



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.

Wendy Montils

Name of Individual Certifying this Document/Proposed Document

Office of Management + Budget Director

Title


Wendy Montils

Signature

6/25/19

Date Signed

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

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.06.01	Page 1 of 15
	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

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definition of parent if an inmate substantiates that a claimed surrogate did in fact act as 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.

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GPS – Global positioning system

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.

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- b. Approval for additional visitors applies only to the specific facility where the Warden/designee's approval was given.
 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

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1. Social Services file, Visiting Section, shall contain forms with no PII, accessible by the inmate, including the following:
 - 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.

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- 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.
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.

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- 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.
 - 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.

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- 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.

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.

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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.
- 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.

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- 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:
 - 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).

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- 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.
 - 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.

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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.
 - 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: Name		
Original Effective Date:	DAI Policy Number: 309.06.01	Page 15 of 15
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Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other

Frequently Proposed Visitor Screening Scenarios

DOMESTIC VIOLENCE

This inmate was either convicted (or behaviors were noted in the Revocation Summary) of Domestic Battery or Disorderly Conduct-Domestic.

The proposed visitor is his girlfriend and a noted victim. She has requested to be added to his visiting list.

DRUG OFFENSE

This inmate was convicted of Possession with Intent to Deliver THC.

The proposed (non-family member) visitor, was convicted of a drug-related offense three years ago, and has been off supervision for 15 months. He has requested to be added to the inmate's visiting list.

SEX OFFENSE

This inmate was convicted of Second Degree Sexual Assault of a Child. The victim was a (non-family member) 12 year-old girl.

The proposed visitors are his sister and his 3 year-old twin niece and nephew. The inmate's sister (the mother of the twins) is requesting that she and her two children be added to his visiting list.

MURDER

This inmate was convicted of First Degree Intentional Homicide-2 counts. The victims were his long-time girlfriend/mother of his three children and an unknown male that gave her a ride home from work.

The proposed visitor is a woman identifying her relationship to the inmate as "girlfriend". She has requested to be added to his visiting list.

FAMILY MEMBER/RE-ENTRY

This inmate was convicted of burglary.

The proposed visitor is his mother. She has multiple convictions for retail theft and forgery. She has been out of prison for 13 months, and is struggling on parole. They are not co-conspirators in their offenses. She has requested to be added to his visiting list.

What needs to be considered prior to approval or denial ?

- Consider the date of the offense. When did it happen in relation to today's date?
- Has offense-related programming been completed? Completion of programming is not a guarantee of approval, but is factored into the decision making process. Program evaluation summaries should be reviewed to determine progress in treatment and the inmate's remaining needs level. Facilitators may also be contacted to discuss the risk to the proposed visitor.
- Review the Revocation Summary. Does the agent believe that the behaviors were present even though the conviction was of a lesser offense or perhaps there was no conviction at all? The agent is dealing with the offender's behavior.
- Contact the agent. DOC-2429 (Agent's Visitor Recommendation) may be sent to the agent electronically for their input.
- When considering visitors for inmates with sexually-related offenses (not in an A & E status), a Sex Offender Assessment Report (DOC-1577 or DOC-1577A) must be reviewed and is found in the inmate's Social Service (confidential) file. Social Workers should incorporate pertinent information into their recommendation for denial or removal before staffing with a supervisor.
- Look at the minor children living together in a household to remain consistent with approvals/denials.
- Consultation with Psychological Services staff should be requested when there is a possibility of visitor victimization and staff cannot arrive at a clear decision.
- Consider the relationship between the proposed visitor and the inmate, taking into account those already listed on the inmate's Visitor List. Immediate family may be viewed differently.
- Will this proposed visitor enhance the inmate's success upon release as part of a positive support system?
- Did the proposed visitor meet the inmate while he/she was incarcerated?
- Interview the inmate or proposed visitor if you have unanswered questions.
- If no noted concerns have been indicated, approve the visitor.
- If concerns are noted, staff with a supervisor.

Scott Walker
Governor

Jon E. Litscher
Secretary



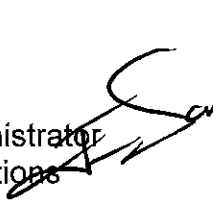
State of Wisconsin
Department of Corrections

Mailing Address

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DATE: June 28, 2017

TO: DAI Staff and Visitors

FROM: Jim Schwochert, Administrator
Division of Adult Institutions 

RE: DAI 309.06.01 Visiting Policy Revision

DAI 309.06.01 Visiting has been revised, effective August 28, 2017. This revision modifies the current procedure for the processing of visitors wearing an underwire garment.

After August 28, 2017, visitors who cannot pass through a metal detector due to an underwire garment will be granted a one-time exception, which will be logged for tracking purposes. The one-time exception will allow the visitor to enter the facility after appropriate screening. After being granted the one-time exception, visitors will be required to pass through a metal detector to enter any facility on subsequent visits.

cc: Cathy Jess, DOC Deputy Secretary

Scott Walker
Governor

Jon E. Litscher
Secretary



State of Wisconsin
Department of Corrections

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FECHA: 28 de Junio, 2017

PARA: Empleados y Visitantes de DAI

DE: Jim Schwochert, Administrador
División de Instituciones para Adultos

TEMA: Revisión de la Política de DAI 309.06.01

La política de DAI 309.06.01 Visitas, ha sido revisada y entra en vigor el 28 de Agosto, 2017. Esta revisión modifica el proceso actual para el procesamiento de visitantes que usan prendas de ropa interior con alambres de metal.

Después del 28 de Agosto, 2017, visitantes que no pueden pasar por el detector de metales debido a que llevan puesto prendas de ropa interior con alambres de metal se les concederá una excepción, la cual será registrada para propósitos de seguimiento. La única excepción permitirá que el/la visitante ingrese al establecimiento después de pasar por el chequeo apropiado. Después que se le da esta excepción, visitantes serán requeridos de pasar por el detector de metales para ingresar a cualquier establecimiento para visitas subsecuentes.

cc: Cathy Jess, Vice-Secretaria del DOC