

**WISCONSIN SECURE
PROGRAM FACILITY**
PO Box 1000, Boscobel, WI 53805-1000
(608) 375-5656

**VISITING RULES
&
INFORMATION**

I. VISITOR IDENTIFICATION:

All visitors, including inmate visitors, over 16, must have appropriate picture identification. ID's must be current, valid, and intact. The only acceptable picture ID's are as follows:

- A. Driver's License.
(We will not accept a paper copy of visitor's driver's License)
- B. Military ID (if a member of the military).
- C. Department of Transportation (Motor Vehicle Department) ID Card
- D. Current passport or Visa. Passport must have name, date of birth, and country of residence written in English language.
- E. Tribal ID (if it provides photo)

II. VISITATION TIMES:

- A. For updated visiting hours and times, please reference visiting memos posted on: doc.wi.gov (Quick Links/Adult Facilities/WSPF)
- B. Monday & Friday 8:15 AM – 1:40 PM
- C. Saturday & Sunday 8:30 AM – 5:30 PM
 - a. Visitors are only allowed a visit on **ETHER** Saturday or Sunday of the same weekend, otherwise visit will be denied.

III. INSTITUTION LOCATION:

1101 MORRISON DRIVE, BOSCOBEL, WI

- A. Driving Instructions:
From State Hwy 60/61, Boscobel
 - 1. Turn onto Hwy 133 North
 - 2. Turn right on Cedar St., 1st St., 2nd St., or Johnson St.
 - 3. Take first left on to Morrison Drive
 - 4. Follow Morrison Drive
 - 5. The parking lot for the institution is located off of Morrison Drive to the left. Visitors are to park in designated parking stalls for visitors.

- B. Wisconsin road maps can be obtained from the Department of Tourism at 1-800-432-8747.
- C. Road condition information can be obtained by calling 1-800-762-3947.

IV. NUMBER OF VISITORS:

- A. Contact visits will be restricted to a maximum of three (3) visitors (including children), one of whom must be a responsible adult the minimum of age 18.
- B. Can add to visit up to a maximum of 3 persons; but cannot exchange visitors
- C. All special visits must be prearranged through the inmate's Social Worker.

V. NUMBER AND LENGTH OF VISITS:

- A. Administrative confinement – Phase Four in the PACE program are allowed one hour of no-contact visitation per week
- B. Inmates in Control or Observation Status may only have visits with prior approval from the Warden.
- C. Requests for special visits may be granted for visitors traveling long distances; however, they must be approved in advance through the Inmate's Social Worker. Must be requested at least 2 weeks in advance of the anticipated visit. (May only be quarterly)
- D. General Population Inmates may be allowed one in-person visit per day on Mondays & Fridays & one EITHER Saturday or Sunday. Visitors are guaranteed 1 hour, but visit may be ended if space is needed (first in/first out rule); otherwise visitors will be allowed to stay up to the close of visitation

VI. INMATE PROPERTY DISBURSEMENT AND RECEPTION:

- A. Property Sent Out: Property sent out on a visit will be delivered to the lobby area by the Property Department. The lobby sergeant will maintain a logbook stating the inmate's name, number, property to be sent out, and the date received. Upon leaving the visiting area, the visitor will sign the Articles to be sent out on visit form (DOC-578) and the Property Logbook.
- B. The only property to be received at the lobby for inmates are: ring (wedding) and release clothing when the inmate is 60 days or less from his release

date. Staff will give the visitor a receipt for these items. All other property must arrive through the mail in accordance with the institution property procedures.

- C. No funds for inmates will be accepted in the lobby area. Cashier checks or money orders may be sent by mail to be credited to an inmate's account.
- D. Inmate mail. USPS Mail (No Money) should be addressed with the inmate's name and number to the following address:

Wisconsin Secure Program Facility
PO BOX 189
Phoenix, MD 21131

VII. CONDUCT ON VISITS AND GENERAL INFORMATION:

- A. Visitors with alcohol on their breath, or who exhibit signs of illicit substance usage, or who appear intoxicated, will not be allowed into the institution.
- B. Only people on the approved visitor list will be allowed entrance into the institution.
- C. Persons wearing inappropriate clothing will not be allowed to visit. Decisions regarding clothing will be made based on the guidelines of DAI Policy 309.06.01.
- D. No one may loiter in the institution parking lot.
- E. Guns, ammunition, alcohol, and tobacco products are not allowed on institution property.
- F. General Population inmates have contact visit as space permits.
- G. If during a visit an infant needs a diaper change, the visitor will utilize the changing table provided in the bathroom. The soiled diaper will be placed in the provided receptacle.
- H. Minor children must remain in the vicinity of any visit.
- I. Inmates must remain seated while visiting.
- J. Visitors must remain seated while visiting.
- K. Loud yelling, horseplay, profanity, or any other inappropriate conduct will result in immediate termination of the visit. Disruptive, disrespectful or behavior which would violate DOC Administrative Code (pornography, sexual conduct, etc.), or laws of the State of Wisconsin will not be tolerated and will result in the visitor being denied admittance into the institution,

termination of a visit and may also result in suspension of visiting privileges.

- L. Visitors will not be permitted to exit the institution during any official count (11:20 AM & 4:15 PM) or any emergency count.

VIII. PROCESSING INMATE VISITORS:

- A. Visitors will begin to be processed for visits 15 minutes before visiting hours begin, but no later than 45 minutes before the end of visiting hours.
- B. The lobby staff will give the visitor a locker key, so those items not allowed in the visiting area are secured. Wallets, purses and car keys are not allowed in the visiting area. **Only the following** items shall be allowed past the lobby to visitation unless approved by a Supervisor.

Note: All items may be subject to the x-ray machine.

- 1. Four diapers (disposable). For each child
- 2. Diaper wipes. Must be in clear plastic bag.
- 3. Two clear plastic baby bottles per child.
- 4. One pacifier per child.
- 5. Two baby blankets/ towels per child.
- 6. One hand-held baby seat per child
- 7. Appropriate weather outer garments. (1 coat and 1 pair of gloves per visitor)
- 8. Emergency medications include nitroglycerin, inhalers and epi-pens may be allowed. They must be presented to Lobby Officer by visitor at time of check in. The medication may only be used in the visiting room in front of the visiting officer if needed.
- 9. Money, in clear bag not to exceed \$25 in \$1 coins and/or quarters for each visitor.
- 10. Comb, pick or brush, limited to one for each visitor. (No pointed tips)
- 11. Headwear (provided it does not conceal identity.)
- 12. One institution locker key
- C. The lobby staff will verify the identity of the visitor and check it against the approved visiting list.
- D. Visitors will be required to successfully pass through a metal detector. Visitors may be required to remove various articles of clothing for closer inspection. Visitors may also be required to turn out the pockets of clothing that cannot be removed for closer inspection.

NOTE: PERSONS WITH PACEMAKERS MUST NOT PASS THROUGH THE STAND-UP METAL DETECTOR.

- 1. Certain articles of clothing may not allow a person to pass through the detector (for example: metal buckles, buttons, and under wire supports), so visitors are advised to avoid wearing clothing containing metal.
- 2. People with pacemakers must make their conditions known to the lobby sergeant. Medical verification must be provided before visiting, and will be kept on file in the lobby.
- 3. Visitors with bone screws, metal plates, artificial hips, etc., must supply medical verification before being admitted. Verification will be kept on file in the lobby.
- 4. A hand-held scanner will be used for visitors with medical verification on file only.
- E. Upon clearing the metal detector, they will be directed by Lobby staff to the assigned visiting area or booth.

IX. DRESS CODE DAI Policy 309.06.01:

- 1. Acceptable attire shall be worn at all times.
- 2. The following are considered **unacceptable** and shall result in denial of entrance to the facility:
 - A. Watches
 - B. Internet “smart” technology and electronic recording equipment.
 - C. Transparent/translucent clothing
 - D. Camouflage clothing
 - E. Shorts that are shorter than fingertip length
 - F. Skirts & dresses shorter than fingertip length plus three inches.
 - G. Tops & dresses that are strapless, tube, or halter style
 - H. Camisoles & tank tops are only permissible when worn under other attire
 - I. Tops & dresses that expose the midriff (front/back)
 - J. Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or leggings may be worn under attire of appropriate length
 - K. Exposed undergarments
 - L. Clothing with revealing holes, tears or slits.
 - M. Clothing or accessories with obscene or profane writing, images, or pictures
 - N. Gang-related clothing, headwear, shoes, logos, or insignias

O. Any clothing that may have the potential to cause undue attention

3. Footwear shall be worn at all times

X. VIDEO VISITS:

- A. Every PIOC will be allowed four video visits per week and up to 12 paid visits per month. Each paid video visit will cost \$2.50. Moreover, each PIOC will receive one free video visit per week in addition to the paid visits for the first 6 months of video visit implementation.
- B. Video visits are only allowed with persons on the approved visiting list in accordance with Division of Adult Institutions (DAI) Policy# 309.06.01.
- C. • Approved visitors will need a Party ID to register for and to schedule video visits through the ICS Solutions website.
- D. • Video visits may be scheduled no less than 24 hours and no more than 1 week in advance of visit date and time.
- E. • Schedule through <https://icsolutions.com>. WSPF staff do not schedule video visits.
- F. Video visits will be available to be scheduled every 30 minutes, but will be a maximum of 25 minutes in length per visit.

XI. SPECIAL INFORMATION:

- A. Oral communications and video monitoring of activities may be recorded inside the institution.
- B. 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 any 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.
- C. 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).
- D. The Wisconsin Secure Program Facility is committed to maintaining a drug-free institution and will take actions deemed necessary to prohibit the entrance of drugs and other contraband, including electronic monitoring, the regular use of K9 units in the visitation area and exterior examination of vehicles in the institution parking lot. This facility will actively investigate and refer for prosecution any individuals bringing drugs into this prison.
- E. Pets are not permitted on state property, except for the visually impaired and service animals. Must show verification of service animal status.