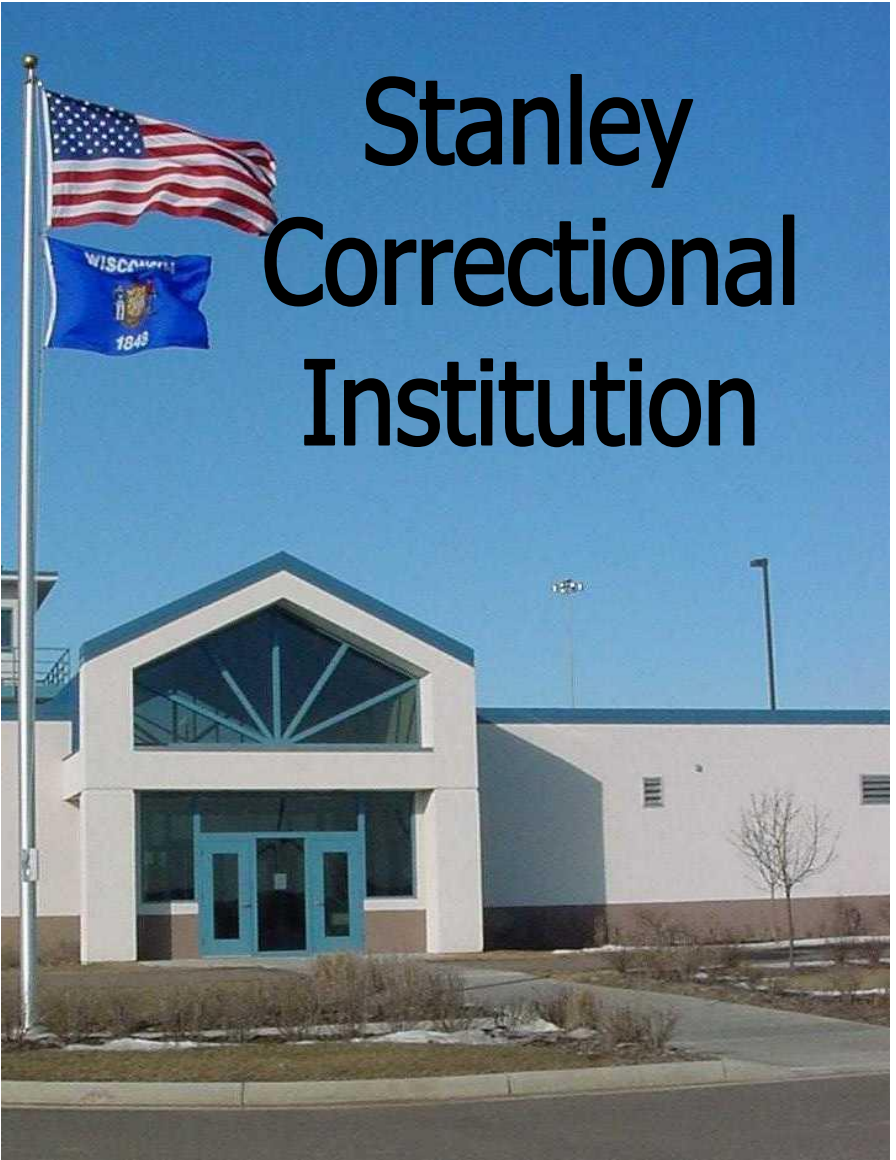
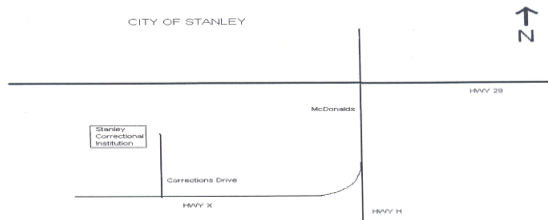
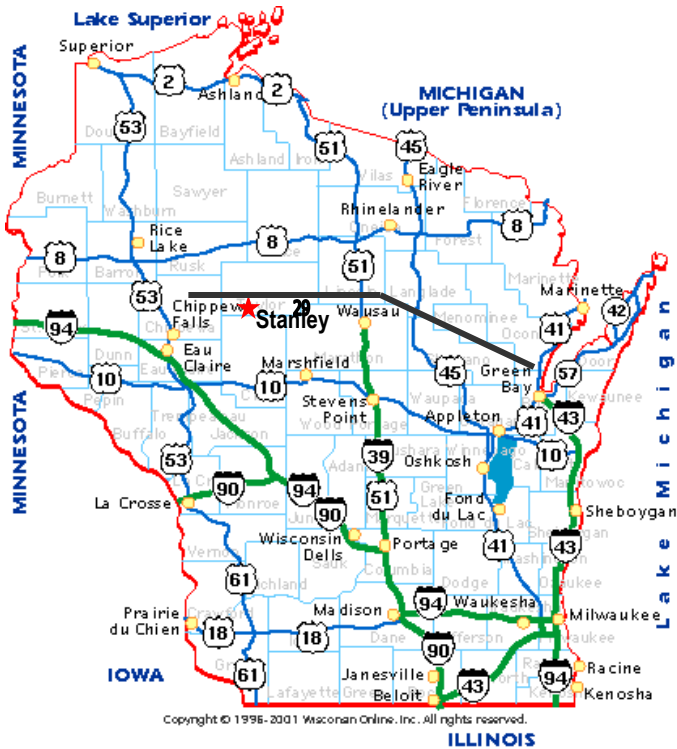


Stanley Correctional Institution



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!

Note: Effective December 8th, 2019 Visiting Hours have changed to the below:

GENERAL POPULATION VISITS

Inmates are allowed three visits per week, with the week running Friday-Tuesday, one visit per day and 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. The Friday after Thanksgiving will follow the Holiday visitation hours and time limits, but not count against weekend visitation. Visitors should not arrive earlier than five 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 five minutes prior to the start of the visiting hours.

Visiting Days:	Hours:	Time limit:
Friday, Monday & Tuesday	2:30 PM - 8:30 PM	3 hour visit
Wednesday & Thursday	Closed	Closed
Saturday and Sunday	8:00 AM – 3:30 PM	2 hour visit
Holidays	8:00 AM – 3:30 PM	2 hour visit
Outside visiting hours	Seasonal/weather dependent	Limited to 1-hour

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







Holidays are:	
New Year’s Day	Thanksgiving Day (Closed)
Martin Luther King Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year’s Eve

RESTRICTIVE STATUS HOUSING UNIT VISITS

All restrictive status housing unit visits will take place between the video conference rooms in segregation 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 inmates are allowed 1 one-hour video conference per week. Restrictive status housing unit inmates do not get televisits to Milwaukee Secure Detention Center.

TELEVISITS with MSDF

Stanley Correctional Institution offers televisits to the general inmate population. The visits are for persons on the inmate's approved visiting list only.

-  To schedule a Televisit, visitors may contact SCI at 715-644-2960 on Wednesdays from 5:00 – 7:00 pm. Visits can be scheduled up to 3 weeks prior to the visit.
 - Televisits will be scheduled for ½ hour timeframes on Tuesdays and Fridays from 8:00 a.m. to 11:00 a.m.
 - Visitors shall be allowed two Televisits per month.
-  The maximum number of visitors will not exceed 2 adults and no children **OR** 1 adult and 2 children.
-  The requesting visitor will need to give the scheduler the following information:
 - Inmate's name and DOC#
 - Requestor's name and date of birth (DOB)
 - Requestor's phone number
 - Name(s) and DOB(s) of any additional visitors
 - All visitors over the age of 16 will need a valid ID.
-  Requestor must arrive at MSDF 20 minutes before scheduled televisit time - no additional calls will be made to the requestor as a reminder regarding the televisit.
-  Visitors should follow institutional guidelines for dress code.
-  All visitors will be required to clear a metal detector.

VISIT ENTRANCE PROCEDURES

1. The visiting week begins on Friday 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 inmate's approved list shall be permitted to visit the inmate. 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 adults and their minor children for a single visit, not to exceed a total of ten visitors.
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 inmate's 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. Vending machines 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.) Inmates are not allowed to go to the vending machines/microwaves or handle or touch money.
 - c.) All bags from vending machines (chips, popcorn, candy, etc.) must be emptied onto a plate before taken to your table.
 - 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 inmate visitors, should they pass inspection:
- a.) Money (coins only) not to exceed \$20.00 for each visitor.
 - b.) One comb or pick per visitor.
 - c.) Up to one (1) baby blanket for each child. Blanket size not to exceed 25" x 30".
 - d.) Up to three (3) diapers for each child. Diaper bags are not allowed.
 - e.) Up to one (1) plastic baby bottle containing pre-mixed formula or sippy cup for each child.
 - f.) One (1) hand-held baby seat for each child.

- g.) Diaper wipes. Must 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) institution locker key.
- l.) Sandals must have a back strap.

****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.

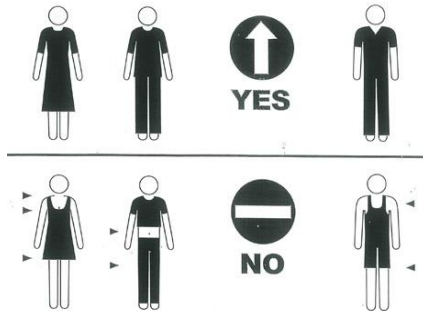
Exceptions: Visitors wearing any undergarments containing any metal (underwire, adjustable clasps, hooks etc.) who cannot pass metal detection will be given a one-time exemption statewide and be given an opportunity to participate in the following procedure:

- The visitor will be directed to a private room, where s/he can remove the bra and place it a bag that will be provided by institution staff.
- The visitor will then allow institution staff to visually inspect and/or allow the bag containing the bra to be passed through the metal detector.
- The visitor shall proceed through the metal detector. If the visitor successfully passes through the metal detector, s/he will then be directed to a private room to place the bra back on, and the visit will be permitted.
- If the visitor cannot successfully pass through the metal detector at this point, s/he will then be denied entrance into the institution.

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: inmates 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 an inmate 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. 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.) Transparent clothing.

- b.) Swimming suits.
- c.) Exposed undergarments.
- d.) Shorts that are shorter than fingertip length + 3 inches (visitor standing naturally with arms straight down the side of the body and fingers extended.)
- e.) Skirts or dresses shorter than knee length.
- f.) Tube, halter, and strapless tops and dresses.
- g.) Tops with exposed backs or midriffs (front and back).
- h.) Underwear worn on the outside or exposed is considered inappropriate.
- i.) Blouses, shirts, and dresses that show cleavage.
- j.) Skirts with revealing slits.
- k.) Spandex/spandex-like and lycra/lycra-like athletic pants, aerobic/exercise tights, leotards, button/snap sided (tear-away) sweat/wind pants or exceptionally tight clothing of any kind.
- l.) Clothing with revealing holes or tears above fingertip level. (see "c/d" above)
- m.) Clothing or accessories with obscene or profane writing, images, or pictures.
- n.) Gang or club-related clothing or insignia indicative of gang affiliation - this includes, but is not limited to motorcycle jackets bearing club logos.
- o.) Camisoles and tank tops are only permissible when worn under other clothing.
- p.) Internet 'Smart' technology and electronic recording equipment of any form. **This includes all watches, as some have 'smart' capability.**
- q.) Sunglasses.
- r.) Bare feet, flip-flops or shower-type shoes (exception to bare feet are infants).

PLEASE DRESS MODESTLY
FAVOR DE VESTIRSE CON MODESTIA



25. Cameras are not permitted in the Visiting Room; however, photos may be purchased through the SCI Photo Project.
- a.) Inmates on a general population visit in the Visiting Room will be able to have pictures taken.
 - b.) Photos will be taken Friday, Monday and Tuesday from 2:45 p.m. - 7:00 p.m. and on Saturday and Sunday 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 inmate 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 Inmates 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 inmate 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. Inmates 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 inmate deposits of any kind. Money orders and cashier's checks may be sent to an inmate through the mail at the address following and must include the inmate name and number.

SPECIAL OR EXTENDED VISITS

Stanley Correctional Institution may accommodate special or extended visits under appropriate circumstances. Inmates 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. 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.**
- 2. Visitors and inmates must remain seated directly across from each other with the inmate facing the officer's station.
- 3. Visitors/Inmates are responsible for the supervision of their children. Inmates may hold their minor children in an appropriate manner. Visits may be terminated due to unruly children.
- 4. Visiting with anyone not sitting at your table is not allowed.
- 5. It is the responsibility of the visitor/inmate to return items taken to the table from the visiting room at the conclusion of the visit.
- 6. 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.
- 7. Climbing on the outside visiting area fence is strictly prohibited.
- 8. Tables and chairs located in the outside visiting area are to remain on the concrete foundation at all times.
- 9. 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.

10. Neither visitors nor inmates shall place their feet on outside tables.
11. Children and service animals are to be monitored and escorted at all times.

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You must send all correspondences/packages, money only, and visitor questionnaires to the listed address below:

SCI – INCOMING INMATE MAIL		
<u>CORRESPONDENCE and PACKAGES ONLY</u>	<u>MONEY ONLY</u> (Cashier's Check/Money Order)	<u>VISITOR QUESTIONNAIRE</u> (QUESTIONNAIRE ONLY)
Stanley Correctional Institution Inmate 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 inmate's expense.		All correspondence received with visitor questionnaire will be returned at the inmate's expense.

- A legible, hand-printed or typed return address, including name and complete mailing address is required on the upper left-hand corner of all envelopes sent.
- NO MONEY SHALL BE SENT WITH CORRESPONDENCE.

PLEASE NOTE: Inmate's visitation opportunities may be lost or limited due to violations of Department of Corrections Policy or rules listed in this guide, by the inmate or visitors.

Updated 11/08/2019