



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

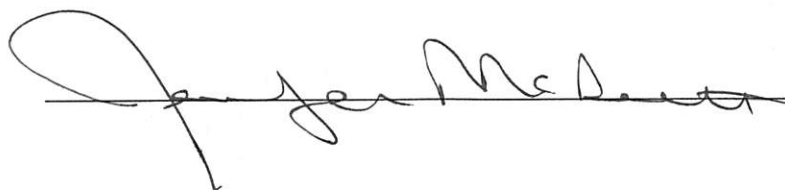
I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Jenny McDermott

Name of Individual Certifying this Document / Proposed Document

Warden

Title




03-02-2020

Signature

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (Rev. 12/2019)

 <div style="text-align: center;"> DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES </div>	DAI Policy #: 309.06.01	Page 1 of 24
	Original Effective Date: 04/15/85; 09/01/94	New Effective Date: 08/28/17
	Supersedes: 309.06.01	Dated: 03/31/15
	Administrator's Approval:	
	Required Posting or Restricted: <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
Chapter: 309 Resources for Inmates		
Subject: Visiting		

POLICY

The Division of Adult Institutions shall allow visitors an opportunity to access Wisconsin facilities within the guidelines established. Personally identifiable information submitted by potential visitors shall not be provided to inmates by Division of Adult Institution staff, except in an emergency situation when authorized by the Warden/designee.

REFERENCES

Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate
Wisconsin Administrative Code s. 306.18 – Search of Visitors
Wisconsin Administrative Code s. 309.02 – Definitions
Wisconsin Administrative Code s. 309.06 – Visitation
Wisconsin Administrative Code s. 309.07 – Conduct During Visits
Wisconsin Administrative Code s. 309.08 – Visiting List
Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates
Wisconsin Administrative Code s. 309.10 – Special Visits
Wisconsin Administrative Code s. 309.11 – No-Contact Visiting
Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges
Executive Directive 16 – Fraternalization Policy
DAI Policy 300.00.04 – Cellular Telephones/Other Devices With Activated Cellular/Wireless Capabilities – Access in DAI Facilities
DAI Policy 309.06.02 – Visitor Entrance – Special Needs
DAI Policy 309.06.03 – Volunteers, Pastoral Visitors, Program Guests and Interns
DAI Visiting Policy Web Page

DEFINITIONS, ACRONYMS, AND FORMS

A&E – Assessment and Evaluation

ATR – Alternative to Revocation

Attorney Visit – Visit by a licensed attorney and/or law student, having a professional relationship to the inmate.

CCAP – Consolidated Court Automation Programs

Close Family Member – An inmate's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent surrogate is within the definition of parent if an inmate substantiates that a claimed surrogate did in fact act as

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a parent to the inmate, although the parent surrogate was not an adoptive, foster or step parent.

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DOC – Department of Corrections

DOC-9 – Adult Conduct Report

DOC-161 –Visitor List – Removal or Denial

DOC-851 – Inmate Emergency Contact Information

DOC-884 – Visitor Information Change

DOC-1089 – Denied Visit Justification

DOC-1115 – Special/Extended Visit

DOC-1115A – Special/Extended Visit – Notice to Inmate

DOC-1577 – Sex Offender Assessment Report

DOC-1577A – Sex Offender Assessment Report – Abbreviated

DOC-21AA – Visitor Questionnaire

DOC-2411 – Visitor Questionnaire Not Processed

DOC-2427 – Offender Visitor Review/Removal/Denial/Approval

DOC-2429 – Agents Visitor Recommendation

DOC-2674 – DAI Volunteer Application (Including Pastoral Visitor/Program Guest/Intern)

Emergency Contact – Contact information to provide facility staff with immediate access to the appropriate name and telephone numbers in case of an emergency, for a respective inmate. Primary and alternate contacts must be identified.

Extended Visit – Visit approved for additional time beyond the normal amount allowed, per facility procedure.

GPS – Global positioning system

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ICRS – Inmate Complaint Review System

ID – Identification

Joint Visit – A visit with more than one inmate at one time if inmates involved are close family members.

Pastoral Visit – An approved clergy or religious volunteer who may provide spiritual counseling, study or service per DAI Policy 309.61.01. May be one-time visit or ongoing. Subject to all expectations of volunteers, including adherence to Executive Directive 16.

PII – Personally Identifiable Information

Portal 100 – Internet-based system to access criminal history.

Professional Visit – Visit by public officials, investigators, agents, media representatives, law enforcement personnel, etc.

PSI – Pre-Sentence Investigation

Revocation – Removal of visiting privileges based upon new information or changed circumstances that affect visiting approval. Requires visitor to reapply for any future consideration to be allowed to visit.

Special Visit – Visit to an inmate by a person not on the inmate's approved WICS Visitor List.

Spouse – Either member of a married couple.

Suspension – Restriction of the visits of an inmate by a specific visitor for a specific period of time, due to an investigation or review process based on an alleged violation of visiting rules, policies, or procedures. May require that visitor reapply and visiting privileges may be restored after suspension period.

Televisits – Use of audio-visual equipment for visitation purposes.

Termination – Interruption of a visit in progress usually based upon alleged violations of visitation rules, policies or procedures during the visit. Does not require visitor to reapply for future visits.

USB – Universal Serial Bus

Visitor – Visitor includes, but is not limited to, volunteers, community services, mentors, attorney, pastoral and inmate visitors.

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Volunteer – Any approved individual, serving a role as a volunteer, pastoral visitor, program guest or unpaid intern who enters a facility to provide services to inmates more than once per year, excluding employees, contracted staff, vendors or paid interns.

WICS – Wisconsin Integrated Corrections System

WICS Visitor List – An electronic posting of an inmate's visitor list.

WICS Visitor List Inmate – An electronic posting of an inmate's visitor list which does not include the visitor's address, phone number or date of birth.

PROCEDURE

I. Emergency Contact

- A. WICS shall contain primary and alternate emergency contacts for each inmate, which shall be identified by the inmate on DOC-851 and updated annually by the inmate's respective Social Worker/designee. It is not required that the emergency contacts be approved visitors but phone numbers, city and state where they may be contacted shall be included.
- B. Emergency contact information is located in the Relatives/Associates screen within WICS.
- C. If no individuals are identified as emergency contacts, anyone on the WICS Relatives/Associates screen may be contacted by staff in the event of an emergency.

II. WICS Visitor List

- A. WICS Visitor List for inmates in A&E status
 1. Inmates in A&E status shall be permitted to have up to four (4) adult, close family member visitors.
 2. Inmates in A&E status may be permitted to have their own children visit. Inmate's children under the age of 18 shall not be counted against the four visitor limit.
 3. Inmates in an A&E status, with sexually related offenses, shall not be permitted to have visitors under the age of 18.
 4. Any proposed visitor under the age of 18 must have written consent from a non-incarcerated parent or legal guardian in order to apply for approval.
- B. WICS Visitor List for non-A&E inmates
 1. Each inmate shall have an approved WICS Visitor List.
 2. Inmates are allowed to designate up to twelve (12) adult visitors on their WICS Visitor List.
 - a. If all twelve adult visitors are defined as close family members, additional visitors may be approved by the Warden/designee.
 - b. Approval for additional visitors applies only to the specific facility where the Warden/designee's approval was given.

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3. Any proposed visitor under the age of 18 shall have written consent from a non-incarcerated parent or legal guardian in order to apply for approval.
 4. Any additions or deletions for an individual visitor on an inmate's WICS Visitor List are permitted only once every six months.
 5. The WICS Visitor List shall include telephone numbers for each respective adult visitor. This information is not included on the WICS Visitor List Inmate copy.
 6. Inmates shall complete a DOC-884 and submit to designated staff when visitor information changes. Visitors may also submit a DOC-884 when information changes. Facilities will provide visitors access to these forms in the visitor entrance area and Visiting Room areas of the facility.
 7. The DOC-884 will be retained for six months from the date of change and will be subsequently destroyed.
 8. Additional limitations may be placed on the WICS Visitor List by the Warden or by the inmate's status (e.g., programs, A&E, segregation, or other situations as appropriate).
- C. WICS Visitor List for Inmates in ATR status and on DCC Holds
1. Offenders placed in ATR status or on DCC holds may establish a WICS Visitor List within the facility as noted in the Section II.B.
 2. DCC agent shall approve all proposed visitors.
 3. DCC agent shall be notified of deletions to the WICS Visitor List.
- D. Visitor List Back-up
1. The WICS Visitor List shall be backed up weekly by facility staff in the event of a WICS system failure.
 2. Staff shall use the "Approved Visitor List by Inmate" report in WICS to do so. This report provides an alphabetical listing of all approved visitors for a specific facility.
 3. The WICS Visitor List shall be copied to a designated USB flash drive every week by facility staff to be utilized in the event of a WICS or network system failure. This shall replace paper copies of inmate Visitor Lists.
 4. Designated staff shall be provided access to the USB flash drive and password envelope, which shall be stored in separate locations at each facility.
 5. When the password envelope (with enclosed instructions) is opened, a new password shall be assigned by the staff member responsible for maintaining the inmate Visitor Lists. This process shall safeguard visitors' PII.
 6. The "Approved Visitor List by Inmate" report in WICS shall be used for this back-up process. This report provides an alphabetical listing of inmates and their approved visitors for a specific facility.
- E. Visitor List Forms
1. Social Services file, Visiting Section, shall contain forms with no PII, accessible by the inmate, including the following:

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- a. DOC-851.
- b. DOC-1089.
- c. DOC-1115A.
- 2. Visitor Information File (Confidential) will contain the following documents which are not accessible by the inmate:
 - a. DOC-21AA.
 - b. DOC-1115.
 - c. DOC-2427.
 - d. DOC-2429.
 - e. Written documents revoking, suspending or terminating visitation privileges.

III. Visitor Questionnaire (DOC-21AA) Processing

A. General information

- 1. DAI inmates are responsible for mailing copies of the DOC-21AA to proposed visitors.
- 2. Each proposed visitor, including minors, shall complete a DOC-21AA.
- 3. Proposed visitors are responsible for sending the completed DOC-21AA directly to the facility where the inmate is currently placed.
 - a. The DOC-21AA may not be sent directly to the inmate.
 - b. Inmates are not allowed to submit completed DOC-21AA questionnaires themselves.

B. Initial Screening of DOC-21AA

- 1. The DOC-21AA shall be reviewed for the following:
 - a. Completeness and legibility.
 - b. Signatures.
- 2. The inmate's WICS Visitor List shall be reviewed for the following:
 - a. Number of adults already on his or her WICS Visitor List.
 - b. The elapsed time since any previous denials or removals of a proposed visitor from the inmate's WICS Visitor List.

C. Visitor Questionnaire Not Processed (DOC-2411)

- 1. DOC-2411 is completed when a DOC-21AA does not meet the requirements of the initial screening as follows:
 - a. Information provided on the DOC-21AA was incomplete or illegible.
 - b. The proposed visitor did not sign the DOC-21AA.
 - c. The proposed visitor is a minor and the DOC-21AA does not contain the signature of the minor's non-incarcerated adult parent or legal guardian.
 - d. Approval of the proposed visitor shall result in the number of approved visitors on the inmate's WICS Visitor List exceeding the allowable number of visitors.
 - e. Less than six (6) months have elapsed since the proposed visitor was denied or removed from the inmate's WICS Visitor List.
 - f. The proposed visitor has pending charges.

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2. Completion of DOC-2411 serves as notification that the DOC-21AA is not being further processed for the reasons noted. It does not constitute a denial.
3. When a DOC-2411 has been completed, it is sent to the inmate. The inmate is responsible for notifying the proposed visitor.
4. The proposed visitor can submit a new DOC-21AA for review at any time. The six-month waiting period that occurs after a denial is not applicable in such cases.

D. Background Check

1. The following checks shall be completed for checking background of the proposed visitor, and his or her relationship to or activities with the inmate; however, not all are necessary in the event that one shows cause to deny:
 - a. WICS Visitor List (Relatives/Associates screen) in the event a proposed visitor already exists on another visiting list(s).
 - b. Inmate file, including PSI, Judgment of Conviction, Criminal Complaint(s) and Revocation Summary(s).
 - c. CCAP for information on individuals who have convictions and other court activity in the State of Wisconsin.
 - d. Portal 100 check is required for out-of-state visitors and may be done for in-state visitors.
 - e. WICS Special Handling Module.
 - f. DAI Volunteer Database.
2. The following issues constitute a need for further investigation and/or denial of the proposed visitor:
 - a. Is currently on supervision.
 - b. Has a warrant.
 - c. Has a restraining/protection order involving the inmate.
 - d. Has a no-contact order involving the inmate.
 - e. Has been a co-defendant with the inmate in any criminal case.
 - f. Has been incarcerated within the past 12 months.
 - g. Is on the Sex Offender Registry and/or has GPS monitoring.
 - h. Has provided false information.
 - i. Is past victim/perpetrator of/to the inmate.
 - j. Former DOC employees within the past 12 months.
 - k. Current approved, volunteer in active status at any DAI facility.
3. If any of the above issues are present, contact the inmate's and proposed visitor's agents of record, if applicable, using the DOC-2429 in WICS.

E. Social Worker Review

1. Input from an agent may be requested via the DOC-2429 under circumstances such as:
 - a. The proposed visitor has a criminal history.
 - b. The Judgment of Conviction limits contact with a certain individual or class of individuals and there is insufficient information available to determine if the proposed visitor is an individual in such a class.

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- c. The proposed visitor's name appears in the inmate's file with some indication that he or she might have been involved in any criminal activity with the inmate.
 2. When considering visitors for inmates with sexually-related offenses, who are not in an A&E status, a completed DOC-1577 or DOC-1577A shall be in the inmate's file and have been reviewed prior to approval.
 3. Input from Psychological Services staff shall be requested and documented on DOC-2427, when there is a possibility of victimization and staff cannot arrive at a clear decision regarding visitation. Such situations may include but are not limited to:
 - a. The proposed visitor is potentially vulnerable and the inmate has a history of violent behavior, sexually-related crimes, domestic violence, or anger management problems.
 - b. The proposed visitor fits the inmate's victim profile, even if the inmate's crimes have been nonviolent in nature.
 - c. The proposed visitor is a past victim or perpetrator of the inmate.
- F. Agent Visitor Recommendation (DOC-2429) Processing**
1. Any agent recommendations for denial shall be accompanied by designation on the DOC-2429 of which administrative code would apply to the denial, and a narrative explanation of why the agent believes the code applies.
 2. Agents shall approve via the DOC-2429 for all additions to WICS Visitor List for:
 - a. DCC offenders.
 - b. Inmates in ATR status.
 3. The agent receiving the DOC-2429 may be the agent of the inmate and/or proposed visitor.
- G. Denial Process**
1. If a proposed visitor is not approved, a DOC-161 shall be completed.
 2. Denial shall be based on criteria identified under Wisconsin Administrative Code s. DOC 309.08(4).
 3. All visitor denials shall be staffed with a supervisor prior to finalization of the denial.
 4. Proposed visitors who are denied may appeal to the Warden/designee of the facility where the inmate is located.
 5. Inmates may appeal through the ICRS.
 6. Denied visitors may not submit a new DOC-21AA for reconsideration for a minimum of six months after denial.
 7. A narrative explanation on DOC-2427 shall be completed for all denials and shall include the following:
 - a. Inmate's name and DOC number.
 - b. Name of person(s) being denied.
 - c. Specific reasons for denial, to include supporting facts under Wisconsin Administrative Code s. DOC 309.08(4).

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d. Any other pertinent information.

IV. Voluntary and Involuntary Removal Processes

A. Voluntary Removal Process

1. A visitor may be removed from a WICS Visitor List by visitor or inmate written request.
2. Removed visitors may not submit a new DOC-21AA for reconsideration for a minimum of six months after removal.

B. Involuntary Removal Process

1. Removals generated by staff shall be staffed with a supervisor and have written supervisory approval.
2. A narrative explanation on DOC-2427 shall be completed for all removals and shall include the following:
 - a. Inmate's name and number.
 - b. Name of person(s) being removed.
 - c. Specific reasons for removal, to include supporting facts under Wisconsin Administrative Code s. DOC 309.08(4).
 - d. Any other pertinent information.
3. The removed visitor and inmate shall be informed in writing of the removal and the reasons for the decision.
4. Designated facility staff shall enter information into WICS.

C. Revocation/Termination/Suspension of Visiting Privileges

1. A supervisor may terminate a visit.
2. Allegations that a visitor has violated Wisconsin Administrative Code, DAI policies or facility procedures shall result in investigation by the Security Director/designee.
3. Allegations that an inmate has violated visitation rules, policies, or procedures during a visit may result in a written DOC-9.
4. The Warden or Security Director may revoke or suspend visiting privileges due to:
 - a. Visitor violations of facility rules and procedures.
 - b. Visitor violations of State and/or Federal Statutes.
 - c. Established criteria for removal under Wisconsin Administrative Code s. DOC 309.08(4).
5. The visitor and inmate shall be informed in writing of the revocation or suspension and the reasons for the decision. This notice shall be retained in the Visitor Information File (Confidential).
6. Visitors who have visiting privileges revoked or suspended may appeal the decision to the facility Warden.
7. Statewide revocations or suspensions are authorized/coordinated by the office of the DAI Security Chief.

V. Special Visits

- ##### **A. Inmate initiates request for special visit to Social Worker.**

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- B. Designated staff conducts background check as outlined in Section III.D.
- C. The inmate's Social Worker shall complete a DOC-1115 at least five business days in advance of anticipated visit. Exceptions may be approved by the Warden/Superintendent.
- D. Social Worker shall notify inmate of approval or denial of request.
- E. Frequency of special visits may be limited by facility procedure.
- F. Individuals on approved special visits shall be entered into the "Relatives/Associates" screen in WICS.

VI. Extended Visits

- A. For an extended visit, the Social Worker is to complete DOC-1115 at least five business days in advance of the anticipated visit. Exceptions shall be approved by the Warden/Superintendent.
- B. Social Worker notifies inmate and necessary facility staff of approval or denial of request.
- C. Frequency of extended visits may be limited by facility procedure.

VII. Professional, Pastoral & Attorney Visits

- A. Proposed professional and pastoral visitors shall request permission from designated facility staff to visit. DOC-2674 shall be completed for Pastoral/Religious visit requests.
- B. Validity of professional credentials shall be determined prior to approval.
- C. The duration of professional and pastoral visits may be limited by the Warden/Superintendent.
- D. Information from DOC-2674 shall be entered into the "Relatives/Associates" screen in WICS by designated staff for each individual pastoral counseling visit. This information is not entered for group pastoral visits.

VIII. 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).

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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.

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.

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- 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 shall be given a onetime exception. This exception shall be documented in WICS as a warning and the person shall not be able to visit in the future if they cannot successfully pass metal detection. The process below will be utilized for this one time exception:
 - 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

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visitor, upon entry and exit of the facility. After identification, the visitor shall be permitted to replace the facial covering.

- 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.

IX. Visit Denials

If a visitor is denied visitation for any reason, a DOC-1089 shall be completed and forwarded to the inmate. Visitors may be denied visitation for, including but not limited to, the following reasons:

- A. Lack of appropriate identification. Incorrect address is not a reason for denial.
- B. Visitor not on approved visitor list.
- C. Visitor arrived during non-visiting hours or too late.
- D. Inability to clear metal detector.
- E. Inappropriate attire.
- F. Maximum number of visits reached.
- G. Visitor appeared to be under the influence of alcohol or other substance.
- H. Segregation/disciplinary status prevented visit.
- I. Medical confinement.
- J. Pending transfer.

X. Regulation of Visits

- A. All visitors and inmates are expected to abide by facility procedures.

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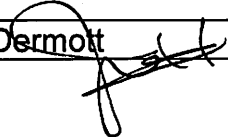
- B. An adult, who is on the approved visitor list, shall accompany any visitor who has not reached their 18th birthday unless the visitor is the legal spouse of the inmate.
- C. Inappropriate conduct by visitors (including children) and/or inmates may result in termination of the respective visit and potential suspension of visiting privileges dependent on severity.
- D. Children of an inmate who are age five (5) or under, may be permitted to be held and/or sit on the inmate's lap, provided there are no risk factors as determined by facility staff.
- E. No persons or animals are permitted to be left unattended on facility grounds, including inside vehicles.

XI. No Contact Visits

- A. No contact visits may be imposed by order of the Warden, as a condition in response to the proposed visitor's initial application, or at any later time upon subsequent review of the status of an inmate or visitor.
- B. No contact visits may be imposed for all visitors of an inmate, or for a specific visitor or visitors of an inmate.
- C. No contact visits may be imposed for all visits of a specific visitor to any and all inmates, and can be imposed at any or all facilities.
- D. The Security Director can impose no contact visiting if:
 - 1. An inmate or visitor has introduced contraband into any facility or has engaged in behavior that threatens security or interferes with the rights of others.
 - 2. An inmate is in segregation status.
- E. Penalties for visiting violations may include any provided in the disciplinary rules. In addition, the Warden or Security Director may impose no contact visiting for up to one year.
- F. Information regarding no contact visitation shall be entered into the "Relatives/Associates" screen and/or the "Visitor Profile" screen in WICS, as applicable.

Administrator's Approval: _____ **Date Signed:** _____
 Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
Original Effective Date: 9/27/10	DAI Policy Number: 309.06.01	Page 15 of 24
New Effective Date: 3/9/20	Supersedes Number:	Dated:
Chapter: 309 Resources for Inmates		
Subject: Visiting		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Jennifer McDermott 		

REFERENCE

DAI Policy 306.00.36 - Entrance Procedures

DEFINITIONS, ACRONYMS, AND FORMS

CPS – Correction Programs Supervisor

DOC-1267 – Visitor Notification

KMCI – Kettle Moraine Correctional Institution

JOC – Judgment of Conviction

PSU – Psychological Services Unit

RHU – Restrictive Housing Unit

FACILITY PROCEDURE**I. Emergency contacts**

- A. The inmate's respective Social Worker shall ensure emergency/next of kin information remains current by submitting an updated DOC-851 from the inmate at the annual reclassification hearing.
- B. The Social Worker shall forward the completed DOC-851 to the Records Office for entry into WICS.

II. Visitor Questionnaire Processing**A. Records Office Staff shall:**

- 1. Provide all housing units DOC-21AA forms.
- 2. Enter all received DOC-21AA forms into WICS.
- 3. Send the inmate a DOC-2411 if the DOC-21AA is not processed.
- 4. Complete the following background checks of the proposed visitor:
 - a. WICS.
 - b. CCAP – only for pending criminal cases.
 - c. Portal (if applicable).
 - d. DAI Volunteer Database.
- 5. Note on the DOC-21AA areas that may require further investigation.
- 6. Forward DOC-21AA to the inmate's respective Social Worker.
- 7. Process the completed DOC-21AA from the respective Social Worker.

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B. Social Worker shall:

1. Receive the DOC-21AA from the Records Office.
2. Complete the following background checks of the proposed visitor:
 - a. Inmate file/JOC/Criminal Complaint/PSI.
 - b. Revocation Summary.
 - c. Classification actions.
3. Complete the DOC-21AA and forward to the Records Office if further review is not required and approval is granted.

III. Visitor Questionnaires Requiring Further Review

A. Records Office Staff shall:

1. Complete the background check as listed in Section II.A.4 of the DAI Facility Implementation Procedures.
2. Request a DOC-2429 if the proposed visitor is currently on active supervision.
3. Forward the completed DOC-2429 and DOC-21AA to the inmate's respective Social Worker.
4. If the DOC-2429 has not been received within 14 business days, Records staff shall forward the DOC-21AA to the respective Social Worker noting the DOC-2429 has not been received.
5. Receive a completed DOC-21AA, DOC-2427 (if applicable) and DOC-2429 (if applicable) from the respective Social Worker and process.

B. Social Workers shall:

1. Complete the background check as listed in Section II.B.2.
2. Receive DOC-21AA and DOC-2429 (if applicable) from the Records Office.
3. If the Social Worker determines additional information/input is needed from the DCC Agent the Social Worker shall request a DOC-2429 from Records by sending an email to the assigned Records staff and maintain the original DOC-21AA. The information in the email shall include:
 - a. Inmate first name, last name and DOC#.
 - b. The name(s) of proposed visitor(s).
4. When it is determined a recommendation from PSU is needed, utilize a DOC-2427 and forward the completed DOC-21AA (and DOC-2429 if applicable) to PSU staff.
5. PSU shall complete their recommendation on the DOC-2427 based on the information received and return to the Social Worker.
6. Forward the DOC-21AA, DOC-2427 and DOC-2429 (if applicable) to the CPS.
7. Forward all proposed visitor denials to the CPS.

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8. Once the CPS has reviewed the proposed visitor's information, they shall forward the signed DOC-21AA, DOC-2427 (if applicable) and DOC-2429 (if applicable) to the Records Office for processing.

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IV. Special Visits

- A. Inmates are allowed three special visits per calendar year.
- B. Inmates shall submit a written request for a special visit to the Social Worker no less than five business days prior to the date of the proposed visit. If the request was made in less than five days before the proposed visit, it shall be reviewed for possible approval by the CPS.
- C. Inmates are responsible to have the proposed visitor contact the assigned Social Worker to confirm the special visit request and provide the Social Worker with their information.
- D. The Social Worker shall complete and sign the DOC-1115 noting the following background checks have been completed of the proposed visitors:
 - 1. Inmate file/JOC/Criminal Complaint
 - 2. PSI.
 - 3. Revocation Summary.
 - 4. Classification actions.
- E. Once the signed DOC-1115 is received from the Social Worker, Records staff shall complete the following background check of the proposed visitor:
 - 1. WICS.
 - 2. CCAP– only for pending criminal cases.
 - 3. Portal (if applicable).
 - 4. DAI Volunteer Database
- F. The Records Office shall forward the DOC-1115 to the CPS.
- G. The CPS shall approve or deny the visit, sign and forward the DOC-1115 to the assigned Social Worker.
- H. The Social Worker shall route the DOC-1115 per the distribution noted on the bottom of the form. In addition, a copy shall be routed to the Deputy Warden's Program Assistant.
- I. The Social Worker shall complete the DOC-1115A and route it per the distribution noted on the bottom of the form.
- J. The Deputy Warden's program Assistant shall scan DOC–1115 into the Visitor Notification folder located at *G:\Postings\Visitor Notification\Daily Visits*.

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- K. Upon arrival of visitor(s) for the special visit, the Gatehouse and Visiting Room staff shall verify the visitor's name and duration of the visit by checking the DOC-1115 posted in Visitor Notification folder.

V. Extended Visit

- A. Inmates are allowed three extended visit per calendar year.
- B. Visits may be extended up to two hours based on availability.
- C. Inmates shall submit a written request for an extended visit to the Social Worker no less than five business days prior to the date of the proposed visit. If the request was made in less than five days before the proposed visit, it shall be reviewed for possible approval by the CPS.
- D. The Social Worker shall complete the DOC-1115 and route to the CPS for review.
- E. Upon approval of the DOC-1115 by the CPS, the Social Worker shall route a copy of the DOC-1115 per the distribution noted on the bottom of the form. In addition, a copy shall be routed to the Deputy Warden's Program Assistant.
- F. The Deputy Warden's Program Assistant shall scan DOC-1115 forms into the Visitor Notification folder located at *G:\Postings\Visitor Notification\Daily Visits*.
- G. Upon arrival of visitor(s) for the extended visit, the Gatehouse and Visiting Room staff shall verify the visitor's name and duration of the visit by checking the DOC-1115 posted in Visitor Notification Folder.

VI. Joint Visitation

- A. Joint visits, in which more than one inmate at a time is present, may be permissible if the inmates involved are close family members.
- B. Proposed visitors may be approved if they are close family members on both inmates' visiting lists.
- C. The Social Worker shall note on a DOC-1115A for both inmates when a joint visit is approved. If a joint visit is "ongoing," this shall be noted under the section "Dates of Expected Visits" on the DOC-1115A.
- D. The DOC-1115A shall be forwarded to the Deputy Wardens Program Assistant to post in the ongoing visits located at *G:\Postings\Visitor Notification\Ongoing Visits*.

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VII. No Contact Visits

- A. Inmates housed in RHU shall not be allowed to have contact visits.
- B. General Population inmates with no contact visits shall have them in RHU in a manner consistent with that unit's rules and visiting hours.
- C. Gatehouse staff shall do the following for no contact visits:
 - 1. Check visiting lists for no contact visiting restrictions.
 - 2. Process the visitor(s) in accordance with this DAI Policy and with DAI Policy 306.00.36.
 - 3. Contact RHU for an available no contact visitation room.
 - a. If room is available, staff shall direct the visitor(s) to that location.
 - b. If a room is not available, staff shall advise the visitor(s) they shall have to wait until a room becomes available.
- D. RHU staff shall:
 - 1. Verify the availability of a no contact visiting room upon notification from the Gatehouse.
 - 2. Assign the visitor to a room upon their arrival.
 - 3. Monitor the visiting room area.
 - 4. When visitation is complete, send the visitor(s) to the Gatehouse and release the inmate from the visiting room.
- E. The RHU Supervisor/designee shall ensure all rules pertaining to no contact visiting are being followed and shall report any problems to the Security Director.
- F. The Security Director shall monitor the process to ensure the intent of the no contact provision in this DAI policy is being met by:
 - 1. Reviewing all no contact visiting referrals from the due process hearing and sending appropriate notifications to all concerned.
 - 2. Reviewing all Gatehouse and Visiting Room incident reports and taking proper actions for rule violations.
 - 3. Notifying appropriate staff as directed in DOC 309.11.01.
Processing and answering all applications requesting reinstatement of contact visiting privileges for restrictions of one year or more.
- G. The Warden shall respond to appeals regarding no contact visiting restrictions.
- H. Decisions on appeals to restrictions of one year or more shall be routed to the DAI Administrator.

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VIII. WICS Visitor List Back-Up

- A. The Records Office Supervisor/designee shall back-up and maintain control of the USB flash drive.
- B. The Shift Supervisors shall maintain control of the password envelope.
- C. Once the password envelope is opened, the Shift Supervisors shall inform the Records Office Supervisor/designee who shall assign a new password.

IX. Professional Visits

- A. The Deputy Warden's Program Assistant shall process requests for professional visitors in the following manner:
 1. Receive telephone requests for scheduling in-person attorney visits with inmates.
 2. Refer potential visitor to Department Head or Administrative Captain for review if requests do not meet criteria for professional visit in DOC 309.10.
 3. Inform the proposed visitor of facility entrance requirements in accordance with DAI policy 306.00.36 and visit schedules.
 4. Reserve a meeting room.
 5. Complete the DOC-1267 and route to Department Head for approval.
 6. Notify inmate's Social Worker of the visit, if necessary.
- B. Hours for professional visits are as follows:
 1. Monday through Friday from 8 a.m. to conclude by 11:15 a.m. and 12:30 p.m. to conclude by 3:00 p.m.
 2. Professional visits shall be scheduled at least 24 hours in advance and 48 hours in advance for visits requiring special circumstances.
- C. Miscellaneous guidelines for professional visits
 1. Attorneys, attorney aides and approved law students may visit with their inmate clients.
 2. Proposed visitors acting as an agent for any organization or professional shall have prior written notification and Department Head approval.
 3. No recording devices, cellular phones, cameras, watches or laptop computers are allowed unless approval from the Warden is received prior to the visit.
 4. Requests for inmate file reviews shall be made at the time the appointment is made to the appropriate department as noted below:
 - a. A release of information signed by the inmate is required.
 - b. Reviewing PSU files, contact PSU.
 - c. Legal and Social Service files contact the Records Office.
 5. Requests for review of evidence in a criminal investigation shall be directed to the Office of the District Attorney.

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X. Holiday Visiting

- A. The Administrative Captain/designee shall designate all holiday visiting days at the start of each calendar year and provide this information to all supervisors.
- B. The Administrative Captain/designee shall ensure prior to the occurrence of holiday visiting days; the date shall be posted in the Weekly Wrap-Up two weeks in advance of the holiday to allow inmates to provide notice to their visitors.
- C. The following information shall also be provided by the Administrative Captain/designee in the Weekly Wrap-Up as noted below:
 - 1. The days on which holiday visiting hours shall be in effect for that particular holiday.
 - 2. The statement "Inmates may have one visit over a three day holiday weekend."
 - 3. The statement "The visiting hours are 8:00 a.m. to 3:30 p.m. on holidays."
- D. The Administrative Captain/designee shall ensure notices containing the visiting hours for a holiday visit are posted in the following locations:
 - 1. Gatehouse.
 - 2. All housing units.
 - 3. Visitor waiting building outside of the secure perimeter.
 - 4. Visiting room officer's station.

XI. Opportunities for the Public to Tour the Facility

- A. Upon the Warden's approval, tours shall be arranged as time permits and be coordinated by the Training Supervisor or by others as assigned.
- B. Requests for tours shall be directed to the Warden's Secretary.
- C. The Warden's Secretary shall notify the Gatehouse, Security Director and Training Supervisor of the requested time and nature of the tour.
- D. Unless otherwise assigned, the Training Supervisor shall arrange and conduct the tour.
- E. Restrictions for touring the facility
 - 1. Group size is limited to 25 people.
 - 2. Persons under the age of 18 shall not be permitted.
 - 3. Tours shall not be permitted in the Maintenance or Food Service areas.
 - 4. Only law enforcement and correctional staff persons shall be permitted to tour the RHU.

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5. Tours shall be conducted during regular business hours Monday through Friday.
6. All visitors shall be required to comply with DAI policy 306.00.36.
7. Exceptions to any of the above restrictions may be made with the Warden's approval.

XII. Entry to Facility Via Gatehouse

- A. In accordance with VIII.E.1, gatehouse staff shall review WICS when a visitor is unable to clear the metal detector while wearing an underwire bra.
- B. Any other items brought into the Gatehouse, other than what is noted as being allowed in this DAI policy, are prohibited.
 1. Visitors shall be required to secure non-allowable items in their vehicles.
 2. Vehicle keys and photo identification cards shall be secured in Gatehouse lockers.
 3. Cellphone lockers in the Gatehouse are for staff use only.
 4. A clear 3" x 5" inch coin purse may be used to carry money into the facility for the visit.
 5. Two clear plastic baby bottles are allowed. Formula must be mixed in front of security staff. A water fountain is available in the lobby or visitors are able to bring in water in a factory-sealed container to mix with formula.
- C. KMCI is not responsible for any damage or theft to items left in visitors' vehicles.
- D. Denied visitors who are awaiting the return of another member of their party from a visit should only park in the stalls designated for "Denied Visitor Parking."
- E. No animals are allowed on-grounds, including inside personal vehicles, unless they meet the specifications of service animals per DAI policy 309.06.02.

XIII. Inmate Photo Project Guidelines

- A. The following is prohibited for inmate photos:
 1. Wearing of visitor property/clothing or vice versa.
 2. Displaying any stance, gesture or posture which demonstrates gang affiliation.
- B. The following are allowed for inmate photos:
 1. Everyone in photo shall face the camera.
 2. Inmates may crouch to the level of minor children only (no kneeling).
 3. May remove ID.
 4. May hold hands but must be visible at all times.

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5. May rest arms/hand around the shoulders.
- C. Inmates shall wear a full set of state-issued greens (shirt must be tucked in) and state-issued footwear to a visit.
- D. Inmates may only bring emergency medication, wedding ring, a comb, handkerchief, ID, and/or a key with them to a visit.
- E. All photos will be reviewed by visiting room staff prior to the printing of the photos.
- F. Photos deemed by visiting room staff as inappropriate will not be issued.
- G. Staff shall deliver all photos to inmates and family.