RACINE YOUTHFUL OFFENDER CORRECTIONAL FACILITY (RYOCF)
1501 ALBERT STREET, RACINE WI 53404 (262) 638-1999

RYOCF SPECIFIC VISITING RULES

RYOCF strives to provide meaningful opportunities to Person's In Our Care (PIOC) and their visitors to maintain contact. To visit in person or by video, each visitor will need to establish an ICS account or update their current account with their unique Party ID. Visitors will need to follow the directions provided with the visiting list and on the ICS website https://ICSolutions.com. If you are having difficulty scheduling you can contact customer service through the ICS website or by phone at 1-888-506-8407.

PIOC must provide friends/family with the unique Party ID listed next to the visitor's name on the visiting list, in order for an ICS account to be created for visits. Visiting lists have been delivered to all PIOC. Any issues with Party IDs can be directed to DOCDAIElectronicVisitSupport@wisconsin.gov. **RYOCF staff cannot help with Party ID questions.**

Based on the schedule and availability of the visits and the operations of the facility, PIOC at RYOCF will have the opportunity for four 2-hour in-person visits and unlimited video visits per week. Video visits will be charged $2.50 per visit. Charges will apply even if PIOC or visitor are a no-show for the visit. Visits can be scheduled no less than 48 hours and up to two weeks in advance of the visit date and time. Visits are on a first come first served basis.

There are unlimited video calls per week; however, video calls and in-person visits must be scheduled in ICSolutions at least 60 minutes apart from the end of previous visit/or call. A maximum of three (3) visitors may visit at one time video calls. All visitors must be on the PIOC approved Visitor List and on the ICSolutions video call list for the day. Minors (under 18) must be accompanied by an adult.

Each visitor must have an ICS account and be listed on the visit reservation. Each visitor will be required to show ID at the beginning of video visits and when entering the facility for in-person visits. Anytime during the video visit, a visitor may be asked to show their ID. This process is consistent with all other DAI facilities.

Rules during the video visit are to be acknowledged electronically at the beginning of each visit on the ICS website. Any visit may be terminated if any DOC or facility rules have been violated.

Visitors may sign in 10 minutes late to a video visit. If you are late or don't cancel soon enough, call will still be charged. If the facility cancels the visit due to operations, a refund will be issued.

If a visitor is more than 20 minutes late for an in-person visit, they will not be allowed to enter the facility and the visit will be cancelled.

If the PIOC is scheduled for a video visit, but they move units, their calls may not be transferred. If there is a time-slot on the new unit, the visit will automatically be transferred, otherwise it may be cancelled.

NUMBER OF VISITORS

A maximum of three (3) visitors may visit at one time. All visitors must be on the PIOC approved Visitor List and on the ICSolutions Visitor list for the day. Minors (under 18) must be accompanied by an adult.

VISITING HOURS

Visiting hours/rules may change without notice.

Two Hour In-Person: Four a week
Monday – Friday
2:30pm – 4:30pm
4:45pm – 6:45pm
7:00pm – 9:00pm
Saturdays, Sundays and Holidays
6:30am – 8:30am
7:00am – 9:00am
9:15am – 11:15am
11:30am – 1:30pm
25 Min Video: *Unlimited
(up to 16 per month)
Monday – Friday
2:30pm – 7:00pm
Saturdays, Sundays and Holidays
8:30am – 1:30pm

Holidays are: New Year's Day, Martin Luther King Jr. Day, Memorial Day, the 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas and New Year's Eve.

Visiting time does not accumulate and does not carry over from week to week. If a visit is missed or has to be cancelled, it will not be re-scheduled.

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If neither party connects after 10 minutes it will auto cancel the visit.

GENERAL RULES for In-Person Visitation

- If a visitor is more than 20 minutes late, they will not be allowed to enter and the visit will be cancelled.
- Visitors shall not arrive more than 10 minutes early for a visit.
- The official start time of a visit is when the PIOC arrives and checks in with staff.
- If a visitor has waited more than 15 minutes, staff will make a call to the unit to inquire about the reason for the delay. Once it has been verified the PIOC has been personally told of a visit, he has 20 minutes to arrive at the Visiting Room or the visit will be cancelled.
- PIOC are not allowed to handle any coins for the vending machines at any time. Only visitors are allowed to approach and operate the vending machines.
- Food and drink are not allowed to be shared between PIOC and their visitors.
- PIOC are not allowed to take anything out of the visiting area back to their unit. This includes any items purchased from vending machines.
- PIOC may not leave the visit and then return.
- PIOC and visitors will always sit in an upright position and will not place their feet on the furniture.
- Hands of PIOC and visitors must be visible to staff at all times. PIOC and visitors are not allowed to place their hands inside or underneath their own or anyone else's clothing.

- Laps are not to be covered at any time during the visit.
- PIOC and visitors are permitted to hold hands; no other parts of body shall come in contact.
- PIOC and their visitors may not put their arms around or on one another.
- PIOC and their visitors are permitted to hug and kiss at the beginning and end of their visit. Excessive displays of affection are not permitted.
- Conversation during visits will be held in a normal tone of voice to not disturb others.
- Visitors are responsible for the care and behavior of their children. Children should not be loud, screaming and/or distracting other visitors or left unattended.
- PIOC may hold their own children who are age 5 or under.
- No running, jumping or horseplay allowed in the Visiting Room.
- No cross visiting. PIOC and visitors are allowed to visit with people at their table only.
- Breastfeeding during Visitation
    - A mother with child is permitted to breast-feed during visitation in the institution visiting room.
    - There is an area within the visiting room available if a mother desires to have privacy while breastfeeding and/or pumping or expressing milk into bottles. The mother cannot be required to utilize it.
- Visitors will change children's diapers in the visitor's restroom only. PIOC are not allowed to take children to the restroom.
- Chapstick and gum are not allowed.
- Any necessary medical items (epi pens, inhalers) shall be taken to visiting room officers when entering the visiting room.
- Visitors who are not allowed to visit or are denied a visit must leave the Lobby area immediately.
- Letters, photos and legal papers cannot be brought in during visits. Exceptions may be made with prior written approval by a Security Supervisor during tax time for tax documents requiring a PIOC signature. No other exceptions will be made.

NON-STANDARD VISITS

- Special visit requests are submitted by the PIOC to his Social Worker no less than five (5) days prior for each occasion. PIOC may request two (2) special visits per calendar year for the same visitor. Special visits do not count towards the three allowable visits per week. Special visits may include a family member that is not listed on the PIOC visiting list.
- **Extended visits may be requested by PIOC to their Social Workers for visitors who travel 250 miles or more one way, whether or not they are on the PIOC's visiting list, no less than five (5) days prior to the proposed visit. No more than two (2) extended visits for the same person are allowed each calendar year. Extended visits count towards the allowable visits for PIOC each week.**
    - **If on the PIOC Visitor list, visitors MUST sign up for a visit in ICS. If the extended visit is approved, the facility will notify staff of the extension.**
- Joint visits: The visitor(s) must be on the PIOC visiting list **and** a close family member (biological, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. Joint visits are allowed with approval from both the PIOC Social Worker **and** the Warden. Joint visits will count as one (1) visit for each PIOC for the week.

SPECIAL ACCOMMODATIONS

Accommodations for visitors who are unable to successfully walk through and clear the metal detector due to a medical appliance/assistive device should be requested using a DOC-2424 Visitor Requesting Accommodations form. This form is available for download in English and Spanish and can also be requested by checking a box on the DOC-21AA (visiting application).

- Your physician must complete and return this document to the **Security Director (RYOCF, P.O Box 2200, Racine, WI 53404-0001), or a fax number listed on the form** on a medical provider's letterhead and include the name of the PIOC the individual intends to visit.
- Pacemaker cards or other cards identifying medical conditions will NOT be accepted as proof of medical condition
- Until the DOC-2424 is approved, the visitor in question will not be allowed to visit.
- If the Security Director approves the medical clearance, the visitor will be scanned by a handheld metal detection wand before entering the visiting room.

MAILING ADDRESSES:

Mail (Letters, Cards, Pictures, etc.):
PIOC full name (first and last) and DOC #
RYOCF
P.O Box 189
Phoenix, MD 21131

Magazines:
PIOC full name (first and last) and DOC #
RYOCF
PO Box 2500
Racine, WI 53404-0002

Merchandise (Property and Books):
PIOC full name (first and last) and DOC #
RYOCF
1500 Hamilton Street
Racine, WI 53404

DOC VISITING RULES FOR ALL FACILITIES (DAI Policy Visiting 309.06.01)

Wisconsin Statutes s. 302.095(2) - Delivering Articles to Inmate prohibits delivery of any article to an inmate of a state correctional facility, depositing or concealing an article within the facility or within 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 or superintendent. Violation of this law is a Class I felony, the punishment for which is imprisonment up to 3.5 years, a fine of up to $10,000, or both.

The DOC is committed to maintaining drug-free facilities and will investigate and assist in the prosecution of any individual attempting to introduce drugs or other prohibited items into a correctional facility.

OBTAINING PERMISSION TO VISIT

All persons who wish to visit must be listed on the PIOC's approved visitors list, per Administrative Code Ch. 309.08. A completed DOC-21AA Visitor Questionnaire must be submitted for all prospective visitors, including minor children. It is the PIOC's responsibility to obtain and mail the DOC-21AA to a prospective visitor. Proposed visitors must return the completed form to the institution for processing. If approved, PIOCs will be notified that a visitor has been added to their visiting list. Applicants may be denied approval for visitation on a number of grounds, which are specified in state administrative code. Applicants who are denied approval will receive a written notice. All visitors under the age of 18 must be accompanied during visitation by an adult that is on the PIOC's approved visitors list.

ARRIVAL & ENTRANCE

Visitors should arrive no more than 20 minutes prior to the start of visiting hours. A visitor's hand will be stamped by security staff and checked when entering and leaving secure areas.

Visitors age 16 or older must provide photo identification. Acceptable forms of photo identification are:
Valid state driver's license
Valid passport or visa
Valid Department of Transportation (DMV) photo I.D.
Valid military identification card

Valid tribal photo I.D.
Amish visitors who do not possess photo identification as a requirement of their religion must provide the facility with a signed and notarized affidavit from their bishop. The affidavit must include the physical description of each proposed visitor.

Only visitors on a PIOC's approved visiting list will be permitted to visit. Anyone denied visitation must leave facility property immediately; waiting in vehicles or parking lots is not allowed.

METAL DETECTORS
Visitors will be denied entry to the visiting room if they are unable to successfully clear a metal detector within three attempts. In order to expedite the entrance process, visitors should avoid wearing metal jewelry or clothing with metal, such as buckles, snaps, bib overalls, wire undergarments, etc. Visitors shall be permitted three attempts to successfully pass metal detection. If a visitor does not clear the metal detector after three attempts, a supervisor shall be contacted and report to the lobby. With the supervisor present, the visitor shall be given two more attempts to clear the metal detector. If after the two additional attempts the visitor still does not clear the metal detector, the supervisor shall inform the visitor they shall not be allowed entrance into the facility.

SPECIAL ACCOMMODATIONS
Accommodations for visitors who are unable to successfully walk through and clear the metal detector due to a medical appliance/assistive device should be requested using a DOC-2424 Visitor Requesting Accommodations form. This form is available for download in English and Spanish and can also be requested by checking a box on the DOC-21AA (visiting application). The visitor's physician must complete, sign, and return the form via fax or mail to the institution security director or center superintendent for approval prior to the visitor being allowed entrance.

Visitors who utilize a wheelchair must use an institution-approved wheelchair. This may be a personal wheelchair or one provided by the institution, as determined by the institution. Personal wheelchairs are subject to search.

BEHAVIOR WHILE VISITING
Visitors must conduct themselves in an appropriate and courteous manner and must follow all visiting rules at all times. It is the PIOC responsibility to ensure their visitors are aware of all visiting rules and regulations. Inappropriate conduct by visitors or PIOC, including children, may result in termination of the visit and potential suspension of visiting privileges.

Visitors appearing to be under the influence of intoxicants will not be allowed entrance.

PERSONAL PROPERTY AND CLOTHING

PROHIBITED ITEMS
The following items are prohibited at all DAI facilities.

- Weapons.
- Cell phones, cameras, pagers, recording equipment, and all other electronic devices.
- Illegal drugs.
- Alcohol.
- Tobacco and related products.
- Matches and lighters.
- Purses.
- Strollers.
- Money or other items intended to be given to an PIOC.

- Reading materials or other papers, without prior approval.
- Pets or other animals, except for those required as service animals for persons with disabilities.
- Food/beverages (exceptions exist at some centers). Vending machines may be available inside the visiting room.

ALLOWABLE ITEMS

The following items may be brought into facilities, should they pass inspection.

- Money, not to exceed $25.00 per visitor. A change machine is available in the RYOCF lobby.
- Comb, pick or brush, limited to one per visitor.
- Up to two (2) baby blankets per child.
- Up to four (4) diapers per child. Diaper bags are not allowed.
- Up to two (2) plastic baby bottles per child.
- One (1) hand-held baby seat per child.
- Diaper wipes, which must be kept in a clear plastic bag.
- One (1) pacifier per child.
- One (1) coat and one (1) pair of gloves per visitor.
- Headwear (provided it does not conceal identity).
    - Individuals wearing religious headwear that does conceal the identity are required to allow facility staff to view their face in order to verify identification of the visitor upon entry and exit of the facility. After identification, the visitor shall be permitted to replace the facial covering. If the visitor is female, a female staff member shall conduct the identification verification process.
- One (1) facility locker key.
- Medically necessary medications, which may include inhalers, nitroglycerin, epipens, etc. (must be given to visiting room officers upon entrance to the visiting room)

VISITOR CLOTHING

Visiting areas are intended to be an atmosphere that is appropriate for families and friends of all ages. Visitors who are not dressed appropriately may be denied entrance. Footwear must be worn at all times. Restrictions apply equally to men, women, and children. The following items are prohibited:

- Watches. (including smart watches or electronic recording devices)
- Transparent/translucent clothing. (see through)
- Camouflage clothing.
- Shorts that do not reach fingertip length when the visitor stands with upright posture, arms straight down, fingers extended.
- Skirts and dresses that do not reach fingertip length plus three inches when the visitor stands with upright posture, arms straight down, fingers extended.
- Tops and dresses that are strapless, tube, or halter style, or that expose the midriff or back.
- Camisoles and tank tops must be worn under other clothing.
- Spandex, Lycra, or other stretch fabrics. Tops, tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
- Exposed undergarments. (no exposed bra straps and pants must be pulled up)
- 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.
- Hats worn must have the brim facing forward
- Any clothing that may have the potential to cause undue attention.