

# Winnebago Correctional Center

## VISITING REGULATIONS

The Department of Corrections encourages visitation of an inmate's family and loved ones to promote constructive personal relationships and to provide support for the inmate.

### **VISITOR QUESTIONNAIRE:**

1. The inmate is responsible for mailing the visitor questionnaire (form DOC-21AA) to a proposed visitor.
2. The visitor questionnaire must be returned to the center through the mail; the forms may not be dropped off. Visiting forms must be addressed to WCC visiting; forms mailed directly to the inmate will not be accepted.
3. The inmate will be notified when a visitor has been added or removed from their visiting list.

### **VISITOR IDENTIFICATION & VISITOR ATTIRE:**

Visitor identification and attire requirements are posted for visitors in the entrance hallway. Visitors who cannot provide proper identification will be denied entry.

### **VISITING HOURS:**

Weekends and Holidays: 1:00pm - 4:30pm

Tuesday evening\*: 6:30pm - 8:30pm

Professional Visits: 7:45am - 4:30pm, Monday-Friday, by prior arrangement  
(legal, pastoral, etc.)

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

**Note: Visitors who do not arrive 30 minutes prior to the end of visiting hours will not be admitted.**

### **HOLIDAY VISITS:**

WCC recognizes the following holidays for visiting purposes:

|                  |                           |
|------------------|---------------------------|
| New Year's Day   | January 1                 |
| Memorial Day     | Last Monday in May        |
| Independence Day | July 4 <sup>th</sup>      |
| Labor Day        | First Monday in September |
| Thanksgiving Day | Last Thursday in November |
| Christmas Day    | December 25 <sup>th</sup> |

### **VISITING RULES:**

1. All visitors must complete the visitors slip and be on the inmate's approved visitors list.
2. All visitors have two chances to pass the metal detector. Failure to pass will result in a denied visit.
3. Inmates are not permitted to pass or receive items during a visit without authorization.
4. Inmates will be allowed a brief embrace and kiss with their visitors once at the beginning and once at the end of the visit.

5. Inmates are required to sit directly across the table from their wife, girlfriend, fiancé or significant other and must face the visiting room sergeant.
6. Inmates and visitors must keep both hands above the table at all times.
7. Visitors who leave the visiting area may not re-enter the building on that given day.
8. Inmates may not return to their room without permission of the sergeant on duty.
9. Inmates may not to enter the kitchen area for any reason without staff permission.
10. Inmates are not allowed personal mugs, cups or bowls during a visit.
11. Parents are responsible for supervising their children during visits. Visiting children must be kept under control at all times. In the event staff observe children who are not under control, the visit will be terminated and the children may be prevented from entering the center again in the future.
12. An adult must accompany any visitor under the age of 18.
13. Visiting with other inmate's visitors is not allowed.
14. Visitors are required to use the bathroom facilities in the visiting area. Inmates may not enter visitor bathrooms for any reason.
15. Inmates may only use the designated inmate bathrooms and only with permission from staff.
16. All packages and containers will be searched by uniformed staff.
17. Purses and diaper bags are not permitted into the center. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a paper or plastic bag.
18. No property items for inmates may be brought in on visits.
19. No money orders or certified checks are to be brought in on visits.
20. Visitors may not bring any food, beverages or smoking materials into the center.
21. All food items from the vending machine must be consumed during the visit.
22. No personal property (including watches, cellular phones, pagers, PDA's, or cameras) is allowed inside the center, except for baby supplies and a maximum of \$10 in cash (for the vending machines).
23. Breast-feeding of children and changing of infant diapers is allowed only in the female visitor bathroom.
24. Inmates are responsible for cleaning off the table at the end of their visit.
25. The use of offensive, loud, or vulgar language will result in the termination of your visit.
26. Inmates are not permitted to handle money.
27. Due to space limitations, if the visiting room should fill up, the first visit started will also be the first visit terminated.

**SPECIAL VISITS:**

1. Special visitors must live a distance of 200 miles or a 4 hour drive from the center, may not be on the inmate's regular approved visiting list, and are intended for a ONE TIME visit only.
2. Requests for special visits must be submitted to the inmate's social worker in advance of the visiting day and must specify the exact date of the visit.
3. The request must include the name of visitor(s); relationship to inmate; address; and date of birth.