

TCI OFFENDER VISITING INFORMATION

Visiting Hours:

- 2:30 PM through 8:30 PM Monday through Friday
- 8:00 AM through 3:30 PM Saturday, Sunday, & Holidays
- Visitors will not be admitted 35 minutes prior to the end of visiting hours.

Amount of Visiting:

- Four (4) visits per week (Monday through Sunday).
- Only one visit per weekend (either Saturday or Sunday).
- Offender visitors may only visit one offender per day, one time per day.

Length of Visits:

- Three (3) hours per weekday and evening.
- Two (2) hours per weekend and holiday.
- NOTE: Visits may be shortened due to time and space availability.

No property for an offender can be left at the Gatehouse.

I. Visitor Entrance

A. Identification

1. All visitors age sixteen (16) or older shall 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. Amish visitors who do not possess photo identification as a requirement of their religion shall:
 - a. Provide the facility with a signed and notarized affidavit from their Bishop. The affidavit shall include the physical description of each proposed visitor.
 - b. The facility shall 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 shall produce it upon arrival to the facility as a means of identification.
 - c. Information regarding no photo identification shall be entered into the "Relatives/Associates" screen in WICS.

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 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.
2. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitroglycerin, epi pens, etc.

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C. Dress Code

1. The following is considered unacceptable and shall result in denial of entrance to the facility:
 - 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.
2. Footwear shall be worn at all times.
3. Acceptable attire shall be worn at all times.

D. Internet "smart" technology and electronic recording equipment in any form is prohibited.

E. Search of Visitors

1. Visitors shall be permitted three attempts to successfully pass metal detection, if available. Failure to pass metal detection shall 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 shall be directed to a private room to remove the bra and place it a bag provided by facility staff.
 - ii. The visitor shall 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, they shall be directed to a private room to place the bra back on, and the visit shall be permitted.
 - v. If the visitor cannot successfully pass through the metal detector at this point, entrance into the facility shall be denied.
 - 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 shall apply.
 - c. Those facilities equipped with televisiting equipment outside the secure perimeter may permit visitors who cannot pass metal detection the option for a televisit.
2. Visitors with a GPS monitoring unit shall be processed per DAI Policy 309.06.02.
3. Headwear is permitted, provided it does not conceal identity and allows facility staff to verify identification of the visitor. Non-religious headwear is required to be removed for inspection prior to passing through the metal detector.
4. 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 shall be permitted to replace the facial covering.

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- a. If the visitor is female, a female staff member shall conduct the identification verification procedure.
- b. Special security precautions may be taken, as authorized by the facility Security Director/Center Superintendent, to effectively supervise the visit.

F. Breastfeeding During Visitation

1. A mother with child is permitted to breast-feed during visitation in the facility's visiting room.
2. An area within the visiting room may be available if a mother desires to have privacy while breastfeeding, but the mother cannot be required to utilize it.
3. Mothers wishing to breast-feed cannot be required to utilize restrooms to express breast milk into bottles. They can be offered a privacy area for this, but it cannot be required.

TAYCHEEDAH CORRECTIONAL INSTITUTION PROCEDURE: Visitor parking will be provided.

1. Visitors will use the parking spaces provided.
2. Animals are not allowed on state property except for service animals.
3. Children are not to be left unattended in vehicles.
4. Handicap parking spaces are provided with valid permit displayed.
5. Institutional vehicles are to be parked in designated areas.
6. Parking on the roadway or grass is prohibited.
7. Vehicles will be parked in between the lines in an appropriate manner.
8. Parking in the roadway to the Sally Port is prohibited.
9. 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.
10. Motorcycles will park in between the lines, in designated area.
11. Bicycles will park in bike rack provided.
12. No alcohol, weapons, incendiary items, illicit drugs or unsecured items that could be used for aid in an escape will be allowed on state property.
13. No vehicles may be left overnight.

The entire DAI Visiting Policy for all Wisconsin Department of Corrections facilities can be viewed at <http://doc.wi.gov/families-visitors/visitation-process>

Failure to comply with the guidelines may result in denial of entrance or removal from the Taycheedah Correctional Institution.

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.