



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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## 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.

Casey Gerber

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Name of Individual Certifying this Document/Proposed Document

Director, Office of Juvenile Offender Review

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Title

Casey Gerber

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Signature

06/24/2019

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Date Signed

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

 <p style="text-align: center;"><b>WISCONSIN</b> <b>DEPARTMENT OF CORRECTIONS</b> <b>Division of Juvenile Corrections</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	EFFECTIVE DATE 3/1/2018	PAGE NUMBER 1 of 11
	MANUAL REFERENCE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	DJC POLICY # 300.01.06	Original Date: 07/01/2005
	ORIGINATED BY John D Paquin, Administrator	
	X  Date Signed: 1/10/2018	
DISSEMINATION	PRIORITY	
<input checked="" type="checkbox"/> All Staff <input checked="" type="checkbox"/> Community Facilities	<input checked="" type="checkbox"/> <b>Policy/Directive</b> <input type="checkbox"/> <b>Information</b>	
<input checked="" type="checkbox"/> Institution	Discuss at Staff Meeting                      Read/Route/Post	
<input checked="" type="checkbox"/> Field Offices <input type="checkbox"/> Confidential-Security Related		
<input checked="" type="checkbox"/> Health Services <input type="checkbox"/> Supervisory Staff Only		
	REPLACES POLICY	DJC Policy 400.07.02, CLS/LHS P&P 6.16 & 7.08
<b>SUBJECT: Visits</b>		

**Purpose**

The purpose of this policy is to specify the visiting procedure to be used and who is allowed to visit at specific times of any given day.

**Policy**

Visits are an important and integral part of the overall treatment program at Division of Juvenile Corrections' facilities. Visits by approved family members and other interested approved parties are encouraged.

**References**

- Administrative Code 373.80- Dispositional alternatives for major conduct rule violations
- Administrative Code 379- Living Conditions for Youth in Type 1 Secured Correctional Facilities
- Administrative Code 379.07- Visits
- Administrative Code 380- Complaint Procedure for Youth in Type 1 Secured Correctional Facilities
- DJC Policy 300.01.08 – Facility Tours
- Youth Handbook

**Definitions, Acronyms, and Forms**

- Assistive Devices – Canes, crutches, walkers, braces, Bledsoe boots, etc.
- Close Family Member – Youth's natural, adoptive, step and foster parents; spouse; children; grandparents; or siblings. A parent surrogate is within the definition of parent if an youth substantiates that a claimed surrogate did act as a parent to the youth, although the parent surrogate was not an adoptive, foster or step parent.
- DJC – Division of Juvenile Corrections
- DOC – Department of Corrections
- DHS – Department of Health Services
- DOC-2424 – Visitor Requesting Accommodations

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DOC-21AA – Visitor Questionnaire

GPS Monitoring – Global Positioning System for twenty-four hour monitoring of individuals.

I.D. – Identification card issued by a governmental agency

IMT – Incident Management Team

Metal Detector - an electronic device that detects and alerts the user by giving an audible or other signal when it is close to metal objects.

Medical Appliance – Plate, pacemaker, screws, rods, artificial joints, etc.

No-Contact Visiting – visitation during which no physical contact is permitted between a youth and a visitor.

PERS – Preparedness and Emergency Response Section

Service Animal – Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Visitors – Includes but are not limited to volunteers, attorneys, clergy, mentors and youth visitors.

X-Ray Machine – A machine used to obtain internal images of objects entering the facility.

## **Procedure**

- I. General
  - A. The facility shall maintain written guidelines specifying the times, days, duration, place of and number of visits, number of visitors permitted per visit, termination of visits and property, and what may be brought in during a visit.
  - B. Specifics cited above are subject to the changing safety and operational needs of the facility and shall be included in the facility procedure.
  - C. Facility shall monitor visits as established in facility procedures.
- II. Communication
  - A. Staff shall include written "Visitors Guidelines" in the Youth Handbook.
  - B. Approved visitors shall be notified of the visiting guidelines by the facility.
- III. Visiting Times
  - A. The facility shall determine the amount of time allowed per visit subject to safety and operational needs.
  - B. Visiting times shall be consistent with scheduled activities and available resources.

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- IV. Proposed Visitor
  - A. A proposed visitor shall submit a DOC-21AA to request approval to visit a youth.
  - B. Facility staff may consult with field staff for more information about the proposed visitor.
  - C. Superintendent, Regional Chief, or designee may request that a field investigation be completed.
  - D. Superintendent, Regional Chief, or designee may deny the addition of a person to the approved visitors' list or remove a person from the approved visitors' list.
  
- V. Eligibility to Visit
  - A. Staff shall determine the number of persons on a youth's visiting list consistent with the youth's treatment goals and the facility's resources.
  - B. The facility shall maintain a list of approved visitors for every youth.
  - C. A youth's approved visitors list should include all the following for all individuals:
    - 1. The name
    - 2. Date of birth
    - 3. Address and/or phone number
    - 4. Relationship to the youth.
  - D. Children of youth and children of approved visitors who have not attained the age of 18 may visit if the following requirements are met:
    - 1. Must have written approval from a non-incarcerated custodial parent or guardian or a court order directing the visit.
    - 2. Name must appear on the approved visitors list.
    - 3. If accompanied by an approved adult.
  
- VI. Metal Detector/Search of Visitors in a Secure Facility
  - A. All visitors except those outlined in section H must clear the metal detector before being permitted to enter the facility.
  - B. Medical Appliances/Assistive Devices
    - 1. Visitors who are unable to successfully clear the metal detector due to a medical appliance/assistive device may be required to submit a completed DOC-2424 to the Security Director or designee prior to the visit. Pacemaker cards or other cards identifying medical conditions will not be accepted as proof of medical appliance/assistive device.
      - a. The visitor may need to complete the respective portion of the DOC-2424 and provide it to their medical professional who will complete the respective portion of the DOC-2424 and send it via fax or mail it to the Security Director or designee.
      - b. The medical professional shall specify the location of the medical appliance. They do not need to specify what type of medical appliance.
      - c. The medical professional shall specify the type of assistive device and whether or not it is permanent.

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- d. The Security Director or designee will investigate and verify all such claims, prior to the visitor being allowed entrance. After verification and if approved by the Security Director or designee a DOC-2424 will be completed and distributed.
  - e. Assistive devices may be subject to careful inspection prior to allowance in the facility. Any such devices that come apart and/or are hollow may be taken apart as feasible and/or scanned.
  - f. If the Security Director or designee approves the medical clearance, the visitor will be scanned by the use of a handheld metal detector before entering the visiting room.
- C. Visitors will not be allowed entry when wearing clothing with decorative metal or large metal fasteners (e.g. buckles, snaps, metal buttons). Visitors must be able to remove or replace clothing or accessories that will not pass the metal detector.
- D. Wire in undergarments and shoes will not pass the metal detector and should not be worn.
- E. GPS Monitoring
- 1. Any approved visitor who is on a GPS monitoring unit will be reviewed on an individual basis by the Security Director or designee.
  - 2. If the hand held scanner alarms in any other area (other than that of the GPS unit itself) staff will follow procedures regarding handheld metal detection.
- F. Headwear/hats are not permitted unless the visitor has religious justifications for use of the headwear. If the headwear the individual is wearing for religious purposes conceals the identity of the visitor, they will be required to allow facility staff to view their face(s) in order to verify identification upon entry and exit of the facility. After identification, the visitor will be permitted to replace the facial covering.
- G. Visitors shall be permitted three attempts to pass metal detection. Failure to pass metal detection shall result in denial into entrance into the facility.
- H. The following individuals shall be exempt from the use of metal detectors:
- 1. Employees of the DOC.
  - 2. Employees of the DHS.
  - 3. Federal, State, County and Tribal judges.
  - 4. Administrative Law Judges from other State Agencies.
  - 5. Employees of the Federal Bureau of Prisons.
  - 6. United States Probation Officers.
  - 7. District Attorneys and Assistant District Attorneys.
  - 8. Employees of the Wisconsin State Public Defenders Office.
  - 9. Law enforcement officers.
  - 10. Governor, Lieutenant Governor and legislators.
  - 11. Wisconsin Tribal Chair/President and legislators.
  - 12. Employees of the Wisconsin Department of Justice.
  - 13. Employees of the Division of State Facilities under the Department of Administration.
  - 14. Others as designated by the Superintendent, Regional Chief, or designee.

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VII. Metal Detector/Search of Visitors in a Non-Secure Facility

The Regional Chief, Director, or designee retains the right to require any visitor to submit to a search by the use of metal detectors.

VIII. Visitors with Special Needs

A. Wheelchairs

1. Visitors may be expected to utilize facility provided wheelchairs inside the facility and may be expected to switch from their personal wheelchair to the facility provided wheelchair on their own accord and/or with assistance from family/friends. Facility staff will not assist in switching or pushing wheelchairs.
2. If a visitor is unable to use a requested facility provided wheelchair (e.g. requires a specialized chair, custom fitted, motorized, electric scooters), verification for a specialized wheelchair must be provided from a Physician or Nurse Practitioner prior to the visit.
  - a. Visitors may need to complete the respective portion of the DOC-2424 and provide it to their medical professional, who will complete the respective portion of the DOC-2424 and send it via fax or mail to the Security Director or designee.
  - b. The Security Director or designee will investigate and verify all such claims, prior to the visitor being allowed entrance. After verification, and if approved by the Security Director or designee, the DOC-2424 will be completed and distributed.
  - c. Staff may thoroughly inspect the wheelchair/scooter prior to entry. Handheld metal detection may be used.

B. Service Animals

1. Visitors who require a service animal are not required to provide verification for an accommodation from a Physician.
2. Visitors are not required to show verification as to the certification of the service animal, whether trained or in training.
3. Staff will ask the visitor if the animal is a service animal that is required because of a disability.
4. If it is not a service animal, then the visitor will not be permitted to enter the facility with the animal.
5. Animals will not be left unattended in vehicles and/or on state property.
6. Visitors are responsible for the care and control of the animal.
7. Staff will visually inspect the animal for potential contraband but shall not attempt to touch the animal. If something suspicious is noted, staff will direct the visitor to physically inspect the area (e.g. under the collar, harness).

IX. DOC-2424 Completion and Distribution

- A. The Security Director or designee will approve or deny the DOC-2424.
- B. Document in either the youth's visit list or the volunteer database that an approved DOC-2424 is on file from the visitor's/volunteer's physician. Documentation in the youth's visit list or volunteer database should include the facility's acronym, date information is being entered and a very brief comment. (Example: Hand Scanning Required-Metal plate in head.)

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- C. The approved DOC-2424 will be scanned and saved for access by other facilities.
- D. The visitor will be notified of the accommodation approval/denial.
- E. If a new device is requested, the visitor will complete another DOC-2424.

X. Visitor Attire

- A. DJC prioritizes a family-friendly atmosphere for visitors. Clothing must be worn in the manner intended. Restrictions apply equally to all visitors.
- B. The following is considered unacceptable and shall result in the denial of entrance to the facility:
  - 1. Clothing that is not in good repair, or is not appropriately fitted and/or reveals the visitor's abdomen, buttocks, breasts or chest area.
  - 2. Transparent/translucent clothing.
  - 3. Shorts, shorter than fingertip length (visitor standing naturally with arms straight down the side of body and finger extended).
  - 4. Skirts or dresses shorter than fingertip length plus three inches (should a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance).
  - 5. Tops and dresses that are strapless, tube or halter style.
  - 6. Camisoles and tank tops are only permissible when worn under other attire.
  - 7. Tops and dresses that expose the midriff (front and/or back).
  - 8. 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.
  - 9. Exposed Undergarments.
  - 10. Clothing with revealing holes, tears or slits.
  - 11. Clothing or accessories with obscene or profane writing, images or pictures.
  - 12. Gang or club related clothing or insignia. This includes, but is not limited to, motorcycle jackets bearing club logos, and footwear.
  - 13. Any clothing that may have the potential to cause undue attention.
- C. Appropriate attire and footwear shall be worn at all times.

XI. Contact during Visits

- A. Visitors are required to obey the laws of the United States and the State of Wisconsin, as well as the department's rules and policies and procedures of the facility relating to visiting.
- B. Only physical contact approved by the Superintendent, Regional Chief, or designee is permitted.
- C. Youth and visitors may not pass or exchange items during a visit, without prior approval from the Superintendent, Regional Chief, or designee.
- D. The Superintendent, Regional Chief, or designee may impose no-contact visiting.

XII. Video Visitation

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- A. The Social Worker or designee will arrange video visits with approved visitors following a request from the youth or intended visitor. The Social Worker or designee will schedule a date and time that is agreed upon by all participating parties. If applicable, he or she will contact the youth's home county Social Worker or state agent to ensure that video equipment will be available.
- B. Facility will designate approved video visitation schedule.
- C. Video visits will be supervised by the Social Worker or designee.

XIII. Termination/Suspension of Visiting Privileges

- A. Staff may terminate the visit of youth who are violating rules. The alleged violation shall be handled in accordance with Administrative Rules.
- B. Staff may terminate any visit that is in violation of Divisional, Departmental, or program policies and procedures regarding conduct during visits.
- C. The Superintendent may suspend or terminate visiting privileges for a violation of the law of the United States and the State of Wisconsin, as well as the department's rules and policies and procedures of the facility relating to visiting.

XIV. Youth or Visitor Appeals

- A. The youth may appeal a decision of the Superintendent by filing a complaint within 5 days of receipt of the decision.
- B. The visitor may appeal the decision by filing an appeal with the Administrator, whose decision shall be final. The Administrator shall issue a decision within 15 days of receipt of the appeal and send copies of the final decision to the Superintendent, the youth and the visitor.

XV. Exceptions

Any exceptions to this policy may be made by the Superintendent, Regional Chief, or designee on a case-by-case basis.

XVI. Professional Visitors

Staff will follow established facility procedures regarding notification of visitation.

- A. Public Officials
  - 1. Public Officials may visit with prior approval from the Superintendent, Regional Chief, or designee. Specific arrangements shall be made.
  - 2. The facility may limit:
    - a. The number of visitors
    - b. Visits and duration of visits
    - c. Restrict visitors to certain locations
- B. Attorney
  - 1. Attorneys, attorney assistants, approved law students and legal interns shall be permitted to visit their clients to provide professional services with the approval of the Superintendent, Regional Chief, or designee.



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2. Visits shall be consistent with facility security.

C. Public or Private Organizations

1. Public and Private Organizations who seek to provide specific and direct services to youth may be allowed to visit with the prior approval of the Superintendent, Regional Chief, or designee.
2. Justification and a scope statement should be provided in writing to the Security Director or designee for consideration of admission to the facility.
3. Public and Private Organizations seeking to visit but do not intend to provide a specific or direct service to youth should refer to the facility tours policy.

B. Inter-Facility Visits by Family Members

Superintendent, Regional Chief, or designee may approve visits between a youth and the youth's spouse, and between parents and children who are confined in a prison or another secured facility in the State of Wisconsin.

C. DOC Staff

DOC staff are required to show photo identification at the time of entrance.

1. The following positions within the DOC shall be allowed entrance and unlimited access to all DJC facilities at any time, for any reason with or without notice.
  - a. DOC Secretary.
  - b. DOC Deputy Secretary.
  - c. DOC Assistant Deputy Secretary.
  - d. DJC Administrator.
  - e. DJC Assistant Administrator.
2. The following positions within the DOC shall be allowed entrance and access to all DJC facilities with prior notification to the Superintendent, Regional Chief, or designee.
  - a. DOC Public Information Officer.
  - b. DOC Deputy Public Information Officer.
  - c. DOC Reentry Director.
  - d. DOC Legislative Liaison.
  - e. DOC PREA Director.
  - f. DAI Administrator.
  - g. DAI Assistant Administrators.
  - h. DAI Security Chief.
  - i. DCC Administrator.
  - j. DCC Assistant Administrator.

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- k. DJC OJOR Director.
  - l. DJC Budget & Programs Director.
  - m. DJC Program and Policy Chief.
  - n. DJC Psychology Manager.
  - o. DJC Nursing Coordinator.
  - p. DJC Northwest Regional Chief.
  - q. DJC Southeast Regional Chief.
  - r. DJC Executive Staff Assistant.
3. The following positions shall be allowed entrance and access to all DJC facilities in the event of an emergency.
- a. DOC PERS Chief.
  - b. DOC PERS Corrections Specialists.
  - c. DOC IMT Members.

cc: Office of the Secretary  
DJC Leadership Team

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Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 300.01.06	
Subject: Visits	
New Effective Date: 3/1/2018	Original Effective Date: 07/01/2005
Will Implement: <input type="checkbox"/> As Written <input type="checkbox"/> With following procedures for facility implementation	
Superintendent's/Regional Chief'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. Youth

III. Other