



# 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.

Sarah Cooper

Name of Individual Certifying this Document / Proposed Document

Warden, Wisconsin Womens Correctional System

Title

*Sarah Cooper*

Signature

*04-20-2020*

Date Signed

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

## **Milwaukee Women's Correctional Center**

### **VISITING INFORMATION**

#### **VISITOR QUESTIONNAIRE:**

1. The inmate is responsible for mailing the Visitor Questionnaire (form DOC-21AA) to a proposed visitor.
2. The Visitor Questionnaire must be returned to the center through the mail (attention Social Worker); the forms may not be dropped off. Forms mailed directly to the inmate will not be accepted.
3. The inmate will be notified when a visitor has been added or removed from their visiting list.
4. Visitor lists approved at Taycheedah Correctional Institution or Robert E. Ellsworth Correctional Center follow the individual to Milwaukee Women's Correctional Center upon transfer.

#### **VISITING HOURS:**

- 6:00 PM through 9:00 PM Tuesday
- 1:00 PM through 4:30 PM Saturday, Sunday, & Holidays

Visitors will not be admitted 30 minutes prior to the end of visiting hours.  
Movement in and out of the center will stop from 3:40 PM until count is clear.

#### **HOLIDAY VISITS:**

MWCC recognizes the following holidays for visiting purposes:

- |                          |                             |
|--------------------------|-----------------------------|
| • New Year's Day         | January 1st                 |
| • Martin Luther King Day | Third Monday in January     |
| • Memorial Day           | Last Monday in May          |
| • Independence Day       | July 4th                    |
| • Labor Day              | First Monday in September   |
| • Thanksgiving Day       | Fourth Thursday in November |
| • Christmas Eve          | December 24th               |
| • Christmas Day          | December 25th               |
| • New Year's Eve         | December 31 <sup>st</sup>   |

If a holiday falls on a Tuesday there will not be evening visits.

#### **VISITING REGULATIONS:**

1. Each inmate is allowed three visits per week, Monday through Sunday.
2. Each visit is limited to 4 visitors during the visit.
3. Visits may be shortened due to time and space availability. The first visit started will also be the first visit terminated.
4. All visitors must be placed on the visiting list prior to visiting.
5. Visitors entering must successfully clear the metal detector before being allowed access into the visiting area. A visitor will only be given 3 attempts to pass the metal detector. Use of a hand held metal detector is only for visitors who have prior approval for such an accommodation based on a medical condition.
6. A visitor may be denied entry if the visitor appears to be under the influence of alcohol or other substance.
7. Visitors age 16 and older must have photo identification. Visitor's name on their ID card must match the name on the visiting list. Acceptable forms of identification are: valid state driver's license, valid passport or visa, valid Department of Transportation ID, valid military ID, and valid tribal ID (if it provides photo).
8. All visitors should arrive at the same time, additional visitors may not be allowed to join a visit already in progress.
9. An adult must accompany any visitor under the age of 18.
10. Visitors who leave the visiting area may not re-enter the building on that given day.
11. No personal property (including cellular phones, pagers, PDA's, electronic devices, watches or cameras) are allowed in the center except for baby supplies as noted below and a maximum of \$20 in cash per person for the vending machines.
12. Purses, wallets and diaper bags are not permitted inside the center. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a clear plastic bag.
13. Items are not permitted to be passed or received during a visit without prior authorization from staff.

14. Packages, paperwork and containers are not allowed during visits without prior authorization from the Captain/Superintendent and, when authorized, will be inspected by security staff.
15. No property items, money orders, or certified checks may be brought in on visits.
16. Visitors and the person being visited will be allowed to embrace and kiss once at the beginning and once at the end of the visit. No other touching is allowed.
17. Inmate significant other are required to sit directly across the table from the person being visited if only one visitor.
18. Both hands must remain above the table and feet off the chairs at all times.
19. Children who are five or under may be permitted to be held and/or sit on the lap of the person they are visiting, provided there are no risk factors as determined by facility staff.
20. No personal mugs, cups or bowls are allowed on a visit.
21. Parents are responsible for supervising their children during visits. Visiting children must be kept under control at all times. In the event staff observe children who are not under control, the visit will be terminated and those children may be temporarily suspended from visiting again.
22. Visiting with another person's visitor is not allowed.
23. Visitors are required to use the designated bathroom facilities. Inmates are not to enter the visitor bathrooms for any reason.
24. Inmates are to use designated bathrooms with permission of staff.
25. Inmates may not return to their room at any time during the visit
26. All food items from the vending machine must be consumed during the visit.
27. Only the items provided by the vending company are available for use. The center does not provide plates, utensils or condiments.
28. Only visitors are allowed to go to the vending machines. Inmates are not allowed to handle money.
29. A mother with child is permitted to breast-feed during visitation in the visiting room.
30. Changing of infant diapers is only allowed in the designated visitor bathroom.
31. Inmates are responsible for cleaning off the table at the end of their visit.
32. The use of offensive, loud, or vulgar language will result in the termination of the visit and the visitor may be temporarily suspended from visiting again.
33. The inmate shall remain at the table at the end of a visit until the visitor has exited.

#### **DRESS CODE:**

1. The following apparel is considered unacceptable and will result in denial of entrance to the institution/center:
  - 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.
  - 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 must be worn at all times.
3. Acceptable attire must be worn at all times.

#### **ALLOWABLE 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 (twenty dollars) 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. Must 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) institution locker key
2. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitro pills (only individual pills, not bottles), epi pens, etc.

### **PROHIBITED ITEMS:**

The following items are not allowed:

1. Cell phones, pagers, electronic equipment, Internet "smart" technology and Weapons
2. Watches
3. Illegal drugs
4. Alcohol
5. Tobacco or tobacco related products
6. Matches and lighters
7. Pets or animals, except those required as service animals
8. Purses or wallets
9. Cameras or other recording devices
10. Food items or beverages
11. Reading materials or other papers without prior approval
12. Children's books, toys or games.

It is a felony to bring any weapon, alcohol, controlled substance or other contraband onto the grounds of the center.

### **PARKING:**

1. Parking is available in the parking lot or on 6th street. Parking is limited in the lot.
2. Please do not park in spots designated for state vehicle parking.
3. If visitors are being dropped off to visit, the driver, other passengers and the vehicle are not allowed to wait for the visitors in the parking lot. Visitors must be dropped off, and arrange for a pick up time with the driver.
4. Anyone that is denied entrance to visitation, but is waiting for visitors that are approved, must leave the grounds until the end of the visit.
5. Visitors shall move directly to and from vehicles when entering and leaving the institution.
6. Loitering is prohibited.
7. No loud car radios. No picnic/tailgate parties. No horseplay.
8. Verbal communication, waving, sounding and/or blinking headlights to signal inmates is prohibited.
9. All vehicles are to be locked, windows are to be rolled up, and sunroofs should be secured in the closed position.
10. Animals are not permitted to be left unattended on facility grounds, including inside vehicles.

### **SPECIAL VISITS:**

1. Special visitors must live a distance of 200 miles or a 4 hour drive from the center, may not be on the inmate's regular approved visiting list, and are intended for a one time visit only.
2. Requests for special visits must be submitted and approved through the inmate's social worker in advance of the visiting day and must specify the exact date of the visit.
3. The request must include the name of visitor(s); relationship to inmate; address; and date of birth.

### **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 Privilege