



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.

Daniel Winkleski

Name of Individual Certifying this Document/Proposed Document

Warden - NCE

Title


Daniel Winkleski

Signature

04-16-2020

Date Signed

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

 <div style="text-align: center;"> DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES </div>	DAI Policy #: 309.06.01	Page 1 of 25
	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: Jim Schwochert, Administrator	
	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:
 - a. DOC-851.

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- 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).
 - d. Any other pertinent information.

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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.

B. Designated staff conducts background check as outlined in Section III.D.

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- 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).
 - 3. Amish visitors who do not possess photo identification as a requirement of their religion shall:

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- 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.
 - i. Exposed undergarments.
 - j. Clothing with revealing holes, tears or slits.

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- 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 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.

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- 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.
- 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.

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- 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

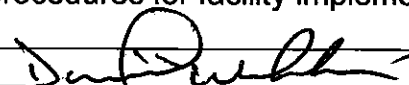
- A. No contact visits may be imposed by order of the Warden, as a condition in response to the proposed visitor's initial application, or at any later time upon subsequent review of the status of an inmate or visitor.
- B. No contact visits may be imposed for all visitors of an inmate, or for a specific 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: _____

Jim Schwochert, Administrator

Date Signed: _____

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: 		

REFERENCES

DAI 309.06.01a Visitor Guidelines Brochure

NLCI 900.01.07 Background Checks

NLCI Inmate Handbook

DEFINITIONS, ACRONYMS, AND FORMSNLCI - New Lisbon Correctional InstitutionMOS - Movement Officer StationOOA – Office Operations Associate**FACILITY PROCEDURE****I. General Guidelines****A. Visiting Hours**

1. Weekday visits are held Tuesday through Friday (2:15 p.m. - 8:45 p.m.).
2. Weekend Visits are held Saturday and Sunday (8:00 a.m. - 3:45 p.m.).
3. Holiday visits are held on the following state holidays during the hours of (8:00 a.m. - 3:45 p.m.) New Year's Eve Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day.

B. Admittance

1. Visitors are not allowed in the institution until ten minutes prior to visiting hours. Visitors are not admitted ten minutes prior to count times (12:25 p.m. and 4:45 p.m.) Count must be cleared before entrance is allowed. There is no admittance into the institution one hour before the conclusion of visits.
2. The visiting week is Tuesday through Sunday. There is a limit of three visits per week, per inmate, with only one visit occurring on the weekend. There is a limit of only one visit per inmate per day by any one visitor. Visits on holidays will not count towards the weekly total.
3. Visits are limited to three hours per visit Tuesday through Friday and two hours per visit for weekends and holidays. Visits may be terminated early due to overcrowding. Termination of visits will begin when the Visiting Room reaches capacity. First in, first out rule applies after a one hour minimum visit.

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C. Allowable Visitors

1. Dress code restrictions apply equally to men, women and children. If the Lobby or Visiting Room Staff believe the clothing worn constitutes an inappropriate display not conducive to a family atmosphere, a Security Supervisor will be contacted. The Supervisor will determine whether or not to authorize or deny the visit. If the visit is denied, staff will complete and submit a DOC-1089.
2. All visitors must be on the approved visiting list. Any persons not allowed to visit must leave the institution grounds.
3. Visitors may participate in more than one visit with different inmates on the same day, time and space permitting. Visitors must return to the Lobby to be processed between each subsequent visit.
4. Additional visitors may join a visit already in progress pending the inmate's approval.
5. The maximum number of visitors allowed per visit is ten, five of which may be children seventeen or younger. More than five may be allowed if all the children are the inmate's biological or legally adopted children.

D. Search Requirement

1. Visitors are required to successfully pass through the walk through metal detector. To expedite this process, visitors should avoid wearing clothing with metal attached and/or excessive jewelry. All property allowed on visits will be scanned utilizing the fluoroscopic machine.
2. 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. For visitors unable to pass the metal detector requirements, apparently due to wearing an underwire bra, the following process will be followed:
 - a. The visitor will be given a bag and allowed to enter the Lobby restroom to remove the underwire bra and place it in the bag.
 - b. The visitor will give the bag to the Lobby Sergeant, who will process the bag through the fluoroscopic machine.
 - c. The visitor will then walk through the metal detector.
 - d. Upon both the bag and the visitor successfully passing detection, the Lobby Sergeant will give the bag to the visitor; who will then proceed to a Lobby restroom where they are required to replace the underwire bra prior to going to the Visiting Room.
 - e. If visitor elects not to adhere to above, or cannot successfully pass through the metal detector at this point, entrance into the facility shall be denied.
3. Visitors will be denied a contact visit if he/she is unable to pass the metal detector after three attempts. The visitor may opt for a tele-visit if they are unable to successfully pass the metal detector requirements.

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4. Visitors unable to pass the metal detector requirements for the above or any other reason:
 - a. The visitor may leave the institution grounds to retrieve an alternate clothing item which would pass detection.
 - b. The visitor may elect to leave institution grounds and visit another day.
5. Notify a Security Supervisor when denying a visit. Complete and submit a DOC-1089.

E. Allowed Items

1. Medically necessary medication must be given to the Visiting Room staff upon entering the Visiting Room. Lobby staff will provide a clear plastic bag to carry if necessary.
2. Personal Property Not Allowed
 - a. Funds to be deposited in an inmate's account cannot be received on visits. All funds to be deposited into an inmate's account must be mailed to the PO Box 6000 address.
 - b. Letters, pictures, and legal papers (unless brought in on a professional visit by a practicing attorney).
 - c. Food items.
 - d. Wallets and purses.
 - e. Any property item not authorized per Inmate Handbook.

F. Lockers

Lockers are available for twenty-five cents (refundable at end of visit) in the Lobby for visitors' property.

G. Hand Stamp

Visitors will have their right hand stamped prior to entrance. Visitor must display hand stamp to Control Center staff upon entrance to and exit from the Visiting Room.

H. Tele-visit

Tele-visits will be offered whenever appropriate and feasible.

I. Inmate Notification

1. The Lobby staff will call the inmate's housing unit to notify staff the inmate has a visit.
2. Housing unit staff will notify the inmate to report to the Visiting Room.
3. If the inmate is off the unit, housing unit staff will promptly locate him, and the inmate will return to the housing unit before going to the visit.

J. Inmate Allowable Items:

1. Wedding band
2. Medical alert bracelet
3. Handkerchief

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4. Prescription glasses
5. Room key and inmate ID
6. Comb or hair pick
7. Medically necessary medication (medication must be given to the Visiting Room staff upon entrance).

K. Inmate Attire

1. Inmates must wear state-issued shoes and green shirt and pants. Medical exemptions to wear personal attire will not apply to the Visiting Room.
2. Underwear and socks must be worn.

L. Inmate Arrival

1. Prior to proceeding to the Visiting Room, the inmate will first check in with the MOS Sergeant.
2. The MOS Sergeant will notify the Control Sergeant and the Visiting Room staff an inmate is awaiting entrance into the Visiting Room.
3. All inmates will be pat or strip searched upon entering the Visiting Room and will be strip searched upon leaving the Visiting Room.
4. All inmate workers will be strip searched upon entering and leaving the Visiting Room.
5. When the inmate arrives in the Visiting Room, he must inform one of the Visiting Room officers of his presence. He must give them his name and housing unit. The Visiting Room staff will document his arrival time.
6. Random and cause inmate searches will be conducted and documented by Visiting Room staff.
7. Inmates are not allowed to leave the Visiting Room for any reason while on a visit. If special circumstance arises, only a Shift Supervisor can grant such permission.

M. Visiting Room Rules**1. Seating Arrangements**

- a. The Visiting Room staff will assign seating arrangements.
- b. Inmates or their visitors will not be allowed to change assigned seats.
- c. After the initial embrace, inmates will remain seated for the duration of the visit except when approaching the officer station, using the restroom, or taking photos.

2. Displays of Affection

- a. Inmates and their visitors are permitted to briefly embrace and kiss at the beginning and end of their visit.
- b. Inmates are permitted to hold hands with their visitor. Hands must be positioned above the visiting room tables at all times. This is the only physical contact allowed during the duration of the visit.
- c. Any embracing or kissing during the visit or other indiscreet, inappropriate, or unauthorized contact and or conduct will lead to individual disciplinary action which may include the removal of visiting privileges.

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- d. Inmates are not allowed to place their hands inside or underneath their own clothing or anyone else's. Hands or laps of inmate and visitor must not be covered with anything.

3. Supervision of Children

- a. Visitors will be responsible for making sure children are not disruptive in the Visiting Room.
- b. Inmates will not place children on their shoulders or hold them in a manner which may be unsafe and or disruptive.
- c. Inmates are not allowed to take children into the restroom.
- d. Inmates are not allowed to change any child's diapers.
- e. Visitors must change their child's diaper in the restrooms only.

4. Allowable Conduct

- a. All conversations in the Visiting Room must be kept at a normal tone of voice as to not disturb others.
- b. Inmates and their visitor may not visit with other visitors or inmates while on their visit.
- c. Combing or hair braiding is not permitted by anyone at any time during while on a visit.
- d. Inmates and visitors will keep their shoes on throughout the visit.
- e. Inmates are responsible for cleaning their table at the end of the visit.
- f. It is the inmate's responsibility to ensure their visitor's actions are in accordance with the rules and regulations of NLCI and the Department of Corrections.
- g. At no time will inmates be allowed to handle any money.
- h. Inmates will not be allowed to accompany visitors to the vending machine area or the bakery counter.
- i. No cash exchanges (example: giving change for a dollar) are allowed between any parties (staff, inmates, or visitors) while in the Visiting Room for any purposes.
- j. Visitors may not leave coats or clothing items on the table during the visit. These items must be placed on the chair back.

5. Meals

Inmates who wish to have their meal saved for them must inform the unit staff prior to leaving his housing unit for a visit.

6. Medication Distribution

- a. Inmates may continue visits through medication distribution and may receive their medication at the end of their visit if the timing of the dosage is appropriate, as determined by medical staff.
- b. Inmates who choose to do this must inform the MOS Sergeant of their request to receive their medication at the end of their visit.
- c. The MOS Sergeant will notify the HSU Officer and or medical staff of the inmates request. If the above criteria are met, the HSU Officer or medical staff shall give the inmate his medication.

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N. Visitor Exit

1. Visitors will inform Visiting Room staff when they are ready to exit the Visiting Room.
2. The Visiting Room staff will notify the Control Sergeant of the number of visitors exiting the Visiting Room.
3. The Control Sergeant will make the proper radio notifications of the correct number of visitors who are leaving, only after checking all of the visitors hand stamps.
4. After the visitor hand stamp is verified with the Control Sergeant, the visitor will proceed to the Lobby, collect any property stored in the locker, and exit the institution.
5. The visit will be terminated if the visitor leaves the Visiting Room area for any reason.

O. Joint Visits

1. Close family members incarcerated at NLCI will be permitted to visit together with mutual family members on both inmates' visiting lists.
2. The maximum number of adult visitors allowed for a joint visit is 10, of which five may be children. More than five children are allowed if they are all the inmate's biological or adoptive children.
3. Request for joint visiting privileges must be submitted to the Unit Supervisor or Social Worker. If the inmates are from different housing units, then both Unit Supervisors and Social Workers must agree on the joint visit. If authorized, a memo will be signed by one of the two Unit Supervisors and distributed to the housing unit Sergeants, Program Services OOA, Lobby, Visiting Room staff and Supervisory staff. The memo must be specific when identifying the inmate and prospective visitor(s) who have been approved for the joint visit.

P. Special Visits

1. When the visitor is not on the approved visiting list, and an exceptional circumstance exists, the inmate may request a special visit by submitting a request to the Social Worker for each occasion.
2. Special visits will be considered in exceptional circumstances including but not limited to visitors currently on military leave, death in the family, or verified emergency. Special visits will not be utilized as a way to circumvent adding visitors to the inmate's visiting list.
3. A combined total of four Special or Extended Visits per calendar year per inmate are allowed. Additional requests may be approved due to situational or emergency needs and will be considered.
4. A special visit may be requested only twice per year for the same visitor.
5. The special visit does not count as one of the allowable visits per week.
6. The procedure for requesting approval of a special visit is as follows:
 - a. The inmate must submit to the Social Worker the name, address, date of birth and date of visit of the proposed visitor(s), and what exceptional circumstances exist to warrant the visit.

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- b. The assigned Social Worker will coordinate a background check if necessary and document results on the DOC-1115 and DOC-1115A.
- c. The Social Worker will make a recommendation to the Unit Supervisor for approval or denial, using the DOC-1115 and DOC-1115A.
- d. The Social Worker will submit the DOC-1115 and DOC-1115A and distribute.
- e. All required entrance procedures must be followed to facilitate visit.

Q. Extended Visits

1. An inmate may request an extended visit for visitors traveling 250 miles or more one way, whether or not they are on the inmate's visiting list. Map Quest or Google Maps will be used to determine the visitors' distance from NLCI.
2. An inmate must submit a request not less than 10 working days prior to the proposed visit. Exceptions to the 10 working days include but are not limited to visitors currently on military leave, death in the family, or verified emergency.
3. A combined total of four Special or Extended Visits per calendar year per inmate are allowed. Additional requests may be approved due to situational or emergency needs and will be considered.
4. An extended visit may be requested only twice per year for the same visitor.
5. The extended visit may count as one of the three allowable visits per week. Occasionally, an inmate will be approved to exceed the three visits per week or one visit per Saturday and Sunday guidelines. Multiple days for an extended visit may count as one visit.
6. All visitors who are traveling together will be approved for the extended visit hours, regardless of distance each individual visitor traveled.
7. The procedure for requesting approval of an extended visit is as follows:
 - a. Not less than 10 working days prior to the proposed visit, the inmate must submit to the Social Worker the name, address, date of birth and date of visit of the proposed visitor(s), and what exceptional circumstances exist to warrant the visit.
 - b. The assigned Social Worker will coordinate a background check if necessary and document results on the DOC-1115 and DOC-1115A.
 - c. The Social Worker will make a recommendation to the Unit Supervisor for approval or denial, using the DOC-1115 and DOC-1115A.
 - d. The Social Worker will submit the DOC-1115 and DOC-1115A and distribute.
 - e. All required entrance procedures must be followed to facilitate visit.

R. Accommodation Requests

1. Visitors requesting accommodations in order to pass through the Lobby screening process shall request a DOC-2424.
2. The DOC-2424 will be mailed to the prospective visitor by the Program Services OOA. Upon receipt of the completed document, it will be sent to a Security Supervisor for review and decision.

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3. If the accommodation is approved, the Security Supervisor will return the DOC-2424 to the Security PA who will document the accommodation in WICS and file the form.

II. RESPONSIBILITIES**A. Lobby Staff**

1. Ensure the visitor is on the respective inmate approved visiting list.
2. Check WICS for any documented accommodations, warnings or denials.
3. Ensure the respective inmate is eligible for a visit.
4. Provide visitor with a copy of the visiting rules if necessary.
5. Ensure visitor is dressed in accordance with DAI 309.06.01a.
6. Search all property items via fluoroscopic machine.
7. Obtain and review visitors' identification card to ensure it is valid, current, acceptable, and clearly identifies the visitor as the person on the identification card.
8. Process the visitor through the search process (requirements) to include clearing the metal detector and fluoroscopic machine when necessary.
9. If visitor fails to clear metal detector as a result of wearing an underwire bra, a bag will be provided and processed as necessary. A warning will be documented in WICS with a onetime exception being granted for the visit. Future incidents of attempts to enter while wearing an underwire bra will result in immediate denial of visit with no exceptions and will be documented in WICS.
10. Utilize WICS to document visit.
11. Contact the Housing Unit to inform staff of inmate visit.
12. Retain visitors in the lobby from 10 minutes prior to count time until count officially clears.
13. Notify a Security Supervisor when denying a visit. Complete and submit DOC-1089 and distribute copies.
14. Place stamp on the right hand of all visitors.
15. Ensure there is a supply of DOC-884 and DAI 309.06.01a are available to visitors in the Lobby area.
16. Receive completed DOC-884 forms and route to the Program Services OOA for processing.
17. Document Special and Extended Visits in WICS from information contained on the DOC-1115.

A. Visiting Room Staff

1. Search Visiting Room before and after visiting hours.
2. Ensure the Visiting Room is neat, clean, and orderly.
3. Assign seating arrangements for visitors and inmates.
4. Inmate searches
 - a. Personal/pat search all inmates before visits.
 - b. Strip search all inmates after visits.
 - c. Strip search all visiting room inmate workers before and after their shift.

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- d. Randomly strip search inmates requesting to use the restroom.
5. Utilize WICS to document the start and end time of each visit and any unusual incident.
6. Monitor to prevent excessive displays of affection between visitors and inmates.
7. Notify a Shift Supervisor if it is determined a visitor or inmate has displayed conduct which should result in the visit being terminated.
8. Give each visitor a five-minute warning prior to their visit ending.
9. Supervise Visiting Room workers at all times.
10. Treat all visitors in a professional manner and answer any relevant questions.
11. Ensure there is a supply of DOC-884 forms available to visitors.
12. Receive completed DOC-884 forms and route to the Program Services OOA for processing.
13. Remove and dispose of all trash at the end of visiting hours.

B. Control Center Staff

1. Monitor the visitors' movement between H Building and K Building.
2. Notify Lobby, Tower, and Sallyport staff of all visitors (to include the number of visitors) leaving the institution.
3. Monitor surveillance cameras in the Visiting Room.
4. Verify visitors' hand stamps.
5. Immediately notify Security Supervisor of suspicious or inappropriate behavior.

C. MOS Sergeant

Notify HSU staff or Officer if an inmate requests to receive his medication distribution at the end of his visit if timing permits.

D. Security Supervisor

1. Conduct rounds of Visiting Room.
2. Assess and determine termination of visit.
3. Report to Lobby upon request when entrance is denied or questionable.
4. Offer tele-visits when appropriate.
5. Review and investigate DOC-2424 requests and document approval or denial. Forward completed form to Security PA.

E. Security PA

Document approved accommodations in WICS and file DOC-2424.

F. Social Worker

1. Process request for special or extended visits.
2. Coordinate background checks as needed.
3. Consult with PSU and inmate's agent as necessary to determine whether visitor should be approved or denied.
4. Submit DOC-1115 to Unit Manager for approval.

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5. Distribute DOC-1115 and DOC-1115A.
- G. Program Services OOA
1. Receive DOC-21AA.
 2. Complete background checks and enter proper visit information into WICS.
 3. If a visitor is approved, send an updated copy of approved visitors to the inmate.
 4. If a visitor is denied, send a DOC-161 to the visitor and a copy to the inmate.
 5. Process DOC-884 requests in WICS. Retain request forms for six months of processed date.
 6. Send DOC-2411 to inmate for any visitor applications not processed.
 7. Back up the WICS visitor list weekly using the removable storage drive stored in Control.
 8. Enter individuals on approved special visits into the "Relative/Associate" screen in WICS.
 9. If proposed visitor indicates an accommodation is required in order to pass through the Lobby screening process, mail a DOC-2424 to the individual for completion. Upon receipt of the completed form, forward to Security Supervisor for review and decision.
- H. Unit Manager
- Receive and approve or deny the DOC-1115.
- I. Security Director
1. Suspend visitation privileges as necessary.
 2. Ensure the proper documentation is entered into WICS.
 3. Ensure written notification is provided to the suspended or removed visitor and the inmate via a DOC-161.
 4. Document involuntary removal of visitor on a DOC-2427.
- J. Housing Unit Staff
1. Locate and notify inmate he has a visit.
 2. If inmate is off the unit at the time, direct him back to the unit to sign out and put on proper clothing to include shoes.
 3. Save inmate a meal tray if requested.
- K. Warden
- Respond to visitor's appeal of a denied visit.
- L. Institution Complaint Examiner
- Respond to inmate's appeals regarding denied visits.
- M. Inmate
1. Send DOC-21AA to prospective relatives and associates.

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2. Submit DOC-884 for changes requested to visiting list.
3. Ensure proper attire is worn and sign out of unit.
4. Request a save tray if desired.
5. Report to MOS and inform staff of visit.
6. Request special medication distribution needs to MOS.
7. Report to Visiting Room for processing.
8. Ask Visiting Room staff for permission to use restroom.
9. At conclusion of visit, report to Visiting Room Sergeant for processing.