

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

Peter J Jaeger / DAI WSPF 309.06 01

Name of Individual Certifying this Document/Proposed Document

Deputy Warden

Title


Peter J Jaeger

Signature

06/25/2019

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 24
	Original Effective Date: 04/15/85; 09/01/94	New Effective Date: 08/28/17
	Supersedes: 309.06.01	Dated: 03/31/15
	Administrator's Approval: 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.

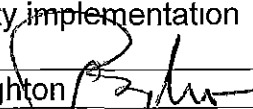
XI. No Contact Visits

- 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: Wisconsin Secure Program Facility		
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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: Warden Gary Boughton 		

REFERENCESDAI 309.04.01 - Inmate MailDAI 309.20.03 - Inmate Personal Property and Clothing2007 Assembly Bill #104 Right to BreastfeedWisconsin Administrative Code DOC-309.17 - Suspension of Visiting PrivilegesWisconsin Administrative Code DOC-303 - Disciplinary RulesWSPF Procedure 900.516.13 - Inmate Movement within the Institution**FACILITY PROCEDURE****I. General**

- A. All visits shall be held on designated days and times. The length and type of visits shall be determined by the status of the inmate.
- B. Utilization of the contact visiting area shall be conducted in a manner to ensure general population inmates have equitable access to the area.
 1. An inmate shall be allowed only one visit per day.
 - a. Additional approved visitors may join a visit already in progress for the *remaining time on the visit, pending inmate's approval.*
 - b. Once the maximum number of visitors (3) has been processed no further visitors shall be allowed
 2. An inmate is allowed a visit on both weekend days.
- C. All visitors shall successfully pass through the metal detector before all Institution/inmate visits. All visits shall be restricted to a maximum of three (3) visitors (including children) during one visit, one of whom shall be a responsible adult the *minimum age of 18.*
- D. Only one visit may take place at a time at each visiting table.
- E. Upon completion of processing in the Lobby, visitors will be directed to the contact visiting area. The visiting officer will assign the visitors a table
- F. Minor children must remain in the immediate vicinity of the assigned area.

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II. Processing Inmate Visitors

- A. Visitors may begin to be processed for visits 30 minutes before visiting hours begin.
- B. All visitors shall be on the inmates approved visitor list.
- C. All visits/visitors shall be logged into WICS by use of the computer. The approved inmate visitation list will be backed up by Client Service assistant and saved on a computer zip drive. The zip drive will be stored in the institution key watcher.
- D. In the event a visitor is being considered to be denied a visit, a shift supervisor shall be contacted and grant approval for such a denial. Staff shall complete a Denied Visit Notification form on WICS.
- E. Visitors wearing inappropriate clothing based on the DAI established dress code shall not be allowed entrance.
- F. Visitors with alcohol on their breath, exhibiting signs of illicit substance usage or appearing intoxicated shall not be allowed into the institution.
- G. After the visitor/visitors are approved, the lobby officer shall inform the appropriate housing unit.
- H. The lobby staff shall give the visitor a locker key so those items not allowed in the visiting area can be secured.
- I. Medically necessary medication shall be given to the Visiting Room staff upon entering the Visiting Room. Lobby staff shall provide a clear plastic bag to carry if necessary.
- J. Visitors shall be required to successfully pass through the metal detector (see sec. III "Pacemakers"). Upon clearing the metal detector, they shall be directed by lobby staff to the visitation room.
- K. Visitors going beyond the Lobby shall be required to have their jackets x-rayed and their hand stamped.
- L. Inmate Visitors in Wheelchairs
Refer to DAI 309.06.02 Visitor Entrance - Special Needs
- M. Visitors Requiring use of Walkers/Canes
Refer to DAI 309.06.02 Visitor Entrance - Special Needs

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III. Pacemakers/Medical Verifications: Note: Persons With Pacemakers Must Not Pass Through The Stand-Up Metal Detector.

Refer to DAI 309.06.02 Visitor Entrance - Special Needs

IV. Behavior

- A. Inmates and visitors are permitted to embrace and kiss only at the beginning and end of the visit. Excessive or continued displays of affection are not allowed and may result in the termination of the visit.
- B. *Inmates are permitted to hold hands with their visitor. Hands shall be positioned above the visiting room table 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 or conduct shall lead to individual disciplinary action which may also include the removal of visiting privileges.
- D. Inmates are not allowed to place their hands inside or underneath their own or others clothing. Hands or laps shall not be covered with anything.
- E. *In accordance with WI 2007 Assembly Bill #104; a mother may breastfeed her child in any public or private location where the mother is otherwise authorized to be. Any mother breastfeeding her child while at WSPF must do so discreetly (i.e. breast shall be covered with blanket or clothing) and all parties must conduct themselves appropriately.*
- F. Disruptive, disrespectful or behavior by an inmate or visitor which would violate DOC Administrative Code or laws of the State of Wisconsin shall not be tolerated and shall result in the visitor being denied admittance into the institution, termination of a visit and may also result in suspension of visiting privileges.
- G. Visits may be terminated due to unruly children or lack of supervision of children by the inmate and/or the adult visitor.
- H. Physical disciplining of children is forbidden. Failure to comply with this may result in termination of visiting privileges, disciplinary action, and/or referral to social service agencies.
- I. A shift supervisor shall be contacted if any of the above negative behaviors occur and an incident report shall be filed.

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V. Processing Inmates

- A. Upon notification of a visit, an inmate shall dress in appropriate attire.
1. Inmates shall wear a full set of greens with the shirts tucked in and buttoned one button from the top and state issued shoes completely tied.
 2. Underwear and socks shall be worn
- B. It is the responsibility of the inmate to use his cell bathroom facilities prior to being removed from the cell and escorted to the designated visitation area.
- C. General population inmates shall notify staff using the cell intercom when they are ready to attend the visit. Unit staff shall then open the cell to allow the inmate to exit his cell.
1. For video visits, staff shall inform the inmate which booth on the unit he is to utilize.
 2. For contact and no-contact visits, staff shall arrange for staff escort to the visitation room.

VI. Contact and No-Contact Visitation – Visiting Room

- A. Inmates shall be escorted to the contact visiting area by an escort officer per WSPF Facility Procedure 900.516.03 and shall be pat searched prior to entering the visiting area.
1. Inmate movement in and out of the intake area shall be coordinated by the Control Center.
 2. The escort officer shall ensure the visiting room officer is aware the inmate is present.
 3. For contact visits, the visiting room officer shall inform the inmate of assigned table, ensuring inmate is facing the officer station.
 4. No-contact visits are to be monitored by staff at the officer visitation station.
- B. Upon completion or termination of contact and no-contact visits in the visiting area and prior to visitors leaving the visitation area, the inmate shall be removed from the visiting area and secured in an intake holding cell
1. Once the inmate is secured in a holding cell, visitation officers shall verify the hand stamp on the visitor's right hand with the provided black light
 2. After the visitors are processed, they shall be directed out of the visitation area and to the lobby.
 3. Visiting room staff will notify lobby and elevated observation post staff of number of visitors returning to the Lobby.
 4. Lobby staff shall process visitors exiting institution, verifying identification and the hand stamp.

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5. Once identification of visitors exiting have been verified, lobby staff shall notify visiting room staff.
6. Staff shall conduct strip searches on all inmates when visits are completed.
7. Strip searches shall be conducted one inmate at a time in the intake holding cell with the holding cell door open.
8. After the search is completed, staff shall secure the searched inmate in the Intake group holding cell.

C. Restrictive Housing inmates shall be escorted to the video visitation booth on the unit.

VII. Visitor Restroom

A. If during a visit, a visitor or a member of the visiting group requests use of restroom facilities, the visitor shall be allowed to use the visitor restroom in the visiting room.

1. The inmate shall remain at his assigned table and continue to be monitored by staff in the visitation area.
2. Inmates are not allowed in the visitor restroom. Inmates may utilize the intake restroom with staff approval and under staff supervision.

B. If a child is in need of a diaper change prior to or during a visit, a changing table is provided in the visitor's restroom. The soiled diaper shall be placed in the provided receptacle.

C. Searches of the restroom shall be conducted before and after inmate visitation hours to ensure the restroom is free of contraband.

VIII. Vending Machines

A. Inmates shall not be allowed access to the vending machines

1. Inmates shall not be allowed to handle any tokens or money.
2. Visitors may leave their seats to purchase food and drink items from the vending machines available in the visiting room one table at a time.
3. Following the purchase of food items from vending machines, visitors shall proceed to the officer station, open the packaging and place the contents on a provided plate/container in the presence of staff prior to returning to their assigned table. Trash bins will be available for disposal of original packaging following this process.
4. No vending machine items shall be taken from the visiting room to the housing units.
5. The area used to eat shall be cleaned up and left usable for the next visit.

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- B No-contact visitors may purchase vending items prior to the visit and shall not share items with the inmate.

IX. Inmate Property Disbursement And Reception

- A Property to be sent out/received on a visit shall be processed in accordance with DAI 309.20.03.
- B. Property left in the lobby over 30 days shall be returned to the Property Department to be mailed out or destroyed The item(s) shall be logged as "Returned to Property".
- C. The only property items to be received at the lobby for inmates are: ring (wedding) and release clothing for inmates who are 60 days or less from their release date. Staff shall give the visitor a receipt for these items. All other property shall arrive through the mail in accordance with DAI Policy 309.04.01 and DAI 309.20.03.
- D. Legal Papers – If a visitor has legal documents which show an urgency to be signed by an inmate, a security supervisor shall be called to review. If it is determined sending through the regular mail would present an undue burden of delay, the supervisor may have the papers delivered to the inmate for signature and immediate return to the visitor.

X. Visitation Times

- A Monday and Friday 8.30 AM – 12.30 PM
- B. Saturday, Sunday, and Holidays 8:30 AM – 7:30 PM

XI. Milwaukee Secure Detention Facility Tele-visits

- A. Times
 1. Saturday and Sunday: 8:00AM-4:00PM
 2. Thursday: 8:00AM-11:00AM
- B. Tele-visits are 15 minutes in length.
- C. A visitor who has visited via a tele-visit remains eligible to come to the institution and visit during the same week.

XII. Length and Type of Visits

- A. Visits for inmates in general population shall be no longer than 3 hours in length with general population inmates being eligible for a minimum of 9 hours of visitation each week, including the use of video visitation. Based on

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time and space availability, the length of a visit may be extended or shortened as determined by the shift supervisor.

1. Termination of visits will begin when the visiting room reaches capacity and other visitors are requesting to visit.
 2. First in, first out rule applies after a one hour minimum visit.
- B. TLU/Disciplinary Separation/Administrative Confinement visits may last up to one hour per week. Video visit only
- C. Administrative confinement - Phase four in the PACE program are allowed one hour of no-contact visitation per week.
- D. General population inmates placed on a no contact face to face or video visiting restriction shall be allowed visits up to one hour in length.
- E. Observation and control status visits shall only occur with the approval of the Warden Video visit only.

XIII. Arrangements for Special Visits

- A. Inmates shall submit requests for a special visit at least 2 weeks in advance.
- B. Social Worker/designee shall review the request and forward for consideration of approval if appropriate
- C. The Security Director shall approve or deny request for special visits.
- D. If approved, the Social Workers shall file the notice electronically in the daily gate pass folder specifying who is visiting, when, and for what purpose.

XIV. Joint Family Visits

- A. A joint family visit is a visit with multiple inmates and visitors who meet the definition of a close family member as defined above.
- B. All inmates shall be housed at WSPF and all visitors shall be on each inmates approved visitor list.
- C. Arrangements for joint family visits shall be in accordance with section XII Arrangements for Special Visits above.
- D. Visitors wishing to schedule a joint family visit shall contact an assigned social worker at least 2 weeks in advance to arrange a joint family visit.
- E. Any concerns at the time of the visit shall be addressed with a security supervisor.

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XV. Photographs

- A. Inmates on visits may be allowed to have photographs taken of themselves and their visitors.
- B. All photographs shall be under supervision of the visiting room officer.
- C. DOC-184 shall be submitted by the inmate to the visiting room officer at the beginning of the visit. The request shall include the number of photos being requested (maximum of five photos)
- D. Visiting room officer shall verify the inmate has sufficient funds in their account, and DOC-184 shall be approved or denied based on the proper funds being available in the inmate's account
- E. Persons in the photo shall stand straight, facing the camera with hands at their sides or clasped in front or behind. No hand gestures are permitted. Feet shall be parallel, directed toward the camera.
- F. Inmate and visitors may have their arms only around the shoulder of another for pictures. Inmate and visitors are permitted to hold children appropriately in photos.
- G. Only the inmate's approved visitors may be in the photograph. Neither staff nor any other inmate or visitor(s) may be in the photograph(s)
- H. Photos believed to depict security threat group-related or other inappropriate postures on behalf of the inmate or visitor shall be confiscated and inmates or their visitors are required to pay for these photos. Photos shall be referred to security for review. A conduct report may be issued.
- I. All photographs shall be inspected and approved by visiting room staff before given to inmates or their visitors.
- J. Photographs unacceptable due to damage, over exposure, or under exposure may be retaken at the discretion of the visiting room staff

XVI. Contraband

- A. The visiting officers shall be alert at all times for the attempted concealment and entry of contraband into the institution. Upon discovery of a contraband item, a shift supervisor shall be notified. An incident report and or a conduct report shall be submitted to the security supervisor.

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- B. Wisconsin State Statute 302.095 (2) (Delivering Articles to Inmate) prohibits delivery of any article to an inmate of a State Correctional Institution or depositing or concealing an article within the State Correctional Institution or its boundaries or receiving an article to convey out of the institution that is contrary to the rules and regulations and without the knowledge or permission of the Warden. Any person found in violation of this law is subject to imprisonment of not more than three years or a fine not exceeding \$500.00.

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

- C. The Wisconsin Secure Program Facility is committed to maintaining a drug-free institution and will take actions deemed necessary to prohibit the entrance of drugs and other contraband, including electronic monitoring and the regular use of K9 units. This facility will actively investigate and refer for prosecution any individuals bringing drugs into this prison.
- D. Visiting officers shall be responsible to search the contact visiting area at the start and end of each visiting period.

XVII. Use of K9 Unit

- A. In collaboration with local law enforcement, random searches may be conducted of the Institution parking lot, lobby and visitation area during visitation days
- B. The K9 unit may conduct exterior searches of visitor's vehicles.
1. If the K9 indicates the possibility of drugs in a vehicle, the visitor shall be notified, requested to leave the visiting room and report to law enforcement personnel.
 2. The visit shall be terminated at that time and the visitor shall not be allowed to return to the visiting room.
 3. The inmate shall be removed from the visiting room and placed in a holding cell in intake until further direction
- C. The K9 unit may enter the lobby area and conduct searches of the area at any time.

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1. If the K9 indicates the possible possession of drugs on a visitor in the lobby, the visitor will be processed in accordance to law enforcement procedures.
 2. The visitor shall not be allowed access into the institution
- D. The K9 unit may enter the visitation area and conduct searches of the area with prior approval of the Warden.
1. A WSPF security supervisor shall be present with the K9 Unit
 2. If the K9 indicates the possible possession of drugs on a visitor or inmate in the visitation room, the visitor shall be notified and escorted out of the visiting room
 3. The visit shall be terminated.
 4. The inmate shall be removed from the visiting room and placed in a holding cell in intake.
 5. The visitor will be processed in accordance to law enforcement procedures.
 6. The visitor shall not be allowed return access into the institution.