

## VISITING GUIDELINE

### WINNEBAGO CORRECTIONAL CENTER

A complete list of visiting rules for all Wisconsin Department of Corrections institutions is available on the WI Department of Corrections website ([www.doc.wi.gov](http://www.doc.wi.gov)) under Division of Adult Institutions Visiting Information. If you do not have internet access, a copy of the rules will be available in the WCC B-building lobby.

The Winnebago Correctional Center is located at 4300 Sherman Road.

#### DIRECTIONS TO THE CENTER:

From the north (Green Bay area): Follow I-41 Southbound. Exit right following the Hwy 76/Jackson St. sign. Turn left on Jackson St. and continue approximately 1 mile to Sunnyview Road. Turn left on Sunnyview Road. Continue to Sherman Road. Turn right on Sherman Road. Winnebago Correctional Center will be on the left.

From the south (Milwaukee area): Take I-41/US45 north out of Milwaukee. Follow I41 northbound. Exit right following the Hwy 76/Jackson Street sign. Turn right on Jackson Street and continue approximately 1 mile to Sunnyview Road. Turn left on Sunnyview Road. Continue to Sherman Road. Turn right on Sherman Road. Winnebago Correctional Center will be on the left.

From the west (LaCrosse area): From LaCrosse follow I-90 eastbound toward Tomah. Follow I-94 west to Hwy 21. Exit right onto Hwy 21 to Oshkosh. Turn left onto I-41. Follow I41 northbound. Exit right following the Hwy 76/Jackson Street sign. Turn right on Jackson Street and continue approximately 1 mile to Sunnyview Road. Turn left on Sunnyview Road. Continue to Sherman Road. Turn right on

Sherman Road. Winnebago Correctional Center will be on the left.

#### VISIT ENTRANCE PROCEDURES

Winnebago Correctional Center is a Tobacco Free Environment. Tobacco will not be allowed in lobby upon entrance; it needs to be secured in your vehicle. Smoking is not allowed on center grounds or in parking lots.

With the exception vehicles with handicap permits, visitors are required to park their vehicles in the designated parking area. This area is marked with a sign "visitor parking". Failure to park in the area without permission may result in your visit being denied. If the designated "visitor parking" is full, visitors are required to inform the lobby staff.

In accordance with Wisconsin Administrative Code the parking lot is subject to search for any items of contraband. The Oshkosh Police Department and other law enforcement agencies will assist in these searches with canine units. The canine unit searches may lead to probable cause searches of the vehicle by law enforcement if contraband is detected.

#### VISITING HOURS

**All visits must be prescheduled IC solutions.**

**Directions are available on the ICS website at [www.icsolutions.com](http://www.icsolutions.com). In-person and / or video visits must be scheduled at least 48 hours in advance and no more than seven (7) days in advance.**

<b>Tuesdays</b>	6:30 pm to 8:30 pm
<b>Saturdays, Sundays &amp; Holidays</b>	8:30 am to 10:30 am
	2:30 pm to 4:30 pm
	6:30 pm to 8:30 pm

*\*If a holiday falls on a Tuesday there will be no evening visits.*

WCCS recognizes the following holidays for visiting purposes:

- New Year's Day January 1st
- Martin Luther King Day Third Monday in January
- Memorial Day Last Monday in May
- Independence Day July 4th
- Labor Day First Monday in September
- Thanksgiving Day Fourth Thursday in November
- Christmas Eve December 24th
- Christmas Day December 25th
- New Year's Eve December 31st

All visitors age sixteen (16) and older must provide identification. The only acceptable forms of identification are:

- A current state driver's license with photo.
- A current Department of Transportation ID card with photo.
- A current passport or VISA
- Military ID
- Driver's license and photo ID will be accepted for visitors from out-of-state.

\*Note: An expired form of ID's will not be accepted, also school ID's are not an acceptable form of identification.

Amish Visitors who do not possess photo identification as a requirement of their religion shall:

- Provide the institution with a signed and notarized affidavit from their Bishop. The affidavit must include the physical description of each proposed visitor.

- The institution 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 center as a means of identification.

Pets are NOT permitted except for the disabled.

Visitors may NOT bring games into the center. Minors under the age of 18 cannot be left unattended in the entrance, lobby or parking lot. Any minor sent back to the lobby or car must be accompanied by an adult. Visitors who are not on the visiting list and/or not given access to the visiting room will not be allowed to wait in the lobby or parking lot. **No Persons or Animals are permitted to be left unattended in vehicles.**

#### VISITING RULES:

- All visitors must complete the DOC-176 Request to Visit Offender form and successfully clear through the metal detector before being allowed access into the visiting area.
- You are not permitted to pass or receive items during a visit without authorization from staff.
- You will be allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit.
- You are required to sit directly across the table from your wife, girlfriend, fiancé or significant other.
- You and your visitor(s) must keep both hands above the table at all times. Holding hands is allowed.
- Visitors leaving the visiting areas are not allowed to re-enter the building on that given day.
- You are not allowed to go back to your room without permission from the Sergeant on duty.

- No personal mugs, cups or bowls are allowed on a visit.
- Parents are responsible for supervising their children during visits. If you have children or your family brings children, you are required to keep the children under control at all times. If staff feels that you are not keeping minor children under control, your visit will be terminated and/or those children may be temporarily suspended from visiting again.
- An adult must accompany any visitor under the age of 18
- Visiting with another inmate's visitor is not allowed.
- Visitors are required to use the designated bathroom facilities. Inmates are not to enter those bathrooms for any reason.
- You must use designated inmate bathrooms with permission of staff.
- Packages, paperwork and containers will not be allowed during visits without prior authorization from the Captain/Superintendent and, when authorized, will be inspected by security staff.
- Purses and diaper bags are not permitted inside the center. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a paper or plastic bag.
- No property items for inmates may be brought in on visits without prior authorization from a supervisor.
- No money orders or certified checks are to be brought in on visits.
- Visitors are not allowed to bring in any food, beverages or smoking materials.
- All food items from the vending machine must be purchased by your visitor and consumed during the visit as it is not to be brought back to your room. You are not allowed to handle money.

- No personal property (including cellular phones, pagers, PDA's, electronic devices or cameras) are allowed in the center except for baby supplies and a maximum of \$15 in cash (for the vending machines).
- Changing of an infant's diaper is only allowed in the designated visitor bathroom.
- You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
- The use of offensive, loud, or vulgar language will result in the termination of your visit.

### **Dress Code**

#### **(In person and video visits)**

The following is considered unacceptable and shall result in denial of entrance to the facility:

- Watches.
- Transparent/translucent clothing.
- Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
- Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
- Tops and dresses that are strapless, tube or halter style.
- Camisoles and tank tops are only permissible when worn under other attire.
- Tops and dresses that expose the midriff (front and/or back).
- 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. (b., c., d.)
- Exposed undergarments.

- Clothing with revealing hole's, tears or slits.
- Clothing or accessories with obscene or profane writing, images or pictures.
- Gang-related clothing, headwear, shoes, logos or insignias.
- Any clothing that may have the potential to cause undue attention.
- Footwear shall be worn at all times.
- Acceptable attire shall be worn at all times.

### **Search of Visitors**

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.

Visitors wearing underwire bras shall be given a onetime exception. This exception will be marked as a warning and the visitor will be denied in the future.

- The visitor shall be directed to a private room to remove the bra and place it a bag provided by facility staff.
- The visitor shall then allow facility staff to visually inspect the bag containing the bra.
- The visitor shall proceed through the metal detector.
- 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.
- If the visitor cannot successfully pass through the metal detector at this point, entrance into the facility shall be denied.

### **Mailing addresses**

UPS and store mailing address:  
Winnebago Correctional Center  
4300 Sherman Road  
Winnebago, WI 54985

**Inmate letters and cards mailing address:**  
PIOC full name (first and last) and DOC #  
Winnebago Correctional Center  
(do not abbreviate)  
P.O. Box 189 Phoenix, MD 21131

**Inmate checks and money orders address:**  
Secure Deposits-Wisconsin DOC  
P.O. Box 12486  
St. Louis, MO 63132

**Center staff mailing address:**  
Winnebago Correctional Center  
P.O. Box 128  
Winnebago, WI 54985