

# Waupun Correctional Institution

200 South. Madison Street, PO Box 351  
Waupun, WI 53963-0351  
(920) 324-5571

## WCI VISITING RULES AND INFORMATION (Effective 08/11/21)

### LOCATION

The Waupun Correctional Institution is located in the City of Waupun on South Madison Street (Business Highway 151) three blocks south of East Main Street (Highway 49). Use the entrance designated "Visiting Center."

### ENTRANCE GUIDELINES

The following guidelines are established to provide information to visitors intending to enter the Waupun Correctional Institution. Please read these guidelines carefully and keep this for informational purposes.

### **VISITING HOURS - GENERAL POPULATION**

**2:30-8:30 pm Tuesday, Wednesday, Thursday, Friday**

### **VISITING HOURS – RESTRICTIVE HOUSING UNIT**

**2:30-8:30 pm Tuesday, Wednesday, Thursday, Friday**

**Visits will be done through tele-visiting or no-contact; duration and number of visits will be based on the offender status**

**Visits must be prescheduled.** Walk-ins will be turned away. Visits will be 90 minutes in duration with sessions beginning at 2:30 p.m., 4:00 p.m., 5:30 p.m., and 7:00 p.m. each visiting day. For the most expedited method of scheduling, please email **DOCDAIWCZoomVisits@wisconsin.gov**. Visitors without internet access may call **920-324-1160** and leave a message. The call will be returned within one business day to schedule a visit over the phone.

### SPECIAL INFORMATION

Wisconsin State Statute 302.095 prohibits delivery of any article to an offender of a State Correctional Institution or depositing or concealing an article within the State Correctional Institution or its boundaries or receiving an article to convey out of the institution that is contrary to the rules and regulations and without the knowledge or permission of the Warden. Any person found in violation of this law is subject to imprisonment of not more than two years or a fine not exceeding \$500.00.

In addition, Wisconsin State Statute 961.465 (Distribution to Prisoners) states "... any person who violates s.961.41 (1) or (1m) by delivering or possessing with intent to deliver a controlled substance to a prisoner within the precincts of any prison, jail or House of Correction, is subject to the applicable fine under State Statute 961.41 (1) or (1m) or imprisonment of up to twice that authorized by s.961.41 (1) or (1m) or both."

Waupun Correctional Institution is committed to maintaining a drug-free institution and will actively investigate and prosecute any individuals bringing drugs into the facility.

Anyone who exhibits signs of intoxication will not be allowed to enter the Waupun Correctional Institution.

### ARRIVAL AT WAUPUN CORRECTIONAL INSTITUTION VISITING CENTER

- (1) Minor children cannot be left unattended in the Lobby.
- (2) No weapons, illegal drugs, alcohol or tobacco products are allowed on state property.
- (3) Pets are not permitted on state property, except for the visually impaired and service animals
- (4) Anyone denied visitation must leave state property immediately.
- (5) No one is allowed to remain on state property while waiting for other persons who are visiting.
- (6) Cell phones are not to be brought into the Lobby.

### GENERAL

Upon your arrival at the Lobby, you must show an approved photo ID and pass a COVID screening. Only visitors who signed up to visit will be permitted to visit (no substitutions). The maximum number of visitors will **not exceed 3** (children under 2 years of age and inmate's children under the age of 18 are not included) for a single visit. You will not be permitted to stay in the Lobby unless you are waiting to enter the institution. Secured lockers are provided in the Lobby for items that are not allowed into the Visiting Room. Your hand will be stamped and you will be required to show the stamp on your hand upon exit from the institution. Individuals are to conduct themselves in an appropriate and courteous manner and comply with all rules and instructions.

## **IDENTIFICATION**

Individuals 16 years and older will be required to provide picture identification (driver's license, State ID card, military/tribal ID card, passport, or immigration card). Any person under 18 years old must be accompanied by an adult who is on the approved visitor list, unless the visitor is the spouse of the offender. No school ID cards will be permitted, with the exception of a school I.D. used in conjunction with a temporary (beginner) driver's license.

## **METAL DETECTOR**

All persons, with the exception of Department of Corrections employees and Law Enforcement Officers, must pass through and clear the metal detector. In order to expedite the entrance process, visitors should avoid wearing clothing with metal attached (i.e., buckles, snaps, metal buttons, bib overalls, underwire bras, etc.). Clothing that is removed to pass the metal detector will **not** be allowed to be worn or carried into the visiting room. It is also recommended that visitors refrain from wearing excessive jewelry. **Visitors with pacemakers or other medical implants, which will affect the metal detector, must provide written medical verification (DOC-2424) in advance subject to the Security Director's verification and approval. Visitors will be denied entrance for the day if they fail to pass through the metal detector after 3 attempts.**

## **MEDICAL EQUIPMENT**

Durable medical equipment (walkers, crutches, etc.) is permitted with an approved DOC-2424. Wheelchairs do not require prior approval UNLESS the visitor is not able to transfer to an institution wheelchair. If the visitor must stay in their own wheelchair, then a DOC-2424 must be submitted and approved prior to the visit.

## **ALLOWABLE ITEMS**

Only the following items may be brought in for your use while visiting: coin change, jewelry (only if worn), plastic baby bottles (2), baby diapers (4), a baby blanket (1), teething ring (1), pacifier (1), sipper cup (1), and a plastic comb/hair pick. All items are subject to being searched by Lobby staff. Personal medication will be controlled by staff at all times and available at the Officer's Station in the Visiting Room where it can be obtained if necessary. Security Supervisors must approve legal materials for inmate signature prior to the visit. These items are to be given to the Lobby Sgt. who will process these items and give them, if allowed, to the inmate. No food items may be brought into the institution. **Deposit to inmates' accounts will no longer be accommodated in the Lobby. All deposits to accounts must be completed thru AccessCorrections.com or by calling 1-844-340-2274 for cash pay or 1-866-345-1884 for credit cards.**

## **ATTIRE**

The Visiting Room at the Waupun Correctional Institution stresses a "family" atmosphere. The visitor's dress code listed below has been developed to ensure a safe and secure institution Visiting Room that is appropriate, tasteful and conducive to a wholesome "family" atmosphere. Continuing difficulties regarding attire may result in suspension of visiting.

The following apparel is considered inappropriate and will result in the denial of entry into the institution:

- (1) Transparent clothing;
- (2) Shorts which are shorter than fingertip length (i.e., visitor standing naturally with arms straight down the side of the body and fingers extended);
- (3) Skirts or dresses shorter than fingertip length plus three inches (should a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance) or skirts with revealing slits;
- (4) Strapless, tube and halter tops or tops which expose the midriff; Blouses, shirts and dresses which are low cut;
- (5) Swimming suits, Spandex or Spandex-like and Lycra or Lycra-like athletic pants, aerobic/exercise tights or leotards;
- (6) Underwear worn on the outside;
- (7) Clothing with revealing holes or tears above the fingertip level (as stated above);
- (8) Clothing or accessories with obscene or profane writing, images or pictures;
- (9) Gang or club-related clothing or insignia indicative of gang affiliation or use of alcohol or drugs. This includes, but is not limited to, motorcycle jackets bearing club logos and footwear.
- (10) Zip-up coats and bulky jackets will not be allowed into the visiting room. Lockers are available to secure these items.

These restrictions apply equally to men, women and children.

## **NO CONTACT VISITS**

No-contact visiting may be imposed when any of the following occurs:

1. The offender is found guilty of violation of rules, regulations or procedures relating to visiting; is found guilty of possession or use of drugs/intoxicants or possession of drug paraphernalia; a visitor introduces contraband into the institution or behaves in a disruptive manner; or the offender is housed in the Health & Security Complex.
2. If no-contact visiting is imposed on an offender, it will apply to all his visitors unless the no-contact order is for a specific visitor. If a no-contact order is imposed on a specific visitor, it will apply to all visits for that visitor.

Failure to comply with these guidelines will result in denial of entrance or removal from the Waupun Correctional Institution.