

2. The facility will retain the original affidavit and place a copy in the respective inmate's Visitor Information file. The visitor(s) shall retain a copy of the affidavit and produce it upon arrival to the facility as a means of identification.
3. Information regarding no photo identification will be entered into the "Relatives/Associates" screen in WICS.

VISITOR REQUIREMENTS

1. All visitors, including minors, must be on the inmate's approved visiting list. An adult, who is on the inmate's approved visiting list, must accompany all minors unless the minor is the confirmed spouse of the inmate.
2. Disruptive or disrespectful behavior will not be tolerated and will result in the visitor being denied admittance into the institution. This behavior may also result in a loss of visiting privileges as deemed appropriate by the Security Director.
3. Visitors who smell of alcohol or appear intoxicated or under the influence of any substance will not be allowed into the institution.
4. All visitors entering the institution will be stamped on the right hand with invisible ink. No visitor will be permitted to exit the institution until the lobby staff identifies his/her stamp.
5. Visitors who are not allowed to visit or are denied a visit must leave the Lobby area immediately.
6. Special visit requests are submitted by the inmate to his Social Worker no less than five (5) days prior for each occasion. Inmates 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.
7. Extended visits may be requested by inmates to their Social Workers for visitors who travel 250 miles or more one way, whether or not they are on the inmate'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 three allowable visits for inmates each week.
8. Joint visits: The visitor(s) must be on the inmate's visiting list **and** a close family member (biological, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A surrogate parent is within the definition of parent if an inmate substantiates the claimed surrogate did in fact act as a parent to the inmate, regardless if the surrogate parent is not an adoptive, foster or step parent). Joint visits are allowed with approval from both the inmate's Social Worker **and** the Security Director/designee. Joint visits will count as one (1) visit for each inmate for the week.

METAL DETECTOR/SEARCH OF VISITORS

1. All visitors must clear the metal detector before being permitted to enter the facility. Only three attempts to clear the metal detector are allowed. No exceptions.
2. Bobby pins/metal hair clips should be removed before attempting to clear the metal detector.
3. Visitors will proceed through at a normal pace with arms at their side.
4. Visitors will not be allowed entry when wearing clothing with decorative metal or large metal fasteners (i.e. buckles, snaps, metal buttons, etc. such as jean jackets or button fly jeans) Visitors must be able to remove/lock up or replace clothing that will not pass the metal detector.
5. Wire in undergarments will not pass the metal detector and should not be worn. Effective August 28, 2017 each visitor will be allowed a one-time exception to remove an undergarment. The visitor must still pass the metal detector as stated above. All future visits the visitor will not be allowed to remove any undergarments and will be denied visitation on that day.
6. 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.
 - a. If there is a medical reason a visitor cannot pass the metal detector, including wheelchairs and scooters, he/she will be required get a medical clearance signed by a licensed doctor. DOC Form 2424 is available for inmates to send to visitors.
 - b. **Your physician must complete and return this document to the Security Director (RYOCF, P.O Box 2200, Racine, WI 53404-0001)** on the medical provider's letterhead and including the name of the inmate the individual intends to visit. Information received via fax or sent via US Mail from addresses not identified as medical facilities will not be accepted or approved.
 - Pacemaker cards or other cards identifying medical conditions will NOT be accepted as proof of medical condition
 - c. Until the DOC-2424 is approved, the visitor in question will not be allowed to visit.
 - d. If the Security Director approves the medical clearance, the visitor will be scanned by a handheld metal detection wand before entering the visiting room.

VISITOR DRESS CODE

1. RYOCF promotes a family friendly atmosphere and visitors should keep this in mind when selecting clothing to wear for their visit. All clothing must be worn in the manner in which it is intended. The following apparel/accessories are prohibited, considered unacceptable and will result in the denial of a visit:
 - a. Watches of all types including smart watches
 - b. Any wearable items with internet/smart technology and/or electronic recording equipment in any form
 - c. Transparent clothing (thin white or light colored shirts)
 - d. Shorts shorter than fingertip length (visitor standing naturally with arms straight down the side of body and fingers extended)
 - e. 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). Style of the upper portion of the dress must meet requirements of a top/shirt.
 - f. Tops and dresses that are strapless, tube, tank, spaghetti-strap and/or halter top
 - g. Tops and dresses that expose the midriff (front and/or back) and/or cleavage area
 - h. Spandex, spandex-like, Lycra or Lycra-like tights, leggings and jeggings
 - i. Any clothing with the potential to cause undue attention
 - j. Underwear worn on the outside or exposed undergarments
 - k. Clothing with holes or tears including jeans and Jackets with partial holes
 - l. Clothing or accessories with obscene or profane writing, images or pictures
 - m. Gang-related or club related clothing or insignia. This includes headwear, footwear, logos or insignias. Motorcycle jackets bearing club logos.
 - n. Hats must be worn with brim facing straight forward at all-times
 - o. Pants must be pulled up at all times (no sagging)
 - p. Footwear shall be worn at all times.
2. Headwear/Hats are permitted
 - a. Visitors who have religious headwear concealing identity are required to allow institution/center staff to view their face(s) in order to verify identification of the visitor upon entry and exit of the institution. When identification is confirmed, the visitor will be permitted to replace the facial covering.
 - b. If the visitor is female, a female staff member will conduct the identification verification procedure.
 - c. Special security precautions may be taken, as authorized by the institution Security Director, to effectively supervise the visit.
3. Acceptable attire shall be worn at all times. Restrictions apply equally to men, women and children.

APPROVED PROPERTY FOR INMATE VISITORS

The following items are not permitted inside the visiting room: watches, wallets, purses, keys, diaper bags, ID's, electronic paging devices, cameras, paper money, cell phones or food items.

All articles not approved for entry into the visiting room must be placed in a locker located in the lobby. Lockers are operated with two quarters that are returned to you after returning the key to the locker. The Department of Corrections is not responsible for lost or stolen items stored in lockers by visitors. Items may not be left with Lobby staff.

1. Visitors are allowed to take the following property into the visiting room after inspection by staff (at staff discretion, items may also be required to be viewed on the x-ray machine):
 - a. Up to \$20 worth of coin money for use in the vending machines per visitor. A change machine is available in the lobby.
 - b. Comb, pick or brush. Limited to one per visitor.
 - c. Up to two (2) baby blankets per child.
 - d. Up to four (4) diapers per child. Diaper bags are not allowed.
 - e. Up to two (2) plastic baby bottles per child. Bottles must be prepared in the lobby before entry to the visiting room is granted.
 - f. One (1) hand-held baby seat per child.
 - g. Diaper wipes. Must be kept in a clear plastic bag.
 - h. One (1) pacifier per child.
 - i. One (1) institution locker key.
 - j. Visitors are permitted to bring in medically necessary medication such as inhalers, nitroglycerin, epi pens, etc. Visitors should give those items to the visiting room officer upon entrance to the visiting room.

2. Money/Property Brought in on Visits

- a. No cash or other personal items will be accepted by facility staff or left in the visiting area for inmates.
- b. Money may not be brought in during a visit to be deposited in an inmate's account. All money for deposit to an inmate's account must be sent through Access Corrections (Electronic Secure Deposit), See the last page.
- c. 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 the inmate's signature. No other exceptions will be made.

GENERAL VISITING RULES - RESTRICTIVE HOUSING

1. ALL Restrictive Housing visits are no-contact visits.
2. All Restrictive Housing visits take place in the Visiting Room's no-contact booths.
3. The number of visitors allowed for ANY no-contact visit is limited to three (3) visitors.
4. Inmates in Restrictive Housing are not eligible for joint visits.
5. All visits are a maximum of 60 minutes.
6. All General Visiting Rules apply for visitors and inmates.
7. The number of weekly visits is determined by the Inmate's current Restrictive Housing Status.

GENERAL VISITING RULES

1. Any abuse of visiting policy and procedures, by inmates or visitors, may result in a no-contact visit, suspension or permanent loss of visiting privileges.
2. Once a no-contact visit has begun, it will remain a no-contact visit.
3. Visitors are not allowed to physically or verbally abuse an inmate. This includes pushing, hitting, striking or loud verbal exchanges with the inmate. Such behavior will result in the visit being terminated. The visitor will be subject to having no-contact visits or their visiting privileges suspended or their visiting privileges terminated per the Security Director's discretion.
4. Visitors are not allowed to verbally abuse or disrespect staff in any way. This will result in the visit being terminated and the visitor being subject to having their visiting privileges suspended or terminated per the Security Director's discretion.
5. Seating will be assigned by visiting room staff. Inmates must check in at the Officer Station before the start of their visit. Inmates will then be seated in the purple chair facing the officer station. The official start time of a visit is when the inmate arrives and checks in with staff.
6. If a visitor has waited more than 15 minutes for an inmate to arrive at the Visiting Room, staff will make a call to the unit to inquire about the reason for the delay. Once it has been verified the inmate has been personally told of a visit, he has 20 minutes to arrive at the Visiting Room before disciplinary action is taken.
7. Inmates must wear a complete set of greens (a green shirt and pants) and their state-issued footwear. No personal footwear is allowed in the visiting room. All buttons on shirts are to be buttoned except the top button. Shirts must be tucked inside pants. Collars should not be tucked in, turned under or turned up.
8. Inmates are not allowed to handle any coins at any time. Only visitors are allowed to approach and operate the vending machines.
9. Inmates are not allowed to take anything out of the visiting area back to their unit. This includes any items purchased from vending machines.
10. No visitors will be allowed to leave or be added once a visit commences. If one person leaves, the visit is ended.
11. Inmates may not leave the visit and then return.
12. Inmates must sit facing the Officer Station with their chairs also facing their assigned table.
13. Inmates and visitors will always sit in an upright position and will not place their feet on the furniture.
14. Hands of inmates and visitors must be visible to staff at all times. Inmates and visitors are not allowed to place their hands inside or underneath their own or anyone else's clothing.
15. Laps of inmates or visitors are not to be covered at any time during the visit.
16. Inmates and visitors are permitted to hold hands; no other parts of body shall come in contact.
17. The inmates and their visitors may not put their arms around or on one another.
18. Excessive displays of affection are not permitted. Inmates and their visitors are permitted to embrace and kiss at the beginning and end of their visit.
19. Any embracing, kissing or indiscreet conduct during the visit will lead to individual disciplinary action which may include no-contact visits, suspension or removal of visiting privileges.
20. Conversation during visits will be held in a normal tone of voice to not disturb others.

21. Visitors are responsible for the care and behavior of their children. Children should not be loud, screaming and/or distracting other visitors, left unattended or allowed to leave their assigned table area.
22. No running, jumping or horseplay allowed in the Visiting Room.
23. No cross visiting. Inmates and visitors are allowed to visit with people at their table only.
24. Inmates are not allowed to physically or verbally abuse a visitor. This includes disciplining their own children (spanking, pushing, hitting, and/or loud verbal exchanges of any kind). This behavior will result in the visit being terminated and inmates will be subject to disciplinary action.
25. Breastfeeding during Visitation
 - a. A mother with child is permitted to breast-feed during visitation in the institution visiting room.
 - b. 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.
26. Visitors will change children's diapers in the visitor's restroom only. Inmates are not allowed to take children to the restroom.
27. Inmates needing to use the restroom are only allowed to use the inmate restroom. All inmates will be strip searched before being allowed to use the restroom.
28. Inmates must clean their table area at the end of the visit.
29. Upon completion of the visit, inmates are to sit by the exit door to be searched and visitors must immediately exit the Visiting Room.

Failure to abide by the rules and regulations of RYOFC's visiting room may result in the suspension or termination of visiting room privileges.

MAILING ADDRESSES Racine Youthful Offender Correctional Facility- RYOFC

Street Address: 1501 Albert Street Racine, WI 53404

Phone: (262) 638-1999

INMATE MAIL

Racine Youthful Offender Correctional Facility
Offender's Name and DOC Number
Housing Unit & Cell number
P.O. Box 2500
Racine, WI 53404-0002

INMATE PROPERTY- UPS DELIVERY

Racine Youthful Offender Correctional Facility
Offender's Name and DOC Number
Housing Unit & Cell number
1500 Hamilton Street
Racine, WI 53404

INMATE MONEY

Access Corrections Secure Deposits
(844 -340-2274) Please see Lobby Sergeant
For further assistance

INMATE TELEPHONE CONCERNS

Correctional Billing Services
(800)844-6591

