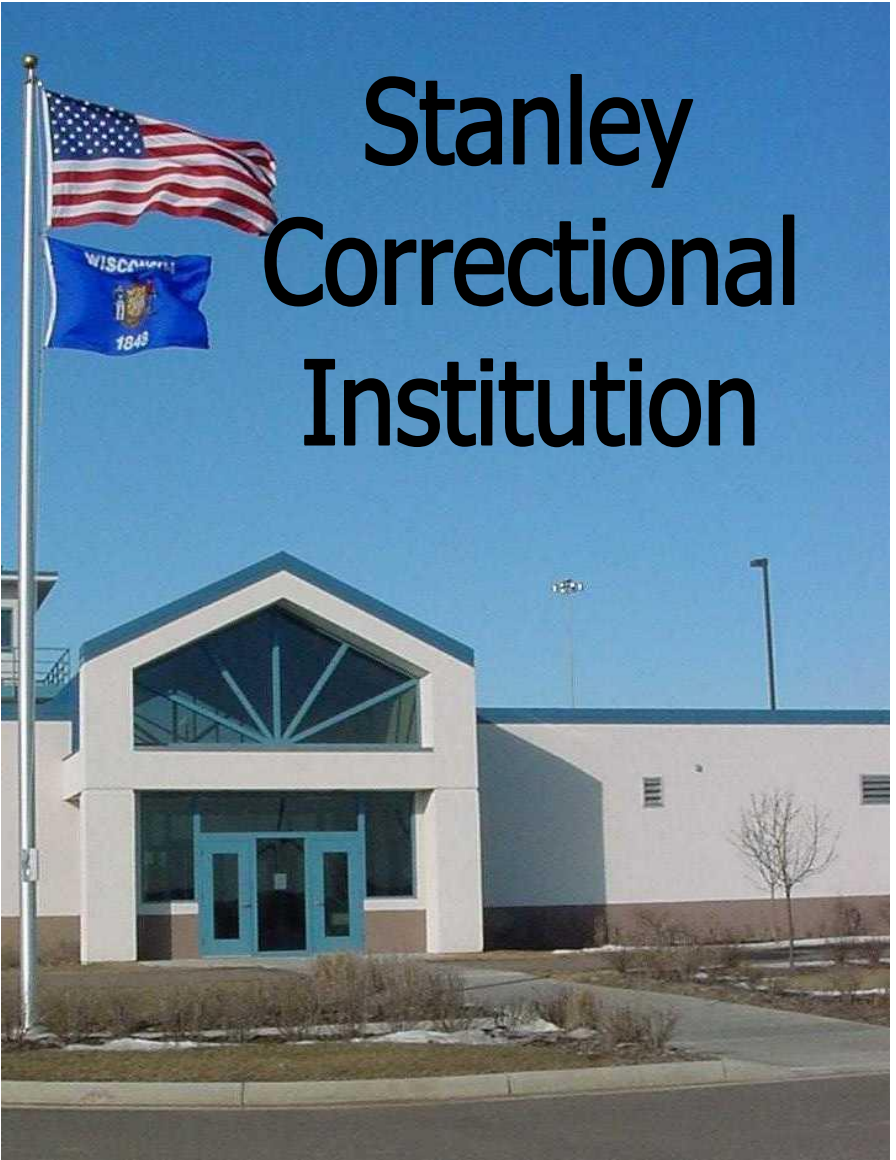
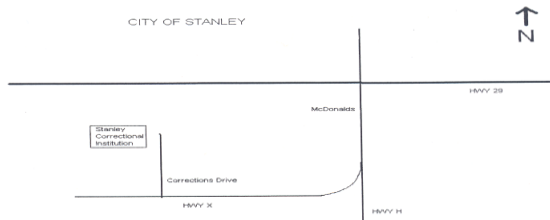
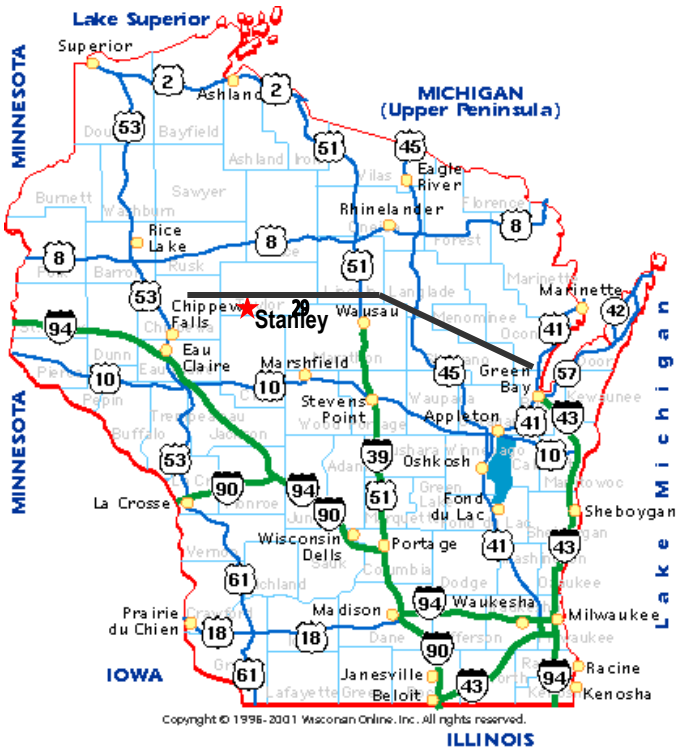


Stanley Correctional Institution



Visitor Guide

Stanley Correctional Institution
100 Corrections Drive
Stanley, WI 54768-6500
(715) 644-2960



The city of Stanley is located at Exit 101 on Highway 29. After exiting take County Highway H South, turn right on County Highway X. Stanley Correctional Institution will be on your right side - turn onto Corrections Drive.



PLEASE NOTE: Visitors must park in designated rows.

Delivering even the smallest amount of Illegal or controlled substances to a Wisconsin State Prison can result in a fine of \$10,000, imprisonment of 8 years and 6 months, and loss of driver's license for up to 5 years. Don't risk your job, your home, or your family!

GENERAL POPULATION VISITS

PIOC (persons in our care) are allowed up to three visits per week, including Zoom and in-person visits. In-person visits may only have one visit per weekend. Should a holiday be connected to a weekend, that holiday day is considered part of the weekend and only one visit is allowed for the three-day weekend.

Visitors should not arrive earlier than 15 minutes before visits start. Visitors will not be admitted after 7:30 p.m. on weekdays and 2:30 p.m. on Saturdays, Sundays and Holidays. Visitors will not be allowed to enter the Lobby until ten minutes prior to the start of the visiting hours.

IN-PERSON/CONTACT VISIT DAYS AND TIMES:

1. Use the link below to schedule an In-Person (contact) visit:
<https://www.signupgenius.com/go/70A054FAFA82BAAFD0-sciinperson>
2. Visitors shall not reserve multiple times on the same day.
3. Only one visit per day and one visit per weekend.
4. In-person visiting hours:

Monday and Tuesday	
	2:10 pm – 4:00 pm
	4:10 pm – 6:00 pm
	6:10 pm – 8:00 pm

Sunday and Holidays	
	8:00 am – 9:50 am
	10:00 am – 11:50 am
	1:00 pm – 2:50 pm

LOBBY CLOSED	
WEEKDAYS:	4:15 - 5:00 pm
WEEKENDS/HOLIDAYS:	12:00 Noon – 1:00 pm

Holidays are:	
New Year's Day	Thanksgiving Day
Martin Luther King Day	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

ZOOM VISITS

All PIOC are allowed one zoom visit a week. All zoom visits must be scheduled by using the following email:

<https://www.signupgenius.com/go/70A054FAFA82BAAFD0-sciivideo>

Visitor's should include following information:

- a. PIOC full name and DOC number
- b. Visitor's full name and date of birth.

ZOOM VISIT DAYS AND TIMES:

Thursday, Monday, and Tuesday (45 minutes in length)	
2:15 pm	5:15 pm
3:15 pm	6:15 pm
4:15 pm	7:15 pm

Sunday and Holidays (45 minutes in length)	
8:15 am	12:15 pm
9:15 am	1:15 pm
10:15 am	2:15 pm
11:15 am	

RESTRICTIVE STATUS HOUSING UNIT VISITS

All restrictive status housing unit visits will take place between the video conference rooms in Restrictive Housing and the booth in the visiting room. These visits will last no longer than one hour, be attended by a maximum of two visitors and will be conducted on a first come, first serve basis. These visits will coincide with the regular visiting hours. Restrictive status housing unit PIOC are allowed 1 one-hour video conference per week. Restrictive status housing unit PIOC do not get televisits to Milwaukee Secure Detention Center or Zoom visits.

VISIT ENTRANCE PROCEDURES

- 1. The visiting week begins on Thursday and ends the following Tuesday.
- 2. Stanley Correctional Institution (SCI) is a tobacco free facility; therefore, no tobacco products are to be used on institution property or possessed inside the facility.
- 3. Special parking spaces have been provided (marked by handicapped signs) for visitors with physical disabilities who have license plates or state approved display cards that authorize handicapped parking.
- 4. All vehicles must be locked with the windows rolled up while parked in the SCI parking lot.
- 5. No persons or pets are allowed to wait in the car while the visit takes place.
- 6. Only visitors on the PIOC approved list shall be permitted to visit the PIOC. This includes adults and minors.

7. Outside visiting tables are assigned upon request (weather-permitting), on a first come first served basis. Outdoor visits are limited to one hour in length. The remainder of the visit must be completed in the inside visiting room.
8. The maximum number of visitors will not exceed six visitors, including adults and their minor children for a single visit.
9. All visitors age sixteen (16) or older must provide photo identification. 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, requires a DOB
 - e.) Valid tribal ID (if it provides photo)
10. 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 including hair and eye color, height and weight of each proposed visitor.
 - b) The institution will retain the original affidavit and place a copy in the respective PIOC Social Services 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.
11. Lockers are provided in the Lobby for placement of vehicle keys and other items not allowed in the Institution. Tokens are available from the Lobby Officer. It is recommended that purses be locked in your vehicle; the Institution is not responsible for personal property left in vehicles or Lobby lockers. Purses and/or billfolds are not allowed in the Visiting Room.
12. Limited vending machine items may be available in the visiting area.
 - a.) There is a change machine in the Lobby. There is not a change machine in the visiting area (institution staff will not make change).
 - b.) PIOC are not allowed to go to the vending machines/microwaves or handle or touch money.
 - c.) Food items from vending machines cannot be shared.
 - d.) No cash (except coins), checks, debit, or credit cards of any kind are allowed in the Visiting Room.
13. Visitors are permitted to bring in medically necessary medications or devices such as but not limited to, inhalers, nitro pills (only amount needed in original container), epi-pens, etc. Visitors requiring medication must notify both the Lobby Sergeant/Visiting Room Sergeant. It will be kept at the Officer's Station in the Visiting Room where it can be obtained, if necessary.
14. The following items are allowed to be brought into facilities by PIOC visitors, should they pass inspection:
 - a.) Money, not to exceed \$25.00 for each 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.
- f.) One (1) hand-held baby seat for each child.
- g.) Diaper wipes. Shall be kept in a clear plastic bag.
- h.) One (1) pacifier for each child.
- i.) One (1) coat and one (1) pair of gloves for each visitor.
- j.) Headwear (provided it does not conceal identity).
- k.) One (1) facility locker key.

****Baby items will be carried together in a clear plastic bag for easier handling/inspection.**

- 15. Drugs, tobacco, alcohol, cell phones, and weapons are NOT PERMITTED in the Institution. Persons found to be attempting to bring any of these items into the Institution are subject to a FELONY PROSECUTION. Persons exhibiting signs of intoxication will not be allowed to enter the Institution.

Because the presence of contraband in the institution causes major security/safety breaches, trained dogs may be used by the prison administration to detect and prevent the entrance of contraband and drugs into the Institution. These dogs could be present anywhere on the Institution property, including the parking lot, administration building, reception area/lobby, visiting room, or elsewhere in the Institution.

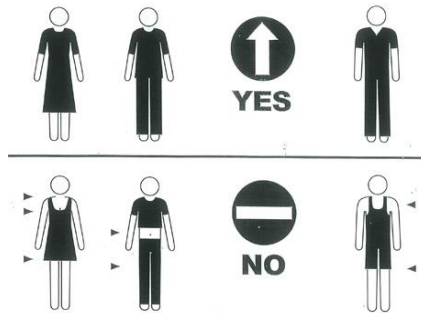
- 16. Visitors and other persons that have been issued a license to carry a concealed firearm or a weapon shall ensure the firearm or weapon is secured in the locked trunk of a personal vehicle, or a locked compartment, before exiting the vehicle in the designated visitor parking lot. The vehicle must be locked after exiting.
- 17. No reading materials, other papers or forms of identification may be brought in. NOTE: All legal material entering or leaving SCI will be sent through U.S. Mail only.
- 18. Pets are not allowed in the Institution or on Institution grounds. Certified service animals are permitted. No animals may be left unattended.
- 19. Children cannot be left unattended. Any child sent back to the lobby or to the car must be accompanied by an adult.
- 20. Any visitor leaving the visiting room for any reason will not be allowed to re-enter.
- 21. Visitors who are not on the visiting list, and/or not given access to SCI Visiting Room will not be allowed to wait in the SCI lobby or parking lot.
- 22. 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.
- All visitors must pass through and clear the metal detector. Failure to successfully clear the metal detector after three (3) attempts will result in the visit being denied. To expedite the entrance process, visitors should avoid wearing clothing with metal

attached (buckles, snaps, metal buttons, bib overalls) and refrain from wearing excessive jewelry. The metal detector is also sensitive to wire in undergarments.

23. Any visitor who has a medical condition, i.e., metal pin in leg, etc., must provide medical verification via a Visitor Requesting Accommodations form (DOC-2424) from a doctor per Institution policy, before being allowed entrance.
 - This medical verification must be mailed or faxed directly from the health care provider to the Security Director, prior to the visit. No exceptions.
 - Any visitor attempting entrance into the Institution in a wheelchair must pass entrance procedures and will only be allowed to visit in a wheelchair provided by SCI.
 - Individuals who have specially designed or equipped wheelchairs must submit medical documentation from a doctor to verify the need prior to the visit. Every consideration will be extended to accommodate the visitors, in keeping with security concerns for the Institution.
 - Please note: PIOC are responsible for notifying their visitors if an accommodation is approved. Also, approved accommodations become part of the visitor record. Therefore, it is not necessary to reapply for an accommodation when a PIOC transfers to another institution.
24. Every consideration will be extended to accommodate the visitors, in keeping with security concerns for the Institution. Lobby/Control/Visiting Staff may turn a visitor away for any behavior deemed inappropriate. The visiting area at SCI *stresses a family atmosphere* as friends and family are of all ages.
25. Undergarments must be worn at all times.
26. Footwear shall be worn at all times. Bare feet, flip flops or shower-type shoes are forbidden (infants unable to walk are the exception to bare feet).
27. Visitors shall dress in attire that is not provocative or offensive to others. The following is considered unacceptable and will result in the denial of visits:
 - a.) Watches.
 - b.) Transparent/translucent clothing.
 - c.) Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
 - d.) Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
 - e.) Tops and dresses that are strapless, tube or halter style.
 - f.) Camisoles and tank tops are only permissible when worn under other attire.
 - g.) Tops and dresses that expose the midriff (front and/or back).
 - h.) 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.
 - i.) Exposed undergarments.
 - j.) Clothing with revealing holes, tears or slits
 - k.) Clothing or accessories with obscene or profane writing, images or pictures.
 - l.) Gang-related clothing, headwear, shoes, logos or insignias.

- m.) Any clothing that may have the potential to cause undue attention.
- n.) Sunglasses
- o.) Internet “smart” technology and electronic recording equipment of any form.

PLEASE DRESS MODESTLY
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25. Cameras are not permitted in the Visiting Room; however, photos may be purchased through the SCI Photo Project.
 - a.) PIOC on a general population visit in the Visiting Room will be able to have pictures taken.
 - b.) Photos will be taken Monday and Tuesday from 2:45 p.m. - 7:00 p.m. and on Sunday and Holidays from 10 a.m. - 3:00 p.m. All photos must be taken within 30 minutes of the start of the visit.
 - c.) Only the individual PIOC and his approved visitors for that day may be in the picture.
 - d.) Hugging and/or kissing are not permitted. Pictures must be taken with both the inmate and visitor standing in front of the portrait backdrop. Visitors and PIOC will not be allowed to sit on each other's laps.
 - e.) Greens must be properly worn at all times in pictures.
 - f.) Visitors will not be able to pay for photos. The PIOC requesting photographs must have adequate funds in his account at the time the photo is taken. A disbursement request must be completed, payable to SCI Photo Project. PIOC must give approved photos to their visitors or take them back to their housing units.
26. Visitors are not allowed beyond the Visiting Room.
27. The Lobby does not accept PIOC deposits of any kind. Money orders and cashier's checks may be sent to an PIOC through the mail at the address following and must include the PIOC name and number.

SPECIAL OR EXTENDED VISITS

Stanley Correctional Institution may accommodate special or extended visits under appropriate circumstances. PIOC housed at SCI will need to submit these requests to assigned staff members for approval prior to the visit. Allow a minimum of seven days for these types of request to be processed.

DO'S AND DON'T'S OF THE VISITING ROOM

1. Visitors may not bring in any items for the PIOC.
2. Excessive displays of affection are not permitted. You may have a 3 second embrace, kiss at the beginning and end of each visit. Other contact will be limited to hand holding. No fondling.
3. Visitors and PIOC must remain seated directly across from each other with the inmate facing the officer's station.
4. Visitors/PIOC are responsible for the supervision of their children. PIOC may hold their minor children in an appropriate manner. Visits may be terminated due to unruly children.
5. Visiting with anyone not sitting at your table is not allowed.
6. It is the responsibility of the visitor/PIOC to return items taken to the table from the visiting room at the conclusion of the visit.
7. All food items purchased and opened in the visiting room must be consumed in the visiting room. No food or drinks are allowed at outside visits. All food and drink items must be consumed or disposed of prior to leaving the visiting room.
8. Climbing on the outside visiting area fence is strictly prohibited.
9. Tables and chairs located in the outside visiting area are to remain on the concrete foundation at all times.
10. No chairs or tables from the visiting room will be brought outside and none of the furnishings from the outside area will be brought into the inside visiting area.
11. Neither visitors nor PIOC shall place their feet on outside tables.
12. No games are allowed in the outside visiting area.
13. Children and service animals are to be monitored and escorted at all times.
14. Foul, abusive language and racial slurs will not be tolerated.

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PLEASE NOTE: Visiting privileges for PIOC and/or visitors may be revoked or suspended due to violations of Department of Corrections Policy or rules listed in this guide.

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ALL PIOC CORRESPONDENCE MUST BE MAILED TO:

PIOC name and DOC number
Stanley Correctional Institution
PO Box 189
Phoenix, MD 21131

All other packages, money only, and visitor questionnaires must go to the listed address below:

<u>PACKAGES ONLY</u>	<u>MONEY ONLY</u> (Cashier's Check/Money Order)	<u>VISITOR QUESTIONNAIRE</u> (QUESTIONNAIRE ONLY)
Stanley Correctional Institution PIOC Name, DOC Number 100 Corrections Drive Stanley, WI 54768-6500	Email: accesscorrections.com Phone: 866-345-1884	Stanley Correctional Institution Programs Department 100 Corrections Drive Stanley, WI 54768-6500
All funds received with correspondence will be returned at the PIOC expense.		All correspondence received with visitor questionnaire will be returned at the PIOC expense.

Updated 12/122