports visiting opportunities to inmates and their approved visitors. The listed guidelines help ensure a safe and secure visiting environment while promoting a family atmosphere.